ITCHEN SIXTH FORM COLLEGE INTERNATIONAL

International Student Handbook

2026-27



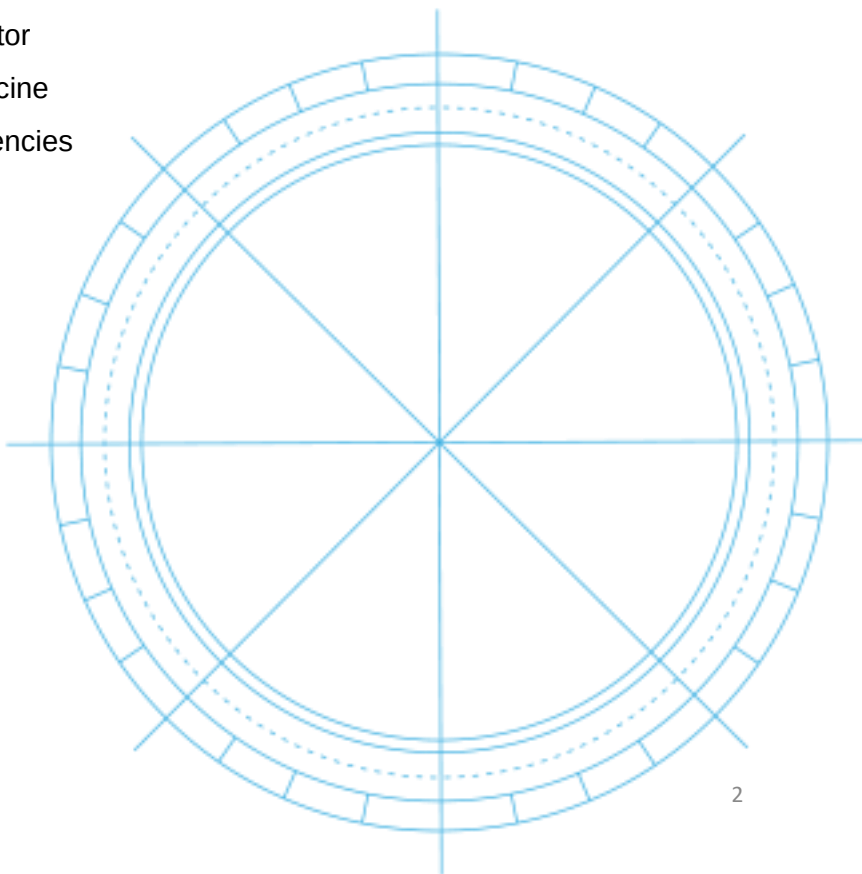
Ofsted Outstanding Provider

Itchen Sixth Form College | Middle Road | Southampton | UK | SO19 7TB

T: +44 (0) 2380 435636 (option 3)
E: international@itchen.ac.uk

Contents

1. Welcome and Introduction
2. Staff Details and Staff Photos
3. Academic Information
    - 4.1 Courses
    - 4.2 Timetable
    - 4.3 Use of IT (WiFi and ProPortal)
    - 4.4 Mobile Phones
    - 4.5 Academic Calendar
    - 4.6 Progress Monitoring
4. Code of Conduct and Disciplinary Policies
    - 4.1 Access to College Facilities
    - 4.2 Behaviour Policy
    - 4.3 Attendance and Absence Policy
    - 4.4 Attendance Monitoring
5. Cultural Enrichment and Social Opportunities
6. Health and Safety
    - 6.1 Medical Insurance
    - 6.2 Registering With a Doctor
    - 6.3 Prescriptions and Medicine
    - 6.4 Urgent Medical Emergencies
    - 6.5 Staying Safe
    - 6.6 Who to Contact
    - 6.7 Fire Safety
    - 6.8 Healthy Living
    - 6.9 Staying Safe
    - 6.10 Age Limits
7. Who to Contact
    - 7.1 Who to Contact
    - 7.2 External Agencies
    - 7.2 Missing Student Protocol
8. Accommodation and Living in the UK
    - 8.1 Living in the UK
    - 8.2 Living in Homestay
    - 8.3 Travel Around Southampton and the UK
    - 7.4 Independent Overnight Travel
9. Student Support Services
10. Equality and Diversity
11. Complaints Procedure
12. Protecting Children and Vulnerable Adults



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.

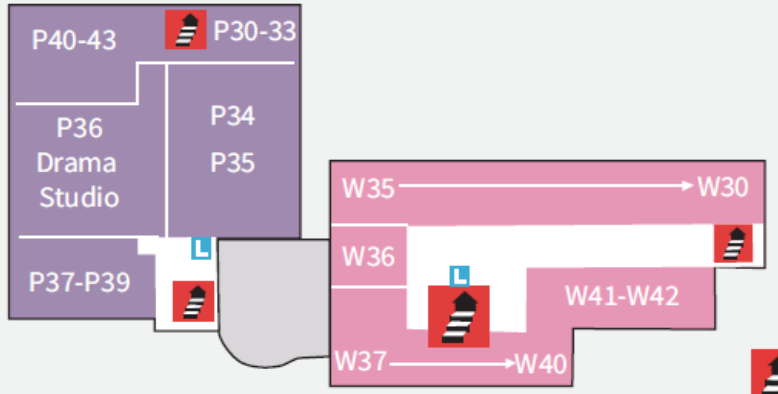
We have a selection of programmes and a wide range of subjects to choose from.

Reading this on your phone or laptop? Tap or click the QR codes to visit the websites!



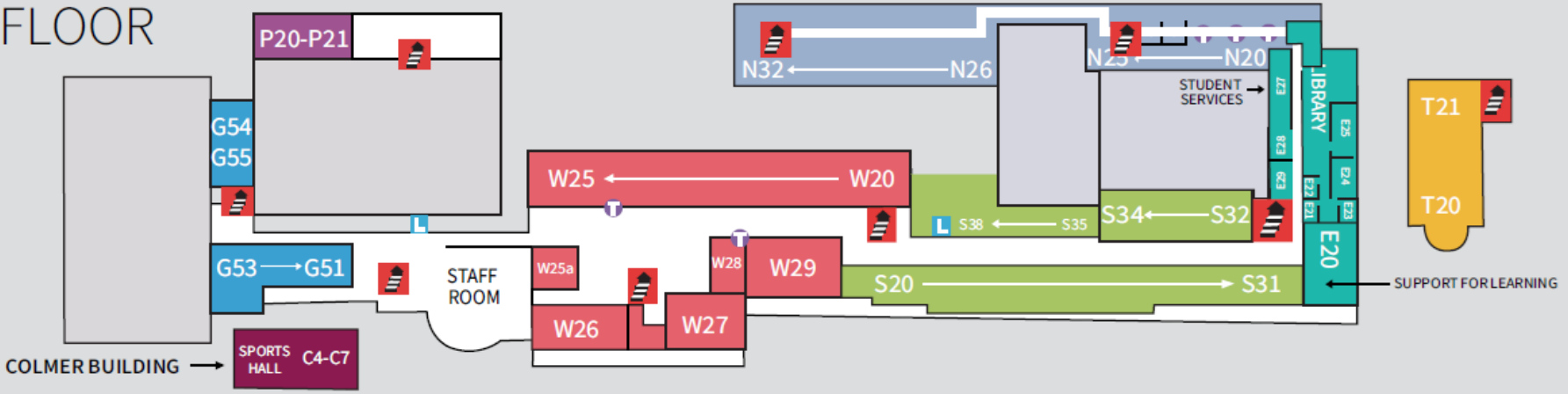
ITCHEN SIXTH FORM COLLEGE

SECOND FLOOR

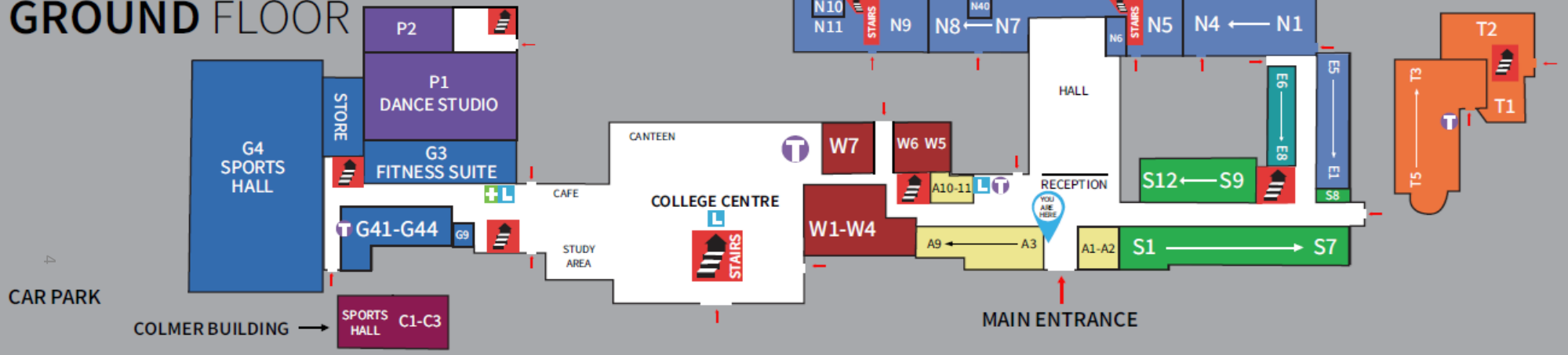


STAIRS LOCATION OF STAIRS
TOILETS
LIFT
FIRST AID ROOM

FIRST FLOOR



GROUND FLOOR



2. Staff Contact Details

Name	Position	Email address
Rebecca Stratton	Principal	amerrin@itchen.ac.uk (via PA Angela Merrin)
Claire Myers	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
Susie Parker	International Student Accommodation & Welfare Officer	sparker@itchen.ac.uk
Lisa Melendez	International Student Support Officer	lmelendez@itchen.ac.uk
Rachel Lee	International Administration Officer	rlee@itchen.ac.uk
Barney Selman	ESOL Curriculum Manager	bselman@itchen.ac.uk
Samuel Vulliamy	Teacher of ESOL	svulliamy@itchen.ac.uk
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	IT support	ithelpdesk@itchen.ac.uk

2. Staff Photos



Lynne Jones



Sam Byres



Susie Parker



Lisa Melendez



Rachel Lee



Barney Selman



Samuel Vulliamy



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 may be 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.
- Below is an example timetable; each lesson is twice a week. At a sixth-form college, it is common for students to have free periods throughout the week in which to complete homework, coursework, or self-study. Students will also have a tutorial session once per week, as indicated below:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
09:30 – 12:00	E	C	D	B	A
12:00 – 12:45	Tutor E Enrichment	Tutor C Enrichment	Tutor D Enrichment	Tutor B Enrichment	Tutor A Enrichment
12:45 – 13:30	Lunch Enrichment				
13:30 – 16:00	B	A	E	C	D

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

Below are the IT systems you will need as part of your academic programme at Itchen College.

WiFi – Eduroam:

Follow the steps below to access the College WiFi:

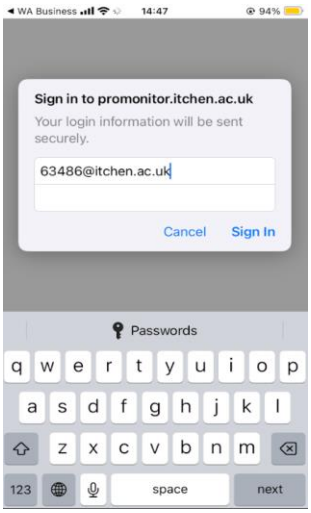
- **iPhone or Apple mobile device**
  If it's an **iPhone** you will just need to complete the email and password fields and then tap 'Trust' when it appears at the top of your screen.
- **Android Phone or mobile device**
  If you have an **Android** phone you will need this information to use in the WiFi settings:
  EAP Method **PEAP**
  Phase-2 Authentication **MSCHAPV2**
  CA Certificate **Do not validate**
  Identity **your college email address**
  Anonymous identity **leave this field blank**
  Password **your college password**
- **Google Phone**

  EAP Method **PEAP**
  Phase-2 Authentication **MSCHAPV2**
  CA Certificate **use system certificate**
  Domain: **itchen.ac.uk**
  Identity: **college email address**
  Anon Identity **college email address**
  Password **college password**

ProPortal:

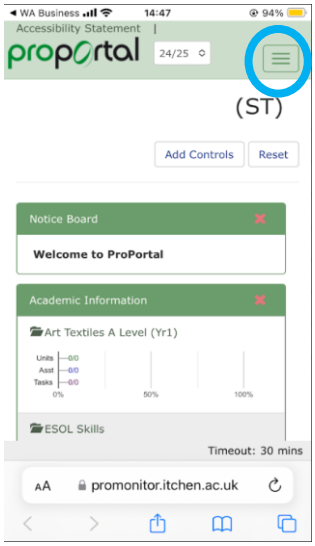
ProPortal will allow you to see your timetable; it will update each week to reflect any changes, cancellations, or non-teaching days. Access is as follows:

1.



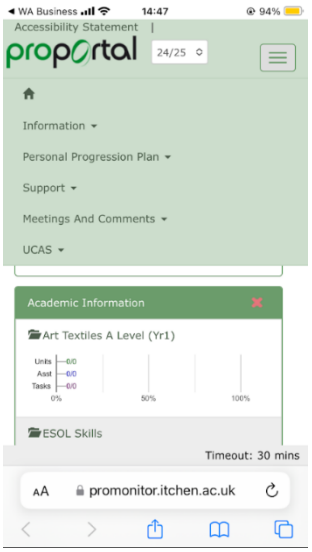
- Enter the address or scan the QR code https://Promonitor.itchen.ac.uk/Proportal/
- Log in with your Itchen College email and password.

2.



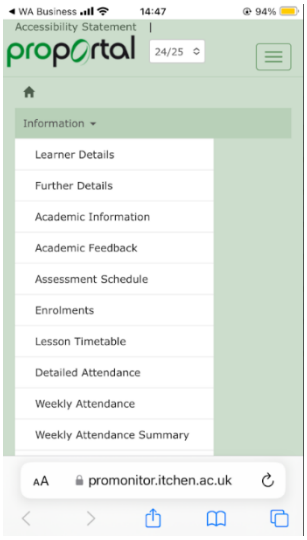
Click/ tap this icon

3.



Click/ tap “information”

4.



Click/ tap “lesson timetable”

5.



Your timetable will appear here

College Email:

Teachers will communicate with you through email. You must regularly check your college emails.

Download the Outlook app and sign in with your Itchen College email and password.

Google Classroom:

All homework and resources will be posted on Google Classroom. This will only be accessible with your Itchen College email address.

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 27th August 2026
- **Enrolment:** Friday 28th August 2026
- **Welcome Trip:** Tuesday 2nd September to Thorpe Park
- **Induction :** Wednesday 3rd September
- **Term Dates:**

TERM	START DATE	END DATE
Autumn 2026	27th August 2026	18th December 2026
Half Term: 19th Oct – 30th Oct 2026		
Spring 2027	4th January 2027	26th March 2027
Half Term: 15th Feb – 19th Feb 2027		
Summer 2027	12th April 2027	25th June 2027
Half Term: 31st May – 4th June 2027		

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.
- The College gym costs £10 for the academic year

4.2 Code of Conduct



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 travel is permitted on teaching days.
- If you are unwell, report your absence as 'sickness' by contacting the College before 08:45 each day at absence@itchen.ac.uk
- 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).
- The full Attendance Policy can be found here:

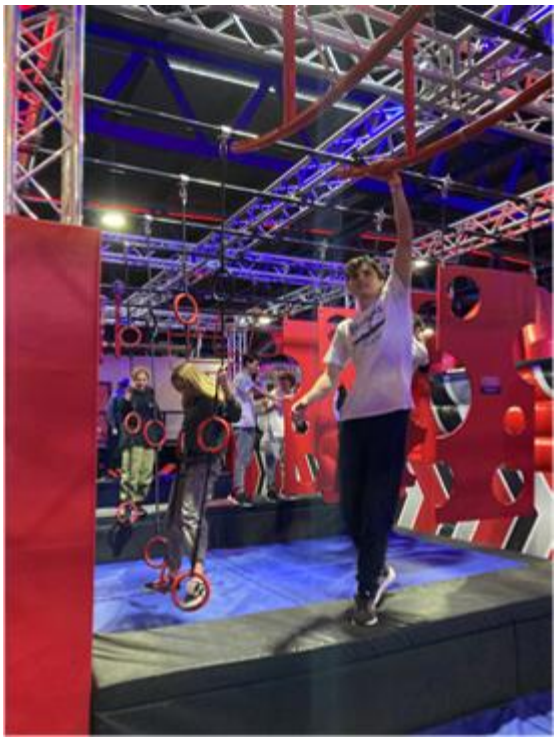
4.4 Attendance Monitoring



- 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.

Find an Optician

Find a Dentist



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.
- If bringing medicine into the UK, carry a copy of the original prescription and keep medicine in its original packaging.

6.4 Pharmacies

Pharmacies can offer advice on a range of illnesses such as coughs, colds, sore throats, ear infections, aches, and pains. Discover more here

Pharmacies can also give advice about medicines; this includes how to use your medicine, worries about side effects, or any other questions you have. If a pharmacy cannot support you, they can refer you to a GP

6.5 NHS 111

NHS 111 is a free service that provides medical advice and treatment for urgent but non-life-threatening situations. You can call 111 or use the NHS 111 Online Service.

6.6 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



6.7 Fire Safety

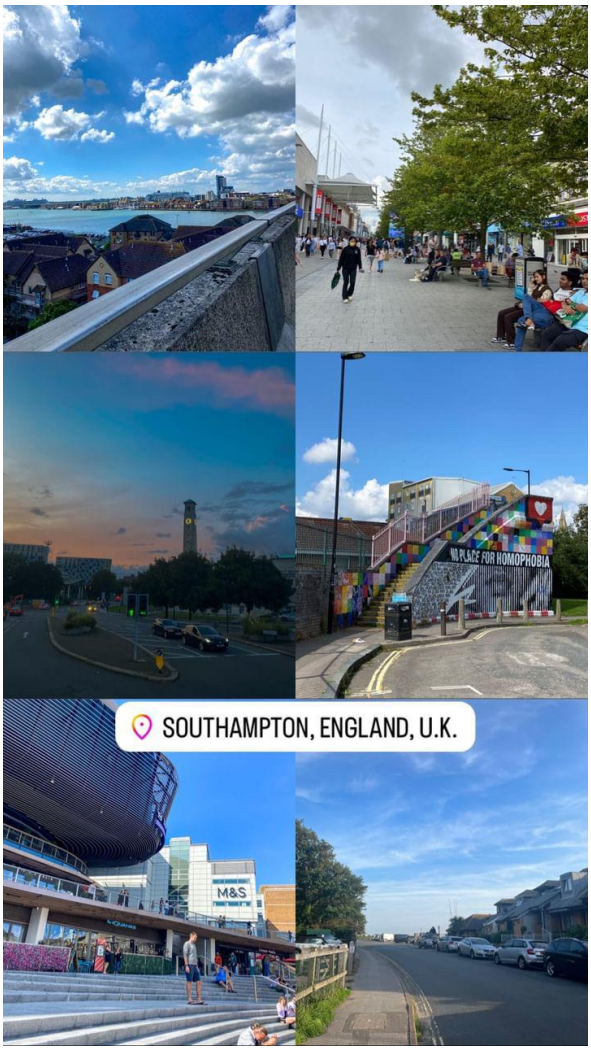
- Know your escape routes. Familiarise yourself with the nearest fire exits from your bedroom and common areas in the homestay. At College, make sure you know where the emergency exits are located
- When you hear the fire alarm at College, evacuate immediately and go to the designated assembly point which is the main sport field in front of the College
- You must participate fully in all fire drills so you are aware of the procedure should an emergency occur.

6.8 Healthy Living and General Safety

- Always inform staff immediately of any food allergies or special dietary requirements (for example, intolerances, vegetarianism/ veganism, cultural)
- Tap water in the UK is safe to drink
- You are encouraged to participate in physical activities. Ensure you know how to safely access local sports facilities
- Maintain good personal hygiene. Report any accommodation issues (leaks, heating, cleanliness) to staff immediately.

6.9 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

EMERGENCY PHONE:
+44(0)7384 832 408
NOT AVAILABLE ON WHATSAPP

CALL 999 IF YOU ARE IN A LIFE-THREATENING SITUATION

6.10 Age Limits and Alcohol

- The age of criminal responsibility in the UK is 10 years old; children aged 10-17 can be arrested and taken to court if they commit a crime
- You must be 18 or over to purchase alcohol and cigarettes
- It is illegal to purchase alcohol or cigarettes for under 18s, even if you are 18
- Alcohol and recreational drugs are strictly forbidden on your programme.
- Alcohol can affect your balance and coordination, which can lead to injuries
- Alcohol can impact your behaviour, leading to increased aggression, over-familiarity with others, loss of control, or even passing out; this leaves you vulnerable
- When intoxicated, you are not in full control of your actions. You risk being injured, assaulted, robbed, or sexually assaulted.
- The consumption of alcohol in parks or on the street is a civil offence, which can lead to prosecution, even if you are 18.
- Using fake ID, or somebody else's ID is illegal and you can be prosecuted
- You may end up with a criminal record, fined, and in extreme circumstances, imprisoned

EMERGENCY PHONE:
+44(0)7384 832 408
NOT AVAILABLE ON WHATSAPP

CALL 999 IF YOU ARE IN A LIFE-THREATENING SITUATION

7. Who to Contact

7.1 Who to Contact

'Your Welfare is Our Priority.' **We want you to feel safe, happy, and supported while living in your homestay. If something doesn't feel right, or if you just need to talk, there are many people ready to listen & help. Save key contacts numbers in your phone for quick access.**

Emergency Situations

If there is immediate danger to life, limb, or a fire

- Once emergency services are on their way,
- if it is safe to do so Contact the College 24/7
- Emergency phone to alert the Duty Staff Member.
- **NOT AVAILABLE ON WHATSAPP**

Call 999 immediately

Call +44 (0) 7384 832408

Important Notes

- Always prioritise calling **999** in life-threatening situations
- When reporting concerns, provide clear details and your location

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☎ General Concerns
(During Working Hours)
Accommodation & Welfare Officer:
Susie Parker in S5

+44 (0)2380 435636 (ext 305)
+44 (0) 7785 617599
sparker@itchen.ac.uk

Safeguarding Concerns
(During Working Hours)

International Safeguarding Lead:
Lisa Melendez in S2

College Safeguarding Lead
Debbie Finch in E27

+44 (0) 7785 617599
lmelendez@itchen.ac.uk

+44 (0)2380 435636 (ext 205)
dfinch@itchen.ac.uk

Out of Hours Emergency
(Including Safeguarding)

Duty Staff Member

Call +44 (0) 7384 832408

Non-Emergency Medical Advice

Call 111

7.1 Who to Contact

Counselling Services

Marcia Wright (drop-in and pre-booked counselling sessions) in E23
James Evans (pre-booked appointments only) in the Wellbeing Hub

jevans@itchen.ac.uk
mwright@itchen.ac.uk

7.2 External Agencies



7.2 External Agencies

☎ Independent Agencies where you can seek 'independent' Support

1. **The Children's Commissioner for England ("Help at Hand")**

The Children's Commissioner has a legal duty to assist children in care and those living away from home, which includes international students in college arranged homestays.

https://www.childrenscommissioner.gov.uk/about-us/the-childrens-commissioner-for-england/
Why: They provide free, independent, and confidential advice. For an international student, they act as a powerful advocate if they feel their host or the school isn't listening to their concerns.
Phone: 0800 528 0731 (free from any UK phone)
Email: help.team@childrenscommissioner.gov.uk

Key Message: 'If you feel your rights aren't being respected or you are unhappy with your accommodation and feel the school isn't listening, Help at Hand provides free, independent advice for students living away from their parents.'

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2. **Childline**

Providing 24/7 access to trained counsellors who can help with anything from culture shock to serious safeguarding issues.

Why: It is a 24/7 service that is free to call from any UK phone and does not show up on a phone bill. They are highly experienced in dealing with or homestay-related anxieties.
Phone: 0800 1111 (free from any UK phone)
Website: www.childline.org.uk

Key Message: "You can talk to Childline about anything. No problem is too big or too small. It is free, private, and available 24 hours a day."

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3. **Local Authority Designated Officer (The LADO) at Southampton City Council**

The **LADO** is an independent person who works for the local city council. Their job is to investigate any time
there is a concern that an adult working with children (such as a teacher, a college staff member, or a homestay host) has behaved in a way that is unsafe or inappropriate. They are there to make sure your voice is heard and that adults are held to the highest standards.
Phone: 023 8091 5535/ 07500 952 037
E-mail: lado@southampton.gov.uk

Key Message: "If you have a concern about how an adult (like a host or a teacher) is behaving towards you, you can contact the Local Authority's safeguarding team."

If you think you are at immediate risk of significant harm, do not wait – call the Southampton Children's Resource Service (CRS) and /or Police immediately.

CRS Phone: 02380 833004 (Monday to Friday 8:30am to 5pm (4:30pm Friday)
02380 233344 (Weekends, Bank Holidays and outside office hours)
Police Call 101 or 999 if an emergency

7.3 Missing Student Protocol

If you do not return by curfew, the following steps will happen:

STAGE 1: Informal Search (0 – 30 Minutes past Curfew)

Action by: The Host

1. **Contact the Student:** Call their mobile and send a WhatsApp/Text.
2. **Check the House:** Check student are not in their room with headphones on or asleep.
3. **Wait 30 Minutes:** Allow for public transport delays.

STAGE 2: Escalated Search (30 – 59 Minutes past Curfew)

Action by: The Host:

1. **Call Friends:** If the host has contact details for college friends, they will call them.
2. **Contact the College:** Call the 24/7 College Emergency Duty Phone

Emergency Phone: 0044 (0) 7384 832408 (NOT AVAILABLE ON WHATSAPP)

College Action:

1. **Attempt contact:** The Duty Officer will attempt to contact the student by phone & via the College email and internal systems.
2. **WhatsApp:** The Duty Officer will post in the Student WhatsApp group:

'URGENT – This is [Your Name] from the International Team. I'm looking for [Student Name]. Are you with them? Please ask them to call me. They are not in trouble – we just need to know they are safe.'

STAGE 3: Formal Reporting (60 Minutes – 90 Minutes past Curfew)

College Duty Officer & Host action:

1. **Call the Police:** Dial 101 (or 999 if the student is considered "High Risk"). Obtain a Police Incident Reference Number
2. **Notify Manager or Vice Principal**
3. **Notify Parents**

STAGE 4: Follow-Up (The Next Day)

Host action:

1. **Record incident:** Include all details including: your name; time curfew missed; actions taken with times; time College notified; Police Incident Reference Number if applicable; the outcome.

College action:

1. **The Welfare Interview:** Once the student is found, the DSL must conduct a formal interview.
    - *Why were they late?*
    - *Were they in danger?*
    - *Do they need a curfew review or more support?*
2. **Log the Incident on the college system**

8. Accommodation and Living in the UK

8.1 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 →

8.2 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



8.2 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.



8.3 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

8.4 Independent Overnight Travel

Independent overnight travel will only be permitted during college holidays (half-term, Christmas, and Easter); exceptions will be considered in accordance with our Attendance Policy, and is at the discretion of the International Management Team.

Your parents must sign the UK and Europe Overnight Independent Travel Consent Form. This form indicates that your parents accept full responsibility for you when you are travelling independently.

All independent travel must be authorised by the college. Travel without prior authorisation will result in disciplinary action.

Independent Overnight Travel is a privilege, not a right, and as such, Itchen College reserves the right to restrict any independent travel in response to conduct in the classroom, college trips, homestay, parental or agent requests, governmental advisories, weather warnings, or any other reason.

Notification of Travel Form:

Prior to travel, students must complete the Notification of Travel Form (available in International Reception), including all transport and accommodation details, travel dates and reason for travel.

- The form is to be completed by 15:00 on the Wednesday before intended travel
- You must notify your homestay host
- On the day of your return you must be back home before curfew
- Travel is only permitted if authorised by the International Office. Travelling without authorisation will result in disciplinary action
- Check terms and conditions carefully; while some hostels allow unaccompanied minors to stay overnight, there are many that do not. It is your responsibility to ensure unaccompanied minors can stay overnight at a particular hostel, and you must show evidence when completing your Notification of Travel Form
- Stays in hotels or Air BnBs are prohibited unless accompanied by an adult over the age of 21.

8.4 Independent Overnight Travel

Hostels:

If booking a hostel, please only use the following reputable websites:

- YHA:
- Hostelworld:
- Smart Hostels



9. 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.

10. 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.

11. 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 can do so to the International Operations Manager, Lynne Jones by emailing ljones1@itchen.ac.uk or to the Vice Principal in charge of international, Emma Barrett on ebarrett@itchen.ac.uk

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 received.

Full details of the Complaints Procedure is available on our website under General Policies

12. 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.

Checklist:

- ❑ I have attended the induction webinar OR I have watched a recording of the induction webinar
- ❑ I have signed the Student Contract
- ❑ I am connected to the college WiFi
- ❑ I can access my college email
- ❑ I am on Google Classroom for every subject including tutor
- ❑ I am in the WhatsApp group with notifications turned on

Name: _____

Signed: _____ Date: _____ / _____ / _____

DD / MM / YYYY

DISCOVER SOUTHAMPTON

Scan the QR code below to open an interactive map of Southampton



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.

THIS NUMBER IS NOT AVAILABLE ON WHATSAPP

+44 (0)73848 32408

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



ITCHEN SIXTH FORM COLLEGE INTERNATIONAL

