

**gc Greenhead College**

# ***Charter***

***Academic Year 2009-2010***

***Greenhead College, Greenhead Road, Huddersfield, West Yorkshire. HD1 4ES***

## ***Mission Statement of Greenhead College, Huddersfield***

- to provide a supportive environment in which individuals feel valued, grow in confidence and fulfil their potential for academic, moral, social and physical development;
- to continue to be a centre of excellence for a college of its type, providing within its means education and training of the highest quality for each individual student;
- to be a major force in enabling its community to reach the nationally set foundation learning targets through the offer of a level 3 curriculum concentrating on A-level provision.

### ***A Commitment to Quality***

This charter aims to:

- provide you with relevant information about the college
- outline the services and standards you can expect
- describe your rights and responsibilities
- explain how we maintain quality and try to improve what we offer our students

*Copies of this document are available in  
large print or other formats on request.  
Please contact the college.*

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## ***Information about the College***

Greenhead College is a sixth-form college close to Huddersfield town centre with around 1850 students aged between 16 and 19. They are all following Level 3 advanced courses of study usually consisting of four AS subjects (Advanced Subsidiary) in the first year and continuing into the second year with three or four A2 subjects. In addition all students are given the opportunity to achieve at least one Key Skill from Communication and Application of Number, Level 3. Other examination subjects on offer include a number of IT and Word-Processing skills, and GCSE resits in Mathematics. Students also enjoy a wide range of activities from the Enrichment Programme, together with a high level of pastoral and careers support. Around 60% of our students come from 12 11-16 partner schools in the Huddersfield area, the other 40% from a wide variety of other non-partner schools in the region. Partner schools are: All Saints, Almondbury, Colne Valley, Fartown, Holmfirth, Honley, King James's, Moor End, Netherhall Learning Campus, Newsome, Royds Hall and Salendine Nook High Schools.

Detailed, up-to-date information may be obtained every year from the following publications and events:

### ***College Prospectus/Website***

This is produced annually, usually in November/December, and gives details of courses and subjects on offer the following September. It provides a summary of student achievements over the previous year, including student biographies and examination results. The college also maintains a website ([www.greenhead.ac.uk](http://www.greenhead.ac.uk)) with a wide range of information.

### ***Examination Results***

These appear in the local press in August and again, locally and nationally, when performance tables are published. They are available from the college from September onwards, with copies going to all schools who have mutual ex-students and the local Careers Advisory Service.

### ***Policies (accessible via the internet or from the College office)***

- Access to Minutes & Meetings of Corporation
- Admissions
- Child Protection
- Data Protection
- Disability Equality Scheme
- Disability Statement
- Equal Opportunities/Diversity
- Fire Drill
- Freedom of Information
- Freedom of Speech
- Health and Safety
- Illegal Substances
- Smoke Free
- Stop and Search

### ***Leavers' Destinations***

These are available on the college website and published in full, in booklet form, available in January.

### ***Departmental Handouts***

Each department produces a leaflet, or handout, which describes its courses in greater detail than the Prospectus. These are available in the partner schools or may be obtained from the college at any time. Further information is available on the website.

### ***Ofsted Inspection Report***

Ofsted last inspected the college in November 2007 and rated the college as 'outstanding' in all categories. The report is available from the college website at [www.greenhead.ac.uk](http://www.greenhead.ac.uk).

### ***Schools Careers Evenings/Parents' Evenings***

Senior staff attend these evenings and are happy to answer questions on any aspect of the college.

### ***Open Days***

Year 10 pupils in the partner schools are able to spend a morning in the college in June or July to sample lessons and experience the atmosphere of the college.

### ***Open Evenings***

All prospective students and their parents are welcome to visit the college on any of the three Open Evenings held in January. Dates are advertised in the local press, local schools and on the college website.

## ***Application and Admission***

Mrs Susan Creamer, Vice-Principal, takes responsibility for admissions. Applications for admission in September are dealt with from 1 January of the same year. All new applicants have an interview with a college member of staff.

There are different admissions procedures for students from partner schools and non-partner schools. These are reviewed annually by the Governors because the college has more applicants than places available.

### ***Applications from partner schools***

To embark on an advanced course of study, you need to gain grade C in five different GCSE subjects, including English (more information can be obtained from our Admissions Policy, available from the College office or website.) You give your completed application form, available at your school, to the teacher in charge of transfer. Once these have been received by the college, our staff come to your school to interview you.

### ***Applications from non-partner schools***

Because the college is over-subscribed, entry is competitive and successful applicants are expected to gain considerably higher grades at GCSE than those asked of applicants from the partner schools. Application forms are available from the college, personally, by post or at Open Evenings. Once we receive them, we make an appointment for you to come into college for an interview. You will then receive notification by letter no later than April as to whether we can offer you a place for the following August.

## ***Induction, Teaching and Learning***

In the first two days of the Autumn term, you will confirm your course choices, be introduced to college administrative procedures and meet your personal tutor.

The college will provide you with the following:

- continuing guidance about courses to meet your needs.
- high quality teaching with appropriate setting, marking and feedback of work.
- facilities and resources for study. The college is open from 8.00am to 5.30pm and you are welcome to study in it throughout this period.
- an introduction to the use of the library, its resources and the college IT facilities.
- outside visits and work-placements appropriate to certain courses.
- regular reports and assessments of progress which take account of your abilities and objectives for the future. Towards the end of the Autumn and Spring terms, you and your subject teachers discuss your progress. After further discussion with your tutor, he or she will produce a written report, agreed with you. (See also QUALITY ASSURANCE).

## ***Guidance and Counselling***

The success and happiness of our students is our prime concern. We therefore place considerable importance on the role of the personal tutor who supports students while at Greenhead. We also have counsellors who will spend more time with students if they have particular personal problems.

Senior staff and personal tutors invite parents of new students to an evening meeting in the third week of the Autumn term to welcome and introduce them to the college. There are two Parents' Evenings in the first year and one in the second year when your parents/guardians, and you yourself if you wish, can make appointments with your teachers to discuss your progress. The dates are published in the calendar and on the report which comes out shortly before the appropriate Parents' Evening.

In addition, there is a higher education evening for parents of first year students to explain the process for university application and financial support.

Your tutor offers individual careers counselling, encouraging you to make use of college resources held in the Careers Library, such as:

- Computer Database: Course Discover.
- PATHFINDER + Higher Education – self-assessment programme plus career and course help.
- Internet Access eg UCAS website.
- Funderfinder
- Guidance when you need to decide between university offers or job offers.
- A well-organised and careful procedure to ensure that your applications are accurate and well-presented to give you the best possible chance of a successful outcome.

When A-level examination results come out in August, Careers and senior staff are in college to help you with university entrance, if necessary.

## ***The Non-Examination Curriculum***

These activities, known at Greenhead as 'Enrichment', play an essential part in your personal development; involvement will also assist your progression to higher and further education and the work place. The college offers a wide-ranging choice of non-examination activities and is part of your course at College; we hope you will enjoy yourself without the pressure of examinations. The College was awarded a second Queen's Anniversary Prize in February 2001 for the richness of this programme and the Inspectorate regard the provision as 'outstanding'.

### ***Enrichment***

There is a very wide choice of options within the following major areas:

- Cultural and General Interest
- Community Service
- Dramatic Productions
- Duke of Edinburgh Award Scheme
- Musicals, Concerts and Music Groups
- Sport: both Teams and Individual
- Wide range of short courses

The Prospectus gives fuller details and an information booklet is issued at the start of Term 1 and Term 2.

### ***PaWS (Project and Work-shadowing)***

Through our contacts, there are opportunities to shadow a manager or a member of any profession in business, commerce or public services for up to a full week each June. Those not involved on a Placement will participate in a Project.

### ***Additional Advanced Qualifications***

There is the opportunity to be awarded the AQA Baccalaureate. This is an award that recognises your enrichment courses, placement and completion of a subject based extended project. Fuller details can be found in the Enrichment booklet.

## ***Financial Matters***

There are no fees for tuition. If field trips are an essential part of your course of study, then the college will pay the travel and tuition fees involved but ask you to pay for your board and lodging.

In special circumstances or difficulties a student may apply for financial assistance to the College Access Fund Panel. See your personal tutor for details.

At the moment, the college asks students to provide their own stationery but does not charge for text-books or examination entry fees, for example. You are, however, expected to pay examination fees for any examination you choose to re-take. Students are also expected to reimburse the college for any text/library books not returned at the end of the course.

Details of discounted travel passes are sent to students before enrolment in September. These are also available on the College website.

If your family is on a low income, you may be eligible for an Educational Maintenance Award. Information is available from the College's Student Registration Officer.

## ***Equality and Diversity***

It is a basic tenet of the college that every member is a valued person in his/her own right, regardless of gender, race, religion, age or special need. The college therefore aims to treat all members equally and promotes opportunities and experiences.

Governors have an approved Equal Opportunities and Diversity Policy which is available from the college office or website. Mr M Chappell is the EOD Co-ordinator.

If anyone wishes to lodge a complaint about unfair or discriminatory treatment they should see Mrs Susan Creamer, Vice Principal.

## ***Students with Disabilities***

We welcome students with learning difficulties or disabilities. Potential applicants are encouraged to contact Kim Askew, the college's Head of Learning Support for advice. Before you take up your place at the college, Mrs Askew will discuss your individual needs with you and the college will make all reasonable attempts to provide any specialist support and/or facilities that you may require. We will continue to meet with you at regular intervals to ensure your needs are being met.

For further information contact Kim Askew or the Vice Principal (Guidance), Sue Creamer. You may also wish to refer to the college's Disability Statement, which is available in alternative formats from the college office or website.

## ***Health and Safety***

The College will ensure that all learning will take place in a safe, healthy and supportive environment and will provide appropriate information, instruction, training and supervision.

## ***Rights and Responsibilities***

We ask you to play your part in ensuring your own development and success by agreeing to the following:

- Respect for others and their property at all times.
- Adherence to College policies and procedures.
- Prompt attendance at all timetabled classes, tutorials and assemblies including the fulfilment of all additional commitments undertaken, eg work experience, field trips, community service, sport, music, drama and Duke of Edinburgh.
- Real effort to maintain good standards of work and meet course requirements.
- Completion on time of all homework, projects and assignments set.
- Systematic use of study time to follow up and consolidate work covered in class. It is suggested as an approximate guideline that AS and A-level subjects need four and five hours a week respectively of independent study, a GCSE subject two hours.
- Respect for the working environment in the designated silent study areas.
- Your availability to staff who need to see you at times when you have no lessons timetabled.

## ***If Things Go Wrong***

If you wish to make a complaint, your tutor is the first person to see. However, you and your parents are always free to contact the Principal or another senior member of staff if you wish. If the problem is still not resolved, you have the right to approach the Chair of Governors whose address is given later.

If we have a complaint about your work or behaviour, again, your tutor will try to sort it out with you. If matters do not improve, then we will usually contact your parents and after discussion, draw up a written agreement for you to keep to. Any necessary further action would depend on the circumstances of each individual case.

## ***The College Council (GCSU)***

The council is the formal channel of communication between students and the college administration. Their committees organise student events and outings, often in aid of chosen charities. It is made up of representatives elected by the student body, led by six Senior Students. They can be contacted at [seniorstudents@greenhead.ac.uk](mailto:seniorstudents@greenhead.ac.uk). There is a legally binding Constitution, an agreed Code of Practice, a set of Standing Orders and Accounts are published annually.

All current students are automatically members of the student union. Under the Education Act 1994, we are required to state that any student who wishes not to be a

member has the right to tell the appropriate senior members of staff, Vice Principals Sue Creamer and Anton McGrath, in confidence and with no fear of discrimination.

### ***The College Governors***

The governing body has a wide and balanced membership reflecting the interests of the community, industry and commerce.

They are as follows:

#### **Chairman**

Mr Charles Kaye  
Springfield House  
Field End Lane  
Honley  
Holmfirth HD9 6NE

Mr Roger Bryant  
Mr Clinton Burhouse  
Mrs S Creamer  
Prof Bob Cryan  
Miss Hannah Galloway  
Miss Sian Green  
Mr Mark Hanson  
Cllr Mehboob Khan  
Mrs Christine Milsom

**Clerk to the Governors:** Mrs Debra Todd

#### **Deputy**

Mrs Eva Lambert  
3 Easedale Gardens  
Cowrakes Road, Lindley  
Huddersfield  
HD3 3UR

Mrs Ros Moors  
Mr M Partington  
Rev Calvert Prentis  
Mr William Redman  
Mr Martin Rostron  
Mrs E Ryan  
Mr Peter Skuse  
Mr Ranjit Uppal

## Quality Assurance

The college works hard to maintain quality at its highest possible level.

A key feature is our value-added/monitoring system which provides an effective means of measuring student and staff performance. Students' GCSE results on entry are measured against their subsequent progress every term and what this suggests about the likely consequences for their future achievement at AS and A-level. Praise, encouragement and help are given as needed in order to try and ensure that all students fulfil their potential.

The success of this system was recognised, nationally, by the awarding of a Queen's Anniversary Prize for Higher and Further Education in November 1996, one of 23 institutions in the country to be so honoured.

Ofsted published their last full report on the college in July 2008, confirming the continued excellent performance of Greenhead College. Inspectors use a 4 point scale to summarise their judgements where 1 is outstanding and 4 the lowest grade.

### Summary of grades awarded:

Effectiveness of provision	Outstanding	Grade 1
Capacity to improve	Outstanding	Grade 1
Achievement and standards	Outstanding	Grade 1
Quality of provision	Outstanding	Grade 1
Leadership and management	Outstanding	Grade 1
Equality of opportunity	<i>Outstanding</i>	<i>Contributory Grade 1</i>

Examination results at A-level have remained consistently high over the past years and well above national averages. Pass grades are A-E, with A, B, C the top grades most usually sought for entry to university courses.

	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
Pass rate A - E	98%	98%	98%	99%	99%	99%	99%	99%	99%	99%
Pass rate A - C	79%	79%	78%	84%	85%	87%	85%	87%	87%	84%
Pass rate A - B	57%	60%	56%	66%	69%	69%	67%	70%	69%	66%

## Conclusion

Over the past few years, the college has enjoyed a healthy growth in numbers, outstanding Ofsted reports, persistently high rates of examination success and a proliferation of achievements of all kinds by our students and staff.

We seek not only to maintain this record but to strive for continuous improvement so that these benefits may be used for the good of our present and all our future students, every one of whom is unique, an individual and to be valued.

**Principal:**  
Mr M K Rostron

**Vice Principals:**  
Mrs S Creamer  
Mr A McGrath

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NB: Information in this Charter was correct at the time of publication but may change during the following year.