



PASTORAL POLICY (FOR STAFF USE ONLY)

<b>Senior Manager Responsible</b>	Assistant Principal Students		
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## **MISSION STATEMENT**

Holy Cross, founded by the Daughters of the Cross, is a Catholic Sixth Form College and University Centre, which exists to provide a high quality education within a community based on Gospel values. The College provides the opportunity for each person spiritually, morally and intellectually and welcomes students and staff of all faiths

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## **1. AIMS**

- 1.1 Meet each student's personal, academic, physical and spiritual needs within a safe caring, supportive environment, enabling students to develop and achieve their true potential.
- 1.2 Provide a safe environment, free from threat or intimidation by promoting a culture where each individual is treated with respect.
- 1.3 Foster a sense of community, reinforce British values and promote individual and collective responsibility.
- 1.4 Provide clear guidance on procedures on attendance and punctuality, raising awareness of the link between attendance and final outcomes.
- 1.5 Encourage honest and valuable communication between staff, students and parents/carers.
- 1.6 Safeguard students and engage the help of external agencies as appropriate to provide the best possible support for students
- 1.7 Provide impartial advice and guidance to support students on their next step after Holy Cross – whether this be HE, apprenticeships, FE or employment.
- 1.8 Provide financial support to students who are economically / socially disadvantaged through the 16 – 19 bursary fund/College hardship fund.

## **2. PASTORAL SUPPORT**

- 2.1 All students will be allocated a Progress Tutor to provide pastoral support and care whilst at College.
- 2.2 These Progress Tutors will provide the main communication link between staff, parents/ carers and external agencies as required. They are contactable via e mail and a direct telephone line- details of which can be found on the College website.
- 2.3 The team of Progress Tutors will liaise closely with Senior Pastoral leads and Wellbeing Officer in all matters concerning a student's welfare.
- 2.4 The College Safeguarding Officer will specifically work with Assistant Principal and other appropriate staff in relation to safeguarding matters surrounding a student.
- 2.5 The College Designated Safeguarding Lead (DSL) will have oversight of all matters pastoral/safeguarding.
- 2.6 A small team of counsellors are employed by College and led by a Counselling Coordinator. Referrals for this service can be requested by the Progress Tutor, in agreement with the student. Appointments cannot be guaranteed and are dependent upon availability.
- 2.7 The Careers department and Academic Champion work closely with the Progress Tutors to provide effective and impartial Information Advice and Guidance in relation to next steps and HE applications.
- 2.8 The Learning Support department liaise with Progress Tutors to ensure health and learning needs are met in compliance with government legislation and the College Learning Support policy.
- 2.9 The RE department and Chaplaincy team engage with Pastoral staff in relation to whole College events such as One World Week, Faith ambassadors, 4C events.
- 2.10 It must be recognised that all staff play a pastoral role in the care and support of students without necessarily being part of the designated Pastoral team. It is important that any disclosures are shared with appropriate staff as soon as possible.

### **3. BEHAVIOURAL EXPECTATIONS OF STUDENTS**

3.1 The importance of our ethos and shared values as a community is integral to all we do and it is important that all students adhere to the expectations outlined below.

3.2 If the expectations are not met, depending upon the nature of the incident and previous track record of the student, action will be taken. The student may be temporarily suspended, be placed at an appropriate level of intervention or permanently excluded from College.

3.3 The action taken will be informed by the student's Progress Tutor and final discussions/decisions will be made by the Deputy Principal and Principal.

3.4 Expectations of students:

- Will show courtesy and respect to one another, staff and to all members of the public both on the College site and in the wider community.
- Must not act in any manner that may bring the College's reputation into disrepute, for example, social media posts, all educational visits and journeys to and from college.
- Must in no circumstances engage in fighting, bullying, intimidatory behaviour, whether this be 'face to face' or through social media.
- Must not use, or bring drugs on to the College campus, the Police will be informed. If smoking the designated smoking/vaping shelter must be used.
- Must provide an up to date contact mobile number for themselves and update College Information Systems if there are any changes to their personal circumstances.
- It is important that if College is to provide the right level of support, that students disclose information about physical, health or learning difficulties promptly.
- Must comply with safeguarding legislation and provide College with two emergency contacts (over 18 years of age). These are the only people that College can communicate with unless otherwise informed.
- Must wear their ID badge and lanyard at all times whilst on campus.
- Must under no circumstances invite visitors or friends onto the College campus.
- Must treat College buildings and equipment with respect and report any acts of vandalism to staff.
- Must attend all lessons and when required, 16-19 extra support sessions, one to one reviews or meetings.
- Should work with staff to create actions at key points during the academic year and work hard to complete these actions in order that they can improve.
- Must not arrange holidays during term time.
- Must be punctual to lessons and if arriving late take responsibility to ensure the teacher has altered the register accordingly.
- Must complete all coursework / homework / assessments to the best of their ability and within the agreed deadlines.
- Must contribute positively to all learning activities in class and comply with all reasonable requests from staff.
- Must comply with all other College policies for example in relation to examinations and the acceptable use of Information Technology, details of which can be found on the College Moodle site.
- Must provide appropriate evidence in order for the College to verify details provided in their application for example, evidence for funding eligibility and prior qualifications.
- Must not arrange non-urgent appointments in College time (including medical).

3.5 The Classroom Code

This has been created by previous Holy Cross students:

**Arrive on time** (set off to your lesson 5 mins before it starts)

**Bring the right equipment** (pen, paper, folder...) **and a positive attitude**

**Coats off, hats off, air pods off, lanyards on** (follow the dress code)

**Discard your food or drink** (only water allowed) **and do not look at your phone**

**Engage fully in your learning**

#### **4. PASTORAL LOG**

4.1 There are various possible types of pastoral log entry that can be made by staff about an individual student:

- **INTERVENTION ENTRY – Initial Concern, Green, Yellow, Orange, Red.** Please refer to intervention procedures in Appendix 1. This is a traffic light system of green-yellow-orange-red, escalating as more intense support is required by students to help them achieve their potential.
- **SERIOUS CONCERN-** when there is a serious incident that needs to be communicated and requires a fast action by relevant staff
- **INFORMATION –** This can include any information about a student that may be useful to share, or it could be in relation to any member of staff wishing to praise a student, a log of any parental calls made home, sharing of learning support information, careers interviews or examination issues.
- **ATTENDANCE MONITORING –** This is used by the pastoral team of Progress Tutors to specifically monitor attendance
- **LEADERSHIP MONITORING -** This is used by members of the leadership team if their intervention is required.

4.2 The pastoral log is used to help relevant staff effectively share information about a student. The entry is made and then actions taken to date are also included. Staff can expect a Progress Tutor to feedback about an entry within 3 working days.

4.3 A student can request to see the pastoral log about themselves, although it is normal working practice to share information with students prior to making a comment on the log. These log entries may also be used during meetings with parents/ carers and external agencies. Care must therefore be taken when making comments, ensure they are factual and not emotive, as the statements may be used in case conference meetings or with external agencies.

4.4 All staff and students must adhere to GDPR regulations and respect confidentiality at all times. All staff and students have an equal responsibility to report any breach of confidentiality/loss of sensitive information as a matter of urgency.

#### **4.5 CPOMS**

The Designated Safeguarding Lead and the Safeguarding Manager are responsible for overseeing all entries made on CPOMS.

The only staff who can automatically view any comments made on the confidential log include the Senior Leadership Team, Assistant Principal (Students), Senior Pastoral Leads, Safeguarding Manager, the student's Progress Tutor, Counselling Coordinator, Learning Support Manager, Welfare and Well-Being Officer. This has been agreed to facilitate the work of the Pastoral Council that meets weekly to discuss safeguarding concerns, access protocol and agree action to be taken.

The type of information logged under CPOMS may include:

- Confidential communications with student, parents/carers, and other outside agencies.
- Safeguarding concerns.
- Serious health concerns where it is not appropriate to use the normal pastoral log.

A member of staff who receives a disclosure should log this on CPOMS. This will immediately be recorded and then triaged by the Safeguarding Officer to a member of the safeguarding team to follow up.

The safeguarding team members can be found on the posters around college and listed below.

Sharon Burton (Assistant Principal Students), Jude Ward (Safeguarding Officer), Guy Barnard (Head of Learning Support), Heidi Allemeersch (Counselling Co-ordinator), Mark Weatherall, Jasmine Mohammed and Gemma Higham (Senior Pastoral Leads).

## **5. ATTENDANCE**

- 5.1 If a student is absent, the student's parent/carer must contact the attendance line (0161 762 4523) or email to [attendance@holycross.ac.uk](mailto:attendance@holycross.ac.uk) attendance before the time of their first lesson on the same day. Please provide the student's full name, Pin number and reason for absence, must be left. Contact details for the Progress Tutors can be found on the College website, Moodle site and the Connect parent portal site. They will also be shared by Progress Tutors during tutorials.
- 5.2 If the absence is planned in advance, the student must inform their Progress Tutor and speak to their curriculum teachers in advance in order that they do not miss important work.
- 5.3 This absence from college will then be recorded as 'Notified'. All reasons for absence, such as illness, medical appointments, will be recorded as a 'Notified' absence if the parent/carer has made contact with the Progress Tutor.
- 5.4 Only activities that are related to learning are recorded as 'Authorised' – for example, missing a lesson because of an educational visit organised by the College, a work experience placement, examination, or university interview/ open day.
- 5.5 Students and Parents/Carers can monitor attendance levels using MyView or the Connect Parent Portal. If a student believes an error has occurred in recording their attendance, they should notify the teacher of the relevant class within one week of the date of the queried attendance mark. Any challenges to data accuracy made after this length of time cannot be upheld.
- 5.6 If a student is late to a lesson and therefore not present when the class register is taken, it is their responsibility to remind the teacher to amend the class register to ensure attendance is recorded accurately (e.g. changing an 'absent' mark to a 'late' mark)
- 5.7 Pre planned long term absences, for example, due to medical operations / health issues will be treated on an individual basis. In these individual instances, arrangements will be made with the Progress Tutor and academic teachers to try to ensure that the student does not fall behind with their academic study, for example, coordinating arrangements to have work sent home to students. Upon return, the Intervention System will be used with the student until the Progress Tutor and academic teachers are fully satisfied that the individual has completed all missed work.
- 5.8 Holidays must not be taken in term time- they seriously impact on student learning. If a student's absence or punctuality becomes a concern, they will be placed on the student intervention system by the Progress Tutor to help support them to catch up.
- 5.9 If a student becomes ill during the College Day, the student must go to the Student Centre reception where they can speak with a designated member of staff. If the student needs to return home and leave College as they are too ill to remain, a phone call will be made to one of the student emergency contacts informing them of this. On occasions a student may be too ill to make their own way home, in these circumstances a responsible adult must come to collect them.
- 5.10 If a student needs to leave College early for another unforeseen reason they must go to the 'Student Centre' reception where an entry will be made on the College Information System and a telephone call made to one of the two emergency contacts to explain that the student has left College early.
- 5.11 Poor attendance will result in the following action being taken:
- Referral to Progress Tutor, Senior Pastoral leads, Curriculum Leader, or another member of the wider leadership team.
  - Placement on the appropriate level of the Intervention System and actions implemented such as - additional hours of study, compulsory subject support.
  - Non acceptance on educational visits.
  - Extremely poor attendance may put the student's College place at risk.
- 5.12 If a student forgets their college identity card, their name, photo and pin number must be checked at reception (so we are aware that they are our students) they will then be allowed into the building to collect a

sticker from Student Services reception. We ask for a small donation for this service which is given to charity. This sticker will ensure that they are easily identifiable as a Holy Cross College student. If the ID card is forgotten more than 3 times in an academic year students will be placed on intervention and charged £5 for a replacement.

- 5.13 Replacement identity cards and lanyards will incur a cost to the student. They are an essential part of our college security and safeguarding procedures and as such students must take care of these.

## **6. STUDENT INTERVENTION SYSTEM**

6.1 This system has several stages – Green, Yellow, Orange, Red - refer to Appendix 1 Student Intervention System.

6.2 The Intervention system will be used to support students and:

- Help them achieve their full potential in terms of exam success, enjoyment of college, moral, spiritual, social, cultural, intellectual, emotional, and physical development, progression, and employment.
- Help those with difficulties such as: poor study skills, health issues.
- Help those who are underachieving in relation to their Minimum Expected Grade.

6.3 The Intervention system may also be used for disciplinary issues

- To challenge students with regards to their behaviour in the context of the respect values of the College.
- To provide a fair and reasonable process for dealing with breaches of discipline.
- To provide a supportive structure (which will complement and support the actions of academic staff) for any student
  - Who has a pattern of unauthorised absences
  - Who is consistently not meeting deadlines
  - Who is not producing coursework
  - Who produces work which is below the teachers expected standards
  - Who has shown a pattern of other types of unacceptable behaviour

## **7. STUDENT SAFETY/SAFEGUARDING**

7.1 If a student feels unsafe then they should inform the security staff immediately by contacting either the:

- Student Centre Reception
- Main College reception
- Progress Tutor or other member of the Pastoral/Safeguarding team
- Text the word **HCCALERT** and relevant location to **60030**
- Contact College security or any member of staff
- Dial 999

7.2 Progress Tutors, Senior Pastoral leads and the College safeguarding team will be able to provide an impartial advice service to students in the event of a problem, but students will at times be encouraged to make contact with the most appropriate agent (in or out of college), in cases of specialised support which may range from career matters to health, financial, examinations, library research, learning support or other.

7.3 Progress Tutors, Senior Pastoral leads and the College safeguarding team will respect the right to confidentiality with the proviso that any disclosure that is deemed to present a risk to the individual or to others may necessitate passing the information on to other relevant persons such as the DSL, Assistant Principal (Students) or Safeguarding Officer.

7.4 The College will provide support to individuals at times when public examination results are issued, including careers support to leavers' or/and transition advice as appropriate.

7.5 All staff will strictly adhere to the College Safeguarding Policy and procedures by ensuring that all disclosures from students are dealt with appropriately and reported via CPOMS to the Safeguarding Designated Lead or any member of the Safeguarding team. Every member of staff must be familiar with

this document, which contains information on the Acceptable Use of IT and also the DfE document 'Keeping Children Safe in Education'.

- 7.6 Staff will be briefed as to their responsibilities, with regards to safeguarding, as part of their induction to work at the College by either the DSL or Safeguarding Officer. More detailed training will be completed at level one by all staff, and at a higher, more advanced level by those staff dealing with specified pastoral duties in College. Training will be repeated on a three yearly basis. Prevent training will also be provided and must be regularly updated by all staff. HR will maintain records of training and inform staff when updates are required.

## **8. SERIOUS BREACHES OF DISCIPLINE**

### **SUSPENSION**

- 8.1 The College may suspend, without notice, any individual student if an incident takes place - or where an allegation is made - in order to investigate the matter further when it is judged that the incident represents a severe breach of discipline.
- 8.2 The College will endeavour to treat all parties involved fairly and would normally suspend all individuals directly involved in order to collect evidence and establish the full details of the incident.
- 8.3 It is important that individual students involved, or witnesses are given the opportunity to submit a signed statement as soon as possible following the incident as long as this is safe to do so. Alternatively, staff may interview the student(s) and record the factual details of the incident and require the student to sign this as an accurate and truthful account. The health, safety and first aid requirements of individuals will be considered as a priority. The Progress Tutor will normally act as the Investigating Officer.
- 8.4 Only a member of the Senior Leadership Team, Senior Pastoral Leads, can sanction a suspension. However, a member of the Pastoral Team can suspend if there isn't any of the above posts available.
- 8.5 The aim is to resolve the matter as quickly as possible and in the best interest of the Student and the College. In such cases parents/carers will be contacted as soon as possible and a telephone call, letter or e-mail inviting all parties involved to attend a case conference sent home and an entry made on the pastoral log.
- 8.6 Witness statements may be made available to all parties at a case conference, unless it is felt that such action may put any party at risk of harm. In the case of any criminal offence the College will also contact the police.
- 8.7 The Progress Tutor will make all arrangements for the suspended student and their parents/carers to attend a meeting to discuss the facts that surround the incident.
- 8.8 At the meeting, the Progress Tutor for the student would normally be present along with a Senior Pastoral Lead.
- 8.9 The Progress Tutor will collate a summary note of the main points and outcome and record this on the Pastoral log. The outcome of the case conference must be clearly communicated to all parties by in an agreed written form, whether this be letter or e mail.
- 8.10 In most cases the College will seek to resolve the issue, set actions as appropriate and return the student to their classes as soon as possible.

### **EXCLUSION (permanent)**

- 8.11 The leadership staff involved with the case may conclude from the evidence that the incident or behaviour has been serious enough to raise the option of permanent exclusion. For example, where the incident or behaviour has involved a serious breach of discipline, has threatened the safety of individuals, has undermined the reputation of the College or has been a repetitive offence.
- 8.12 A decision will be made normally within 10 working days of the case conference, or as soon as reasonably possible, as to whether the student is to be excluded, and that this will be communicated by telephone or letter/e-mail outlining the reasons for the exclusion.



- 8.13 It must be made clear to the student and their parents/carers that they will have a right to appeal in the first instance to the Deputy Principal where they will have the opportunity to present further written evidence to support their appeal. If the Deputy Principal was involved in the initial case conference, then appeal can be made directly to the Principal.
- 8.14 An individual has the right to appeal against a decision by contacting the Deputy Principal in writing within 10 working days of the exclusion and by providing clear evidence to support their objection.
- 8.15 The appeal decision will be made normally within 10 working days of the appeal being received, or as soon as reasonably possible, as to whether the exclusion is to be upheld. This decision will be communicated by telephone or letter/e-mail outlining the reasons for the decision.
- 8.16 If an individual feels that their appeal has not been dealt with reasonably and fairly, then they have the right to contact the Principal, or Governing Body- depending upon who heard the initial appeal. Again, this final appeal must be made in writing, and they will then investigate the matter.
- 8.17 If it is considered that procedures have not been correctly followed, then arrangements will be made for a hearing of the appeal under the 'Procedure for Student Appeals Hearings by Governors'. Appeals are only permitted where the student feels that their appeal has not been fairly dealt with on one or more of the following grounds:
- That the decision did not take account of all evidence.
  - That the correct procedures were not followed.
  - That there is additional evidence or mitigating circumstances that could not have been known at the time of the original appeal.
  - The penalty is considered to be unreasonable in relation to the offence.
- 8.18 The Governors Appeal Panel will consist of not less than three governors who are independent from the appeal being considered. The Clerk to Governors will make arrangements for the hearing and record its findings.
- 8.19 The appeal hearing should be held as soon as possible and should be within fifteen working days of receipt of the appeal. If there is any delay in this timescale the student should be informed of the reasons for this.
- 8.20 All relevant documents and a list of names of any witnesses to be called should be made available to all parties at least five working days before the meeting.
- 8.21 The decision of the Governors Appeal Panel is final and should be confirmed in writing within three working days.

#### PROCEDURES FOR STUDENT APPEAL HEARINGS BY GOVERNORS APPEAL PANEL (To be revised)

- The Committee shall elect a Chair from amongst its membership.
- The College shall nominate a College Representative who was involved in the decision making that has resulted in the appeal.
- The Student may nominate a representative to speak on their behalf.
- The student, or their representative, shall present their case laying out the grounds on which they wish to make the appeal and drawing attention to any factors which they feel the members of the Panel should take into consideration. The student may also call witnesses and/or introduce documents in support of their case, subject to appropriate prior notice of this having been given to the Panel. Where such notice has not been received the College Representative shall have the opportunity to object to such action, or to request an adjournment, in order to consider the fresh evidence.
- A College Representative shall have the opportunity to question the student on their case.
- Members of the Panel shall likewise have the opportunity to ask questions.
- A College Representative shall summarise the grounds on which the original judgement was made and shall respond to any points made by the student.
- The College Representative may also call witness and/or introduce documents in support of their case subject to appropriate prior notice of this having been given to the Committee. Where such notice has not been received

the student shall have the opportunity to object, or to request an adjournment in order to consider the fresh evidence.

- The Student (or their representative) shall have the opportunity to question the respondent on their case.
  - Members of the Panel shall likewise have the opportunity to ask questions.
  - The Panel will invite first the student and subsequently the College Representative to summarise their respective cases- without introducing any new information.
  - The Panel, attended by an appointed clerk, shall then retire to form their opinion. Depending on the length of discussion, this opinion may be given verbally at resumption of the Appeals Meeting, and/or subsequently in writing as soon as possible, and certainly within three working days.
  - If an individual still feels that their appeal has not been dealt with reasonably and fairly then they may appeal to the Secretary of State for Education.
- 8.22 Wherever possible the College will endeavour to support a student who is excluded from College by exploring possible progression routes in consultation with them and the local careers service. In many cases an individual can learn from making a mistake and it is in their best interest to make a fresh start elsewhere.
- 8.23 The College reserves the right to communicate with other Colleges with regard to the incident and to provide a confidential reference as requested.
- 8.24 The College will endeavour to provide support to students awaiting the result of an appeal by allowing them to sit any public examinations as appropriate, so long as this does not threaten the health and safety of others or of them.
- 8.25 In the case of any prolonged Police investigation the College will carry out a risk assessment to assess whether or not to allow the individual to attend normal classes, or if it is appropriate for the individual to have work sent home.

## **9. STUDY PROGRAMME ADVICE**

- 9.1 The aim of the admissions process is to ensure that all students are enrolled onto a study programme that meets both their aspirations and capabilities.
- 9.2 Students are not encouraged to make any changes at the start or mid-course, but they are advised to consult with their Progress Tutor if they are experiencing difficulties with a particular part of their study programme.
- 9.3 Specific entry requirements for particular study programmes and particular course can be found in admissions guidance.

## **10. UCAS PROCEDURES**

- 10.1 College references will present a positive picture of applicants but will nevertheless be realistic in their appraisal of applicants estimated results, aptitude, skills and qualities.
- 10.2 UCAS Predicted grades will be made with reference to achievement throughout their time in College. A variety of assessment formats will inform the UCAS predicted grade- for example, in class, formal assessments, homework.
- 10.3 The Progress Tutor will provide support for this UCAS application process through the tutorial system, careers department and 1:1 meetings- however, it is the students' responsibility to ensure information is factually correct as it is their application.
- 10.4 Internal College deadlines are set to provide the student with the best possible chance of being accepted at their choice of institution. College cannot guarantee sending off UCAS forms by specific deadlines if these dates are not met. Details of deadlines are provided on a yearly basis in tutorials.
- 10.5 Students should prepare a draft application, for example, research institutions and complete their Personal Statements by the end of the summer holiday of the lower 6<sup>th</sup> year.

### **RESPONSIBILITY OF STUDENTS IN RELATION TO CAREER PROGRESSION:**

- To adhere to guidelines and deadlines stated by the College and as agreed with individual staff.
- To seek guidance from Careers and Progress Tutors in good time, i.e. before deadline date.
- To enter their course choices, course codes and entry requirements.
- To ensure that all qualifications are entered correctly on UCAS application and are in line with those stated on their personal information page on Moodle.
- To provide the College's MIS office with evidence of qualifications in the case of discrepancies (i.e. remarks etc).
- UCAS administration fee to be paid direct to UCAS by debit/credit card via UCAS website.

## **11. BULLYING**

- 11.1 It is recognised that bullying can take many forms such as threats, marginalisation, intimidation, group behaviour and can occur directly, or indirectly, possibly via social networking sites, mobile phones and email.
- 11.2 All Students will discuss the issue of bullying (including cyber bullying) as part of the tutorial programme.
- 11.3 Students will be reassured that any instance of bullying should be reported to a member of staff, in the knowledge that it will be treated very seriously.
- 11.4 All reports of bullying will be treated with sensitivity and appropriate action will always be taken, including where necessary suspension, or exclusion.
- 11.5 Progress Tutors/Senior Pastoral leads should inform parents/carers (unless the bullying allegation is against these persons, in which case the DSL will consider the most appropriate action, including whether the incident warrants reporting to the Police).
- 11.6 Progress Tutors in discussion with the Senior Pastoral leads and/or Assistant Principal (Students) may consider the option of suspension/exclusion as appropriate.
- 11.7 In all cases Progress Tutors, Senior Pastoral leads and/or Assistant Principal (Students), will consider the most appropriate course of action in order to resolve the issue and in most cases will involve operating the College Intervention System.

## **12. DRUGS**

- 12.1 The college endeavours to help reduce the harm associated with drug use and to provide a safe and healthy environment for all members of the College.
- 12.2 The College will not tolerate the possession or use of drugs, on the College premises, nor the illicit supply of drugs to any member of the College. If found in possession, or using, or selling then permanent exclusion will normally occur. However, any situation involving drugs or drug use will be considered on an individual basis, taking note of need and circumstance within the framework of the law.
- 12.3 College will work in partnership with appropriate external agencies, including the Early Break Young People's Drug and Alcohol Service and the Police.

## **SCREENING, SEARCHING AND CONFISCATION**

1. College staff can search a student for any item if the student agrees
2. The Principal and other members of the Safeguarding Group have a statutory power to search students or their possessions, without consent, where we have **reasonable grounds for suspecting that the student may have a prohibited item**. Prohibited items for all students are:
  - knives or weapons
  - illegal drugs
  - stolen items
 Prohibited items for students up to age 18 only are:
  - tobacco products
  - fireworks
  - pornography

- alcohol

In addition, the Senior Leadership Team, Senior Pastoral Leads, and members of the Safeguarding Team, have a statutory power to search students or their possessions, without consent, for any article that the member of staff reasonably suspects has been, or is likely to be, used:

- to commit an offence, or
- to cause personal injury to, or damage to the property of, any person (including the student).

The member of the safeguarding team will decide what constitutes reasonable grounds for suspicion. For example, they may have heard other students talking about the item or they might notice a student behaving in a way that causes them to be suspicious.

We are not required to inform parents of students aged under 18 **before a search takes place** or to seek their consent to search their child, but in the case of discovering a prohibited item, the parent/guardians would normally be informed immediately.

When searching a student, the member of staff must be the same sex as the student being searched; there must be a witness (also a staff member) present and, if at all possible, they should be the same sex as the student being searched. When searching a student, we would not require the student to remove any clothing other than outer clothing. Possessions' means any goods over which the student has or appears to have control – this includes desks, lockers, and bags.

A student's possessions would only be searched in the presence of the student and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

Reasonable force may be used by the person conducting a search for prohibited items or articles that have been or could be used to commit an offence or cause harm.

There is a limited exception to the 'same sex' rule. A member of staff might carry out a search of a student of the opposite sex and without a witness present, but only where we reasonably believe that there is a risk that serious harm will be caused to a person if we do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

### 3. College staff can seize any prohibited item (as above) found as a result of a search

The member of staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search so long as it is reasonable in the circumstances. Where any article is thought to be a weapon it will be passed to the police.

Where a member of staff conducting a search of a student aged under 18 finds alcohol, fireworks, pornography or tobacco products, they may retain or dispose of them. Where we find controlled drugs (see Misuse of Drugs Act 1971, Section 2), these would be delivered to the police as soon as possible but may be disposed of if the person thinks there is a good reason to do so (for example, if it is not possible to store them securely until the police arrive).

If we find other substances which are not believed to be controlled drugs these can be confiscated where a staff member believes them to be harmful or detrimental to good order and discipline in accordance with the College's disciplinary policy. This would include, for example, so called 'legal highs'.

Where we find stolen items, these will be delivered to the police as soon as reasonably practicable – but may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) if the member of staff thinks that there is a good reason to do so.

Any weapons or items which are evidence of an offence will be passed to the police as soon as possible.

## **13. STUDENT FINANCE**

## BURSARY (also refer to Appendix 2)

13.1 The College will endeavour to ensure that financial hardship does not prevent an individual from accessing education at the College by effective use of means tested 16-19 Bursary Fund, Free School Meal entitlement and College Hardship Funds.

13.2 The College will endeavour:

- To provide information to students and their parents/carers on financial support before and after they apply to College.
- To provide support to students who are or whose families are economically or socially disadvantaged.
- To ensure a student is not disadvantaged due to financial hardship.
- To ensure the College complies with any statutory funding guidance and make information available for any internal or external audit.

13.3 The 16-19 Bursary Fund will provide for cases of proven hardship (means tested by the College) where funds will permit. Funds are to provide support for the following:

- Travel to and from college.
- Meals during the college day.
- Course related costs such as books, trips and equipment.
- Costs for examination re-sits.
- Costs for enrichment activities.
- Any extraordinary cost as agreed by the Assistant Principal (Students) for example, clothing.

13.4 The College will endeavour to target support to those who most need it accordingly to the Department of Education (DFE) guidelines and the College policy.

13.5 Application forms, information and guidance are available from Student Centre reception, Moodle or College website.

13.6 The allocation of support is subject to 'means testing' and personal details will be required, such as photocopies of household income and outgoings. Without this information an application cannot be processed.

This information must be submitted to the Senior Pastoral Leads who will liaise with the Progress Tutor and Finance department in College.

13.7 It is the responsibility of each student to inform the College of any changes to their circumstances during the academic year.

13.8 Students failing to give accurate or updated information will be required to return the full value of the support.

13.9 If student/parents/carers are dissatisfied with the outcome of the application and wish to appeal/complain against the decision that has been made, then they must take the following steps:

- In the first instance they must inform the Progress Tutor in writing, within seven working days of being advised of the decision, to declare that they are going to appeal/complain against their decision. This will give the Senior Pastoral Leads time to once again state their reason for not awarding the bursary.
- A written appeal must then be submitted to the Assistant Principal (Students) within the next 7 days if this explanation is not accepted.
- The Assistant Principal will reply to student/parents/carers within 10 working term days of receiving the appeal, and the decision shall be final.

## CHARGING STUDENTS

13.10 Students will need to pay the full cost of:

- Replacement ID badges and lanyards.
- Any costs associated with board, travel, tuition, or lodging, residential or visit relating to an individual's course or enrichment activities.
- Any specialist materials for Art & Design, Textiles, Graphics or Photography including sketch/textbooks, etc.
- Colour printing (some may be funded by the department).
- Travel and ticket entry to any visit to the cinema or theatre.
- Examination access to scripts and re-marks.
- Examination re-sits.
- Examination certificates to be posted home.
- Instrumental tuition (non-curricular).
- Lost or damaged textbooks, library books or other equipment on loan.
- Damage made to property.
- Pens, paper, pen drives etc.
- Specialist equipment or clothing (Art & Design).
- Students who are studying A level Physical Education must have suitable kit and footwear (sports).
- Visits with no specific curricular link e.g., skiing trip, outdoor pursuits.
- The costs incurred if a taxi is used to transport an individual home or to hospital where it is not deemed necessary to call an ambulance (in such circumstances the parents/carers will be first asked to collect the individual from College).
- Photocopying in the library.
- Printing from computer printers in the College (see ILT policy on free quota).
- UCAS/CUKAS application fee plus any extra fee charged by specific institutions.

13.11 Students will not be charged for the following:

- All tuition for academic courses including RE and Tutorial.
- Access to the internet and e-mail.
- Careers interviews.
- Chemicals and materials used in science.
- Exam fees for first entry.
- General art material used by students in Art/Graphics classes i.e. paint, paper, pastels.
- Laboratory coats (loan).
- Library books (loan).
- Musical instruments (loan).
- Safety goggles (loan).
- Specialist's equipment i.e. video cameras/digital cameras (loan).
- Textbooks (loan).
- Travel to sports fixtures.
- Travel to any timetabled lessons off-site (relates specifically to PE students whilst the hall is out of use).
- Voluntary contributions may be requested for charity collections including fines for forgetting id badge /lanyard, using mobile phones in the library etc.

13.12 Payment methods:

- On-line payments can be made through Student MyView and on Moodle via the 'paypal' service.
- Alternatively, the College has a central collection service for all small payments through the 'Student Centre' reception
- Cheques are to be made payable to 'Holy Cross College'.
- Help and advice is available for students with regards to opening a bank account from pastoral staff (it is a government requirement that all students in receipt of Bursary Funds must hold a bank account).

## **14. PARENT/CARERS COMMUNICATION**

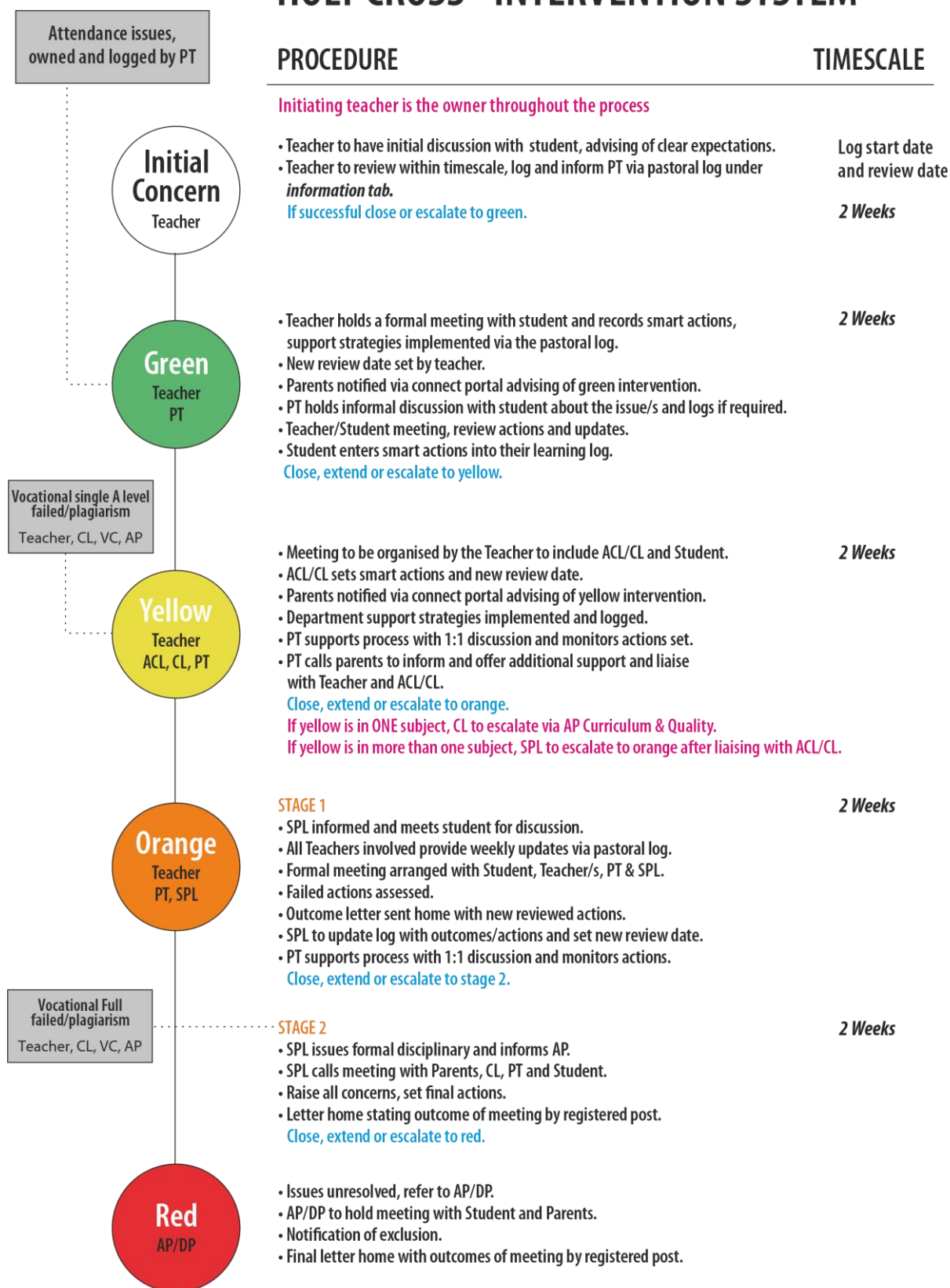
Our aim is to develop effective working relationships and clear communication between Holy Cross, students and parents/carers.

- 14.1 Digital communication will replace letters being posted home. This takes the form of e mails, texts, Connect Parent Portal communications and/or website information.
- 14.2 During the enrolment process parents/carers will be asked for their communication preference in terms of e mail or text alert.
- 14.3 Students will be provided with the direct telephone line details for their Progress Tutor which should be relayed to parents/cares. This information will also be available on the College Website and Connect Parent/Carer Portal.
- 14.4 Parents/Carers in a particular year group will be contacted by e mail / text as required throughout the academic year. For example, reminders about the importance of registering on the Connect Parent Portal.
- 14.5 Parents/Carers can register on the Connect parent portal once a student has allowed access. This portal provides information about student progress, attendance, actions and timetable. The portal will also be used at various points in the year to make announcements. For example, to alert parents/carers to whole College events such as Key Assessment weeks, Parents/Carers Evenings. Documents will also be placed on the portal for example, careers information booklets.
- 14.6 Open Evening/Day events will be used to highlight the work of the pastoral team to prospective parents, as is the case for curriculum subjects.
- 14.7 A New Parent Welcome Evening and Parents Evenings will be held during the academic year to provide parents/Carers with opportunities to meet both curriculum and pastoral staff face to face. Parents/Carers will be provided with an opportunity to provide feedback on some of these communication strategies for example, Parents' Evenings.
- 14.8 Curriculum staff must first check with the Progress Tutor before contacting home. This must be done in due time to allow the Progress Tutor to respond to the member of staff if it is not appropriate to make contact.
- 14.9 When a student reaches higher intervention levels, or is of a particular cause for concern, parents/carers will be contacted by the pastoral team to arrange a case conference meeting in College.
- 14.10 Safeguarding legislation requires that two emergency contact details are collected from each student at enrolment. This information identifies a primary contact which includes name, relationship to student, whether or not they reside with the student, address, e mail and telephone number.
- 14.11 The responsibility is on the student to keep this up to date and changes can be made by speaking to their Progress Tutor or using Student MyView.

### **Appendix 1**

**The intervention system is a supportive series of steps to ensure that students achieve their academic potential**

# HOLY CROSS - INTERVENTION SYSTEM



v3.6

## Student 16-19 Bursary Fund 2022-2023

We are committed to providing support for our students and ensuring that financial hardship is not a barrier to education and academic success.



## What is the Bursary Fund?

It is a government grant designed to help young people access and complete education who have limited funds.

## Who is eligible to apply?

- If you are enrolled at the College and under the age of 19 as of 31 August 2022
- If you have been living in the UK for the last 3 years (or can provide written evidence that you satisfy government residency criteria)

	<b>Eligibility</b>	<b>Evidence required</b>	<b>Amount</b>
Category A	<p>A young student: in care (LAC) or Care leaver</p> <p>Or, if you receive any of the following in your own right:</p> <ul style="list-style-type: none"> <li>-Income Support</li> <li>-Universal Credit</li> <li>-Employment &amp; Support Allowance (ESA)</li> <li>-Disability Living (DLA)</li> <li>-Personal Independence Payments (PIP)</li> </ul>	<p>Written confirmation of current or previous status</p> <p>A photocopy of the full document of one of these benefits in the name of the student</p>	Up to <b>£1200</b> per year paid weekly
<b>For Category's B and C, total household income includes - Total earnings/benefits/universal credit/child tax &amp; working tax credits/pensions/student loans</b>			
Category B	A young student from a household whose total household income is less than £16190	<p>A photocopy of:</p> <ul style="list-style-type: none"> <li>- all pages of child tax credit award</li> <li>- all pages of Universal Credit award.</li> </ul>	Exact amount depends upon number of applications
Category C	A young student from a household whose total household income is between £16191 and £25,000	<ul style="list-style-type: none"> <li>- letter showing amount of benefits - P60 or annual self- assessment</li> </ul>	Paid weekly



## Further Education Free Meals

### What is Further Education Free meals?

Some students will be eligible to receive free meals whilst at College

### Who is eligible to apply?

- If you are enrolled at the College and under the age of 19 as of 31 August 2022
- If you are over 19 but began your study programme aged 16-18
- If you have been living in the UK for the last 3 years (or can provide written evidence that you satisfy government residency criteria)
- Have an Education, Health and Care Plan (EHCP)

	Eligibility	Evidence	Amount
Free School Meals	A young student or parent receiving: <ul style="list-style-type: none"> <li>- Income support</li> <li>- Income based Job Seekers Allowance</li> <li>- Income related Employment and Support Allowance(ESA)</li> <li>- Support under part VI of the Immigration and Asylum Act 1999</li> <li>- the guarantee element of State Pension Credit</li> <li>- Child Tax Credit (if not receiving Working Tax Credit) and a gross income less than £16190</li> <li>- Universal Credit (with net earnings of less than £7400)</li> </ul>	A photocopy of the full document of one of these benefits	<b>£4</b> per day to be spent in the College refectory or Café Central

# 16-19 BURSARY APPLICATION FORM 2022 - 2023



## Part A: Personal Information

Student Surname		Forename	
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Student PIN number (as shown on your enrolment letter)				
--	--	--	--	--

Date of Birth		Age at 31/8/22		Nationality	
---------------	--	----------------	--	-------------	--

Secondary School	
------------------	--

Have you been resident in the UK/EEA for the last three years	Yes	No
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Are you an Asylum Seeker	Yes	No
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Home address	
--------------	--

	Postcode	
--	----------	--

Telephone		Mobile	
-----------	--	--------	--

Student:

Are you in the care of the local authority or subject to a Care Order	Yes	No
---	-----	----

Are you a care leaver	Yes	No
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Do you in your own right receive Income Support or Universal Credit	Yes	No
---	-----	----

Are you a disabled young person who receives ESA/UC and DLA/PIP	Yes	No
---	-----	----

Will you experience financial hardship as a result of attending College	Yes	No
---	-----	----

Is your TOTAL household income below £16190? Total household income includes - Total earnings/benefits/universal credit/child tax & working tax credits/pensions/student loans	Yes	No
--	-----	----

Are you or your parent/carer in receipt of: **(you must attach evidence to support your application)**

Income based Jobseekers Allowance	Yes	No
-----------------------------------	-----	----

Income-related Employment and Support Allowance	Yes	No
---	-----	----

Support under part VI of the Immigration and Asylum Act 1999	Yes	No
--	-----	----

The guarantee element of State Pension Credit	Yes	No
---	-----	----

Child Tax Credit Award – All pages required	Yes	No
---	-----	----

Universal Credit - All pages required x 2 months	Yes	No
--	-----	----

Full Name of Student Account Holder										
Name of Bank/Building Society										
Branch										
Sort Code										
Account Number										
Roll Number (if applicable) Building Society Accounts only										

**Part B: 16-19 Bursary Application Form - Additional Information**

How many siblings to you have in full-time education? \_\_\_\_\_

Is there any additional information you would like us to consider as part of your application?  
(Please continue on to a separate sheet if necessary)

**Part C: Evidence**

**Failure to attach the relevant evidence will result in your application being delayed or even declined:**

	I attach photocopied evidence to support my application.
	I attach photocopied evidence to support the student bank details provided in Part A eg bank statement, must show student name and account number

- Note: Only hard copies of application forms and evidence addressed the 'The Bursary Section' will be accepted. Please do not send in original documents as these cannot be returned.

### Part D: Declaration

I can confirm that the information given in this form is correct and complete to the best of my knowledge. I understand that the College has the right to make an independent check of any evidence produced and take such action as is deemed appropriate in the event of any information I have given being proven to be incorrect or false.

Signature of Student		Date	
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## FURTHER EDUCATION FREE MEALS APPLICATION FORM 2022 - 2023

- Please note Free school Meals only apply to students who are also in receipt of a bursary

Student Surname		Forename	
-----------------	--	----------	--

Student PIN number (as shown on your enrolment letter)				
--	--	--	--	--

Date of Birth		Age at 31/8/22		Nationality	
---------------	--	----------------	--	-------------	--

Secondary School	
------------------	--

Have you been resident in the UK/EEA for the last three years	Yes	No
---	-----	----

Are you an Asylum Seeker	Yes	No
--------------------------	-----	----

Home address			
	Postcode		

Telephone		Mobile	
-----------	--	--------	--

Are you or your parent/carer in receipt of: **(you must attach evidence to support your application)**

Income Support	Yes	No
----------------	-----	----

Income based Jobseekers Allowance	Yes	No
-----------------------------------	-----	----

Income-related Employment and Support Allowance	Yes	No
---	-----	----

Support under part VI of the Immigration and Asylum Act 1999	Yes	No
--	-----	----

The guarantee element of State Pension Credit	Yes	No
---	-----	----

Child Tax Credit (but not Working Tax Credit) and have annual gross of no more than £16,190	Yes	No
---	-----	----

Universal Credit	Yes	No
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I can confirm that the information given in this form is correct and complete to the best of my knowledge. I understand that the College has the right to make an independent check of any evidence produced and take such action as is deemed appropriate in the event of any information I have given being proven to be incorrect or false.

Signature of Student		Date	
----------------------	--	------	--

## Guidance for Applicants

- To be considered for support a student must complete one or both of the relevant forms
  - Bursary Fund
  - Further Education Free Meals
- These application forms are available on the College website.
- An application will only be processed when all sections have been completed and all evidence is submitted.
- Once completed please take your application to the main College reception desk or direct to the Student Centre reception during term time or alternatively this can be sent by post to

Holy Cross College  
 BURSARY  
 Manchester Road  
 Bury

### **Bursary Funds**

1. Awards will be paid weekly by BACS transfer into the student bank account on the application form, which **must** be a bank or building society current account.
2. Please ensure all bank details are accurate as the College is not responsible for delays caused by incorrect information

### **Free Meals**

1. £4 awards will be paid daily onto your College ID card.
2. Purchases in excess of £4 must be paid for by the student.
3. Lost ID cards must be reported to the Student Centre asap.
4. Awards must be spent each day, they cannot be carried forward to the next day.
5. The award can only be spent on campus.
6. On educational visits or other offsite events a cash alternative can be provided if requested.

### **Appeals Process**

Appeals for unsuccessful applications should be made in writing to the Assistant Principal (Students) and include your reasons why you consider the decision to be wrong.