



ITCHEN SIXTH FORM COLLEGE INTERNATIONAL

International Student Handbook

2025-26



Itchen Sixth Form College | Middle Road |
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3)
E: international@itchen.ac.uk



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1. Welcome to Itchen

Welcome

Welcome to Itchen Sixth Form College International School! We are happy to have you here and we hope you have a successful time studying and taking exams. This part of the handbook is designed to help you with any questions you might have in your first few days. If there's anything you're not sure about, please feel free to ask a member of the International Team; we are here to help you!



About Itchen College

Itchen Sixth Form College is a 110 year old state-inspected and state-funded college. We specialise in preparing 16-18 year olds for university study. Located in Southampton on the south coast of England, we have over 20 years' experience helping international students realise their personal and academic goals.

Immerse yourself in life and study in the UK by studying with our British students aged 16-18 and living with a local, police-checked family close to Itchen.

We have a selection of programmes and a wide range of subjects to choose from.



2. Staff Contact Details

<u>Name</u>	<u>Position</u>	<u>Email address</u>
Rebecca Stratton	Principal	amerrin@itchen.ac.uk (via PA Angela Merrin)
	Deputy Principal	
Emma Barrett	Vice Principal	ebarrett@itchen.ac.uk
Lynne Jones	International Operations Manager	ljones1@itchen.ac.uk
Sam Byres	International Marketing & Programme Manager	sbyres@itchen.ac.uk
Coral Serjent	International Student Accommodation & Welfare Officer	cserjent@itchen.ac.uk
Lisa Melendez	International Student Support Officer and International Safeguarding Lead	lmelendez@itchen.ac.uk
Barney Selman	ESOL Curriculum Manager	bselman@itchen.ac.uk
	Teacher of ESOL	
Vanessa Payne	Receptionist	vpayne@itchen.ac.uk
Siobhan Leach	Receptionist	sleach@itchen.ac.uk
Maria Hill	Examinations Manager	mhill@itchen.ac.uk
Derek Manning	Teacher of PE (in charge of gym induction)	dmanning@itchen.ac.uk
Debbie Finch	Designated safeguarding Lead and careers advisor	dfinch@itchen.ac.uk
IT Support	Visit the IT Office	

2. Staff Photos



Lynne Jones



Sam Byres



Coral Serjent



Lisa Melendez



Barney Selman



Samuel Vulliamy



Jennifer Meech



Debbie Finch



Vanessa Payne



Siobhan Leach



Derek Manning



Maria Hill

3. Academic Information

3.1 Courses

Itchen College offers a range of both A Level and Vocational subjects. Your timetable will be given to you on enrolment; we will always try our best to accommodate your requests, but some subject combinations are incompatible.

3.2 Your timetable

- Your timetable will contain details of your lesson times, rooms, and teachers.
- If you have any questions about your lessons, speak to or email your subject teacher.
- Online lessons are mandatory
- Failure to attend online lessons without a valid reason will be considered an unauthorised absence.



3.3 Use of IT in College



- You will be provided with a College computer account, password, and email address.
- Use the College computers responsibly,
- If you don't have your own device, you can use College computers/ Chromebooks.
- Regularly check your Itchen Sixth Form College email for important updates

3.4 Mobile Phones

- Phones should be off and away in lessons, unless told otherwise.
- The mobile phone policy is displayed in all ESOL classrooms.
- You may use your mobile phones during breaks, lunchtimes, and private study periods at College.
- Inform the International Office if you change your number.



3.5 Academic Calendar

- **Arrival:** Thursday 28th August 2025
- **Enrolment:** Friday 29th August 2025
- **Welcome Trip:** Monday 1st September to Thorpe Park
- **Induction :** Tuesday 2nd September 2025
- **Term Dates:**

TERM	START DATE	END DATE
Autumn 2025	29 th Aug 2025	19 th Dec 2025
Half Term – 27 th October 2025 – 31 st October 2025		
Spring 2026	5 th Jan 2026	27 th March 2026
Half Term – 16 th – 20 th February 2026		
Summer 2026	13 th Apr 2026	26 th June 2026
Half Term – 25 th May – 29 th May 2026		

3.6 Progress Monitoring



- Your progress will be monitored closely throughout the year.
- There will also be regular progress reviews throughout the year where your teachers and tutors will discuss your progress and set targets.
- You can also track your progress using ‘Students IRIS’; ask your tutor to show you how to do this.

Please ensure you have signed the Student Contract



4. Code of Conduct and Attendance Policy

4.1 Access to College facilities

- You are entitled to use all College facilities, including the fitness suite.
- Joining groups, teams, and sports clubs is encouraged.
- Regular sports sessions are organised specifically for International students.
- All equipment must be treated with respect.



4.2 Academic Calendar



Student ID

- **Carrying a student ID card and wearing the lanyard at all times is mandatory for security reasons.**
- Your ID card will be issued during enrolment
- If you do not receive your College ID, promptly notify a staff member.



Code of Conduct

- You must engage with that lesson and behave in a way that allows both you and others to learn.
- You must show respect to all staff and fellow students.
- We encourage all international students to mix with home students, and you should not use your home language in lessons.
- Failure to engage or behave appropriately will lead to the Support Procedure.

4.3 Attendance Policy

- Itchen College expects 100% attendance.
- High attendance is directly linked to student success.
- No international travel is permitted on teaching days.
- If you are unwell, report your absence as 'sickness' by contacting the College before 08:45 each day.
- While we understand that sickness may prevent you from studying, it will still impact your overall attendance.
- All absences are recorded as unauthorised unless a valid reason is provided (medical appointment, school trip, genuine emergency).



4.4 Attendance Monitoring

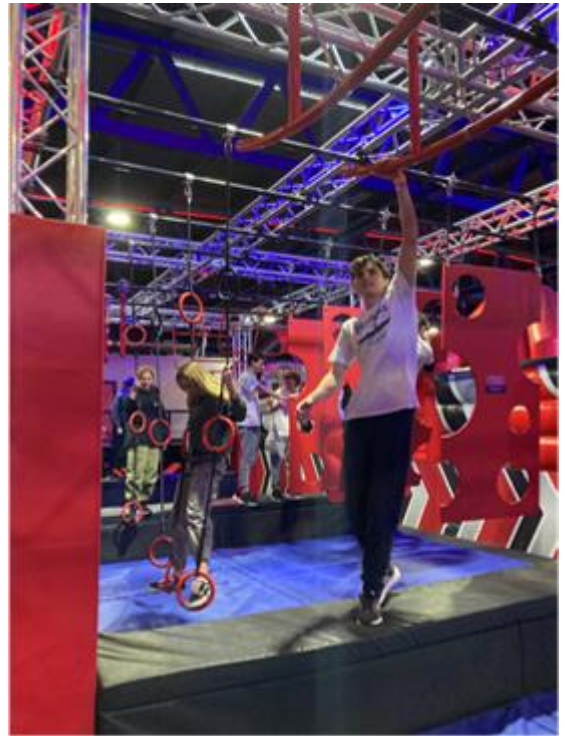


- Students are expected to arrive to all lessons on time.
- If you arrive more than 5 minutes late, you will be marked as 'late' (L).
- If you are more than 10 minutes late, you will be marked as 'very late' (V), and the number of minutes you are late will be recorded. This counts towards your attendance.
- If your attendance falls below 95%, you will be marked 'amber' and a warning letter will be sent to your parents agent.
- An attendance contract may be implemented to support you.
- If attendance falls below 90%, you will be marked 'red', and a second final warning letter will be sent to your parents/agent.
- If there is no immediate improvement within two weeks, your place at Itchen will be withdrawn, and you will need to return home.

5. Cultural Enrichment and Social Activities

Here is a list of activities which may run during the academic year:

- Portsmouth Historic Dockyard and/ or Spinnaker Tower
- University taster days
- Winchester Cathedral
- New Forest with cream tea
- Day trips to Bath, Oxford, or London
- Harry Potter Studios
- Thorpe Park



Twilight activities may include

- Celebration parties
- Bowling
- Cinema
- Ninja Warrior
- After College activities



Code of Conduct

- You are expected to adhere to the Code of Conduct both in the classroom and on trips.
- Remember that you are representing Itchen College.
- The trips policy can be found here



6. Health and Safety

6.1 Medical Insurance

- Medical insurance is required to cover any treatment you may need. Emergency medical care will be provided as necessary, but follow-up care may involve charges.
- Some countries have reciprocal agreements with the UK that may provide limited free healthcare through the NHS. Consult health authorities in your home country to understand the coverage.
- If you feel unwell or experience a minor accident at College, go to the Reception desk for immediate assistance. A trained First Aider will be contacted to help you promptly.
- If you need to see a dentist or optician you will have to pay, as neither treatment is free in the UK. Use the NHS website to help you locate your nearest one. College.



NHS Find a
Dentist



NHS Find an
Optician



6.2 Registering with a Doctor

- Upon arrival in the UK, it is important to register with a local doctor (GP).
- If you are living with a homestay host, they should assist you in registering with their family doctor and show you the location of the doctor's surgery.
- If you are not living with a homestay host, seek assistance from the International Office.
- Registering with a doctor early on is recommended to ensure prompt medical care.
- Most doctors' surgeries have multiple doctors, and you can usually choose to see a male or female doctor.



6.3 Prescriptions and Medicines



- Medical insurance is required to cover any treatment you may need. Emergency medical care will be provided as necessary, but follow-up care may involve charges.
- Some countries have reciprocal agreements with the UK that may provide limited free healthcare through the NHS. Consult health authorities in your home country to understand the coverage.
- If you feel unwell or experience a minor accident at College, go to the Reception desk for immediate assistance. A trained First Aider will be contacted to help you promptly.
- If you need to see a dentist or optician you will have to pay, as neither treatment is free in the UK. Use the NHS website to help you locate your nearest one to College.

6.4 Urgent Medical Advice

- If you are not registered with a doctor or cannot see one but require immediate medical advice, you can call NHS Direct at 111.
- NHS Direct can provide interpreters if needed.
- If you need to see a medically trained nurse urgently and cannot wait for an appointment, you can visit one of the NHS walk-in centres. The nearest one to the College is:

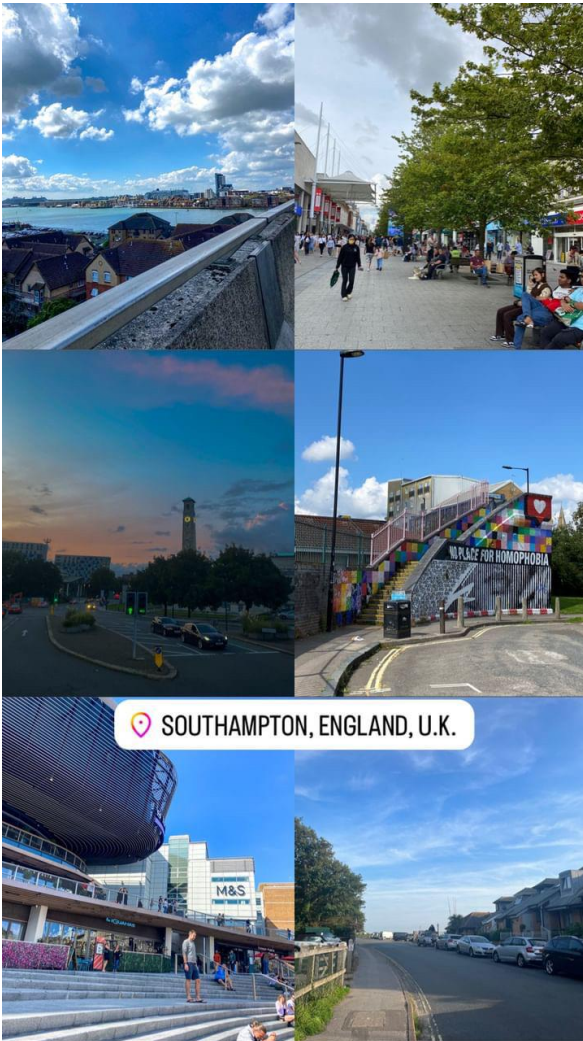
*Royal South Hants Minor Injury Unit
Royal South Hants Hospital
Level B, Brinton's Terrace
Southampton
SO14 OYG
T: 0333 999 7613*



**CALL 999 IF YOU HAVE A MEDICAL
EMERGENCY AND REQUIRE AN AMBULANCE**

6.5 Staying Safe

Southampton is a safe place to live and study, but it makes sense to follow a few simple rules if you want to stay as safe as possible:



- Avoid being out late at night on your own.
- Never accept a lift from someone you don't know, or don't know well
- Never carry large amounts of money or important documents (such as your passport) unless absolutely necessary.
- Keep to well lit public areas, NEVER take short cuts through back alleys, parks or woods.
- If you are carrying a laptop, put it in a bag and keep it hidden.
- Keep your mobile phone out of sight and only use it in public if you have to
- If you think you are being followed, go into the nearest shop/public building where you can assess the situation safely and take the necessary action.
- If the worst happens and you are attacked/someone tries to rob you, it is best not to resist—try to stay calm and then report the incident immediately to the police.
- Mark all of your valuable possessions so they can be identified

CALL 999 IF YOU ARE IN DANGER

7. Accommodation and Living in the UK

7.1 Living in the UK

Smoking

- Smoking or vaping inside public buildings, such as shops, pubs, restaurants, and train stations, is illegal in the UK.
- All College buildings strictly prohibit smoking and vaping, including designated non-smoking areas.
- Specialist support is available for students who wish to quit smoking.
- Smoking in your homestay is strictly forbidden.



Gambling

- The minimum legal age for gambling in the UK is 18.
- Casinos and betting shops require ID for entry and will report the use of false ID to the police.
- Gambling is strictly forbidden by the College.

Drugs and Alcohol

- It is illegal to buy or drink alcohol if you are under 18 years old.
- Selling alcohol to anyone under 18 is also illegal, and shopkeepers may ask for ID to verify age.
- Attempts to purchase alcohol using false ID will be reported to your parents.
- Alcohol is strictly forbidden at College.
- It is illegal to possess, take, and sell all non-prescribed drugs in the UK.

NHS Quit Smoking



7.2 Living in a Homestay

Your behaviour and relationship with your host family is just as important as your academic performance in College. Please be aware of the code of behaviour below:

As a student in homestay accommodation I understand that my host has the right to expect that I will:

- Keep my room tidy
- Have my daily shower at agreed, mutually convenient times
- Try not to waste water (households in the UK pay for their water usage)
- Leave the bathroom clean and tidy after use
- Not use candles in my room
- Use the internet facilities in a responsible manner
- Switch off all lights when leaving a room or going to sleep; use electrical appliances responsibly, turning off when not in use; ensure hair straighteners are used with care; switch off appliances at the mains, including phone/laptop chargers, when not in use.
- Eat my meals with the host and be punctual for meals
- Inform them if I have parental permission to be away overnight, ensuring that I provide contact details of where I will be staying to my host 3 days in advance.
- Keep my door key safe, I am aware that I will be asked to pay for any lost house keys.
- Be willing to pay for any damage to the property or furnishings caused by myself .
- Respect and adhere to the curfew times of the College or the host
- Treat my host with respect and be polite. I understand that 'please' and 'thank you' are culturally expected in the UK



7.2 Living in a Homestay

Note that it is very important that you follow your household rules with regards to safety and cleanliness.

In addition to the above, if you need to change your homestay for any reason, you must make your request in writing, explaining clearly why you want to move. Your request will be investigated and you will know the decision within 5 working days. No-one will be moved immediately unless we believe there are safety concerns.

Homestay curfew

COLLEGE CURFEWS ARE FOR YOUR SAFETY and to help you succeed academically. As such, it is non-negotiable.

Sunday – Thursday – all students MUST be home by 22:30 hours.

Friday and Saturday – all students MUST be home by 23:00 hours.

You must not disturb your host family after 23:00 hours with unnecessary noise (including taking a shower).

Friday and Saturday - all students must be home by 23:00 hours.

If you do not return to your homestay by the allotted time, and do not contact them to inform them of your delay, the following action will be taken:

1. Your homestay will attempt to call you, if they cannot they will call the College's emergency out of hours phone number.
2. A member of Itchen International School staff will telephone you, if they also cannot reach you they may feel it necessary to call the police and report you missing.
3. Your parent and agents will be informed and College action will be taken.



7.3 Travelling Around Southampton and the UK



- Bluestar is the main bus company in Southampton
- Use the QR code to access the website and download the app, where you can buy tickets, get live service updates and track busses in real time.



- The Train Line is the best website to find train tickets across Southampton and the UK.
- Tickets bought a few weeks in advance tend to be cheaper.
- You can also buy a railcard for £30 which entitles you to 1/3 off non-peak tickets.
- Use the QR code to access the website and download the app.



- National Express is the coach company that services Southampton
- There are coaches to London, Bournemouth and Portsmouth, as well as destinations in the North.
- Scan the QR code to access the website and download the app



8. Student Support Services

At Itchen, support is available whenever you need it. The Student Services Centre is open to all students, throughout the college day, with advisors on hand to help with any enquiries or support needs which you may have.

Our advisors can:

- Help you sort out day-to-day problems with work, study and careers
- Give you personal support and advice
- Support you with your UCAS application
- Book an appointment with our Careers Advisor
- Book appointments with the college counsellors, who are available for all types of personal issues.

Our services include:

- Independent careers information, advice and guidance (IAG)
- Arranging careers events and workshops
- CV help
- Higher education advice, including assistance with UCAS applications and personal statements
- Links with industry, business and employers

In addition to the careers advice provided in Student Support, there is also an extensive range of resources available in the Learning Resources Centre, including DVDs, prospectuses, careers magazines and more.

We are proud of the inclusive nature of the college, and our Student Support and tutor team are keen to support students of all backgrounds and abilities.

9. Equality and Diversity

Itchen Sixth Form College is committed to ensuring that all students, staff, visitors and others we have contact with, are treated fairly and with dignity and respect. We celebrate the diversity of our college (and wider society) and work to ensure that the human rights of all are enhanced and protected.

Itchen Sixth Form College actively promotes equality and values diversity. It continuously strives to develop awareness of equality and diversity issues in students and staff. The college works to provide an education that prepares students to work alongside people from many different cultures.

Scan the QR code for the full Equality and Diversity policy.



10. Complaints Procedure

We hope that you will never need to make a complaint as most issues and problems can be solved with a simple conversation. However, if you do wish to make a complaint you have the following options:

Informal stage

- The College encourages students to first attempt to resolve the issue with the person involved before making a formal complaint.
- If resolving the issue directly is not possible or appropriate, students can approach any member of the International Team, who will pass on the complaint to the appropriate staff member.
- Informal complaints will receive a response within 5 working days.

Formal stage

- If the complaint cannot be resolved informally, students have the right to make a formal complaint.
- To initiate a formal complaint, complete a Complaint Form (available at Reception) and submit it in a sealed envelope marked "for the attention of the Deputy Principal."
- Formal complaints should be made in writing within one month of the occurrence of the problem, by the person directly concerned or by someone acting on their behalf.
- The College will acknowledge the complaint and provide an initial response within 5 working days.

The College aims to provide a comprehensive reply to the formal complaint within one month of receiving it., we will acknowledge the letter and will provide an initial response to the complaint within 5 working days of receiving it. The College will aim to provide a reply to the formal complaint within one month of the date we received

11. Protecting Children and Vulnerable Adults

Our policies and statement are in line with the policies and procedures as provided on the HiPS procedures website:



Purpose

1. The purpose of this policy is to:
 - provide staff with the framework to promote and safeguard the wellbeing of children and young people, and in so doing ensure they meet their statutory responsibilities.
 - ensure that the safety and welfare of our students is embedded in all of the college's processes and procedures
 - ensure consistent good practice across the college.
 - demonstrate our commitment to protecting young people.
2. This policy sits alongside separate policies for Prevent and for Health and Safety within the college.
3. This document is based on guidance from the 2022 Keeping Children Safe in Education legislation.
4. The policy will be reviewed regularly, with input from staff, governors and students.



Induction Confirmation

The link to our online induction is available by scanning the QR code below. If you were unable to attend prior to arrival, it is essential that you watch the full video before classes start.

I confirm that I have watched the Induction Webinar in full and agree to adhere to the expectations, standards, and rules.

Signed: _____ Date: ____ / ____ / ____

Visit Southampton

www.visit-southampton.co.uk

@visit_soton @visit_soton



SOUTHAMPTON CENTRE

From a bustling shopping experience and an abundance of bars and restaurants to the quiet city centre parks, Southampton's centre is all about leisure and relaxation.

1 West Quay Shopping Centre:
www.west-quay.co.uk

2 Mardons Shopping Centre:
www.mardonsshoppingcentre.co.uk



THE MARITIME QUARTER

Enjoy fine dining, waterfront views, and trendy bars amongst Southampton's maritime heritage.

3 SS Shieldhall

Step on board a living reminder of the golden age of steam. Enjoy a tour exploring Southampton's maritime history, the ship's two rivers. See the ship's early aircraft, flying boats and the Spitfire website for sailing times. www.ss-shieldhall.co.uk

4 Solent Sky Museum

Discover the important role that Southampton played in the development of the British aircraft industry with displays of early aircraft, flying boats and the Spitfire. www.solentskymuseum.org

5 The Grand Originally the South Western Hotel where guests stayed before boarding the Titanic. Today's restaurant was once the Wedgwood Ballroom where the Queen Mother danced. www.grand-cafe.co.uk

6 Oxford Street Famous for its connections to the Titanic, historic Oxford Street is home to a range of independent cafes, bars, restaurants and bars. www.oxfordstreet-southampton.co.uk

7 Ocean Village

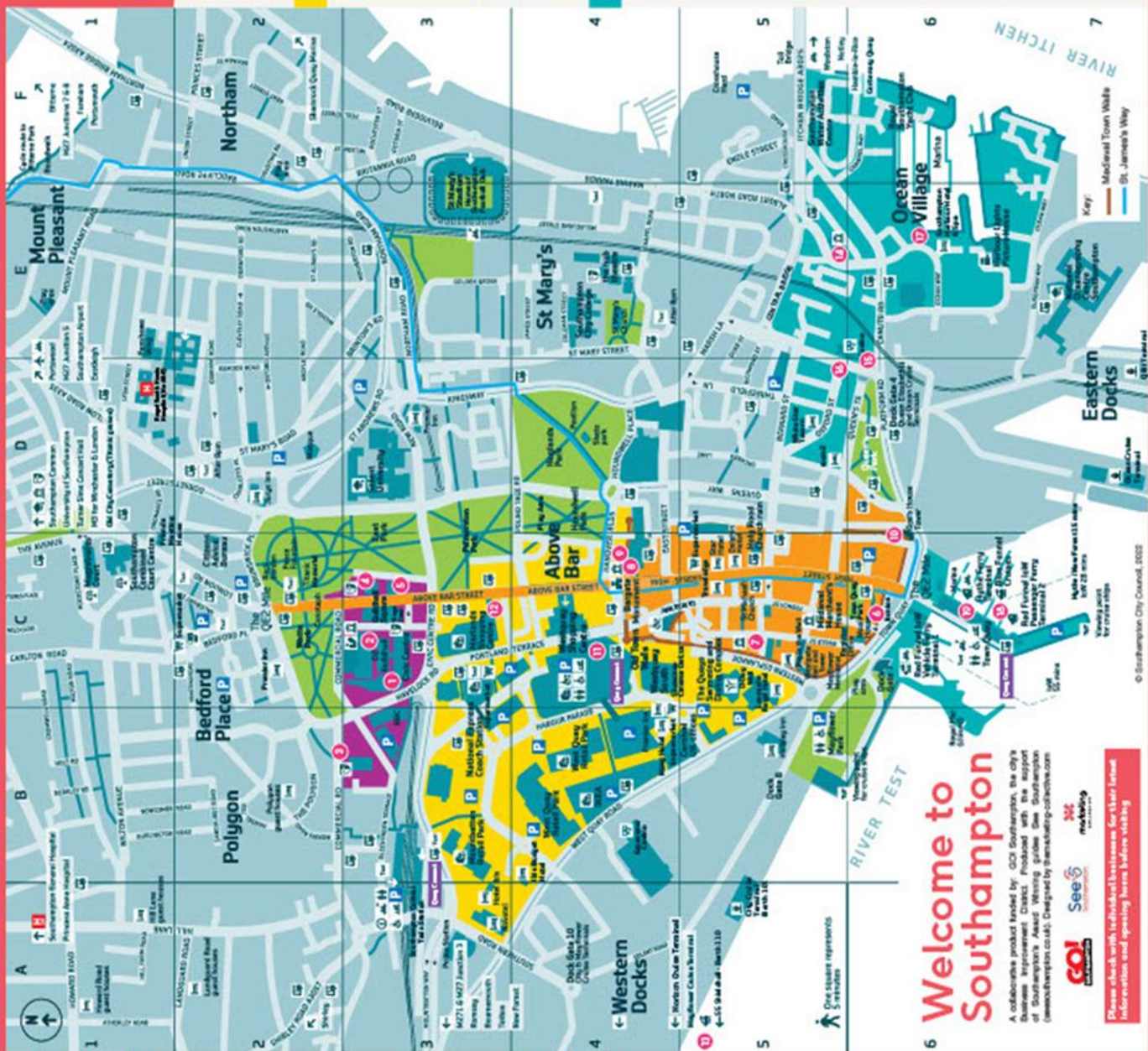
Visit the trendy marina surrounded by restaurants, bars, cinemas, shops and a hotel, which is uniquely shaped like a cruise liner.

8 Blue Funnel Cruises

Enjoy a historic day cruise with lunch on board with a view to Portsmouth and a cruise line on the home-made sailing. www.bluefunnel.co.uk

9 Hythe Ferry

Experience a great view of Southampton's docks and the ships. Make sure you take a ride down the pier on the world's oldest pier train. www.hytheferry.co.uk



Welcome to Southampton

A collaborative product funded by GO! Southampton, the city's Business Improvement District. Produced with the support of Southampton's Asset Retention group. See Southampton Connect Southampton.co.uk. Designed by thetownship.co.uk



Please check with individual businesses for their latest information and opening hours before visiting

THE CULTURAL QUARTER

Home to inspiring exhibitions, world-class theatre, live entertainment and exciting events.

1 SeaCity Museum

Explore the story of the city through the lives of the sea. Discover the city's maritime heritage and other historic links to the sea. www.seacitymuseum.co.uk

2 Southampton City Art Gallery

Wide ranging exhibitions from painting, sculpture and drawing, to photography and film. Free entry. For opening times see www.southamptoncityartgallery.com

3 Mayflower Theatre

The UK's third largest theatre offering spectacular touring productions from West End musicals to dance, opera, drama, ballet and comedy. www.mayflower.org.uk

4 MAST Mayflower Studios

Southampton's brand-new cultural hub, providing inspiring experiences and performances for all. www.maststudios.co.uk

5 John Hansard Gallery

Discover world-class contemporary art in one of Britain's leading public art galleries. Free entry. www.jhg-art

THE OLD TOWN

Step through the iconic medieval Bargate to discover Southampton's rich heritage

1 Dancing Man Brewery

Over the years, this 14th century woolhouse has served as a wool store, a prison and a museum. It now houses a restaurant, bar and microbrewery. www.dancingmanbrewery.co.uk

2 Tudor House & Garden

Discover over 800 years of history through the stories of the people who lived here. Enjoy lunch in the cobbles overlooking the tranquil Tudor knot garden. www.tudorhouseandgarden.com

3 Bargate

Constructed in the Norman times the iconic Bargate was considered the main entrance to the old town of Southampton.

4 Guided walks of the city

Enjoy a 90-minute morning, afternoon or evening walk with an award-winning Sea Southampton guide visiting the old town, the medieval walls and the wine vaults - 'More history than you ever imagined'. www.seesouthampton.co.uk

If you would like to know more about Southampton's history then join the Southampton Tourist Guides Association on guided walks throughout the year starting at the Bargate.

Learn of the important role that Southampton played in the preparations and journey of the Pilgrims on the Mayflower and the Speedwell with a Mayflower Heritage guided walk. www.mayflowerheritageguides.com

5 God's House Tower

Unveil God's dark history with the Tower exhibition, enjoy views from the roof and explore the art galleries. You can also relax in the café-bar. www.godshouse.org.uk

International Success



1. Argentina
2. Belgium
3. Brazil
4. Chile
5. China
6. Czech Republic
7. Denmark
8. France
9. Germany
10. Gibraltar
11. Netherlands
12. Hong Kong
13. Hungary
14. Indonesia
15. Italy
16. India

17. Latvia
18. Macau
19. Nigeria
20. Norway
21. Saudi Arabia
22. Slovakia
23. South Korea
24. Spain
25. Sweden
26. Switzerland
27. Turkmenistan
28. USA
29. Uzbekistan
30. Venezuela
31. Vietnam
32. Peru

EMERGENCY PHONE NUMBER

This is an out-of-hours emergency phone number for students in homestay accommodation.

This is for emergency situations that cannot wait until the next day.

+44 (0)73848 32408

**IF YOU HAVE NOT ALREADY DONE SO, PLEASE SAVE THIS
NUMBER TO YOUR PHONE AS “INTERNATIONAL SCHOOL
EMERGENCY PHONE”**

