**GATEWAY EXPECTATION AND VALUES**

As a college, we want to create an environment where all members of our community treat one another with equality and respect. To provide a common set of values and behaviours that enables all to achieve and grow in safe and supportive surroundings, becoming valued and caring members of wider society. We want to ensure that all learners are aware of the high expectations we have at Gateway College, and to know that we are able to provide the right support and guidance. Together, with your help, we want to ensure that our aims are applied consistently across the whole of the college community to promote a harmonious and safe working environment, encouraging hard work and achievement for all.

**WHOM SHOULD I CONTACT?**

To enable students, parents, carers and college staff action a clear and timely response to queries or comments, please follow our protocol. The first and most important point of contact for the student is the Learner Performance Tutor. Tutors will meet weekly with students and will follow up absences. Each year, and vocational or academic pathway will be overseen by a Programme Co-ordinator, and Head of School. Parents/ Carers may change contact details during the college year but it is imperative that the college holds accurate records, so please keep the college informed.

**L1 Programmes:**

Programme Co-ordinators: Hannah Bishop/ Anne-Marie Aitkin

Head of Department: Kerry Reeve

**L2 Vocational Programmes:**

Programme Co-ordinator: Marcus Benjamin

Head of School: Sam Keen

**L3 Vocational Programmes:**

Programme Co-ordinator: Marcus Benjamin

Head of School: Sam Keen

**A’Level Programmes:**

Programme Co-ordinator: Mohamed Ahmed

Head of School: Su Peters

**OTHER USEFUL COLLEGE CONTACTS**

To contact the college please email: admin@gateway.ac.uk or telephone: 0116 2744500

Principal James Bagley

Vice Principal Hamid Ravat

Assistant Principals Nicola Martin

 Frances Rippin

PA to Executive team Fiona Singer/ Alex Evans 0116 274 4566

**Head of Department**

Entry and L1 Kerry Reeve

Science and Maths Aaqib Razzaque

Creative Arts (and English) Gareth Watts

Humanities Hayley Watkinson

Business and IT Ed Smith

Media, Sport and Public Services Laura Rawson

Core Skills Faika Saiyed

**Learner Support and Safeguarding**

Additional Learning Support Manager Helen Herries

Designated Safeguarding Lead Nicola Martin (Confidential Number 07436530542)

**REPORTS AND REVIEWS**

Parents Evening will take place twice in the academic year:

**13th November 2019**

**26th March 2020**

**TIMES OF THE COLLEGE DAY**

**Early access:** 8.00am

**AM Classes Begin:** 9.00am

**Lunch:** 12.15 – 1.00pm (Variable depending on Timetable requirements)

**PM Classes Begin:** 1.00pm

**End of College Day:** 4.00pm

It is important to note; it is good practice for students to be in their class before the start of the session. If a student is more than five minutes late to a lesson, they will be recorded as late and expected to attend catch-up sessions. If a learner is absent, a follow up call will be made to parents on the morning of absence, and should we be unable to make contact within the first hour of the absence taking place, we will continue to call until contact is made.

**ABSENCE PROCEDURES**

1. If you know in advance, that you are going to be absent from College you mustinform the college reception, your Tutor or an LPT as soon as possible.
2. We expect you to make appointments (e.g. dental, medical) outside your lesson times, except in an emergency.
3. All proof of appointments e.g. letters, cards etc. must be given to your tutor in order to mark you correctly on the register. If this is not done, your teachers will mark your attendance on the register as absent.
4. If you are ill and unable to attend College, you must phone in and report this to the Absence Line before 8.45 am on 0116 274 4565.
5. If you are absent for more than a week you will need to send in a medical certificate for the period of your illness.
6. If you need to leave the College during the day when you should normally be in lessons you must let your teacher know and sign out at Reception.

It is Gateway’s policy to contact students and their parent/guardian on a daily basis if the student is absent for an unknown reason. Therefore, it is very important that you let the College know when and why you are unable to attend. If you do not, you will be expected to attend an absence workshop on the first day of your return to college.

**TEACHING, LEARNING AND ASSESSMENT**

We aim:

* To ensure all students make the best progress possible, according to their potential;
* To encourage a positive, constructive attitude in our staff and students, founded on the shared belief that education should be an enjoyable and enriching process.

These goals will be achieved by promoting a reflective and critical approach to teaching, a strong focus on learning, and coherent assessment practices.

Through classroom teaching, independent work and integrated work experience we will seek to develop our students as whole individuals, equipping them for success at the next stage of their careers, whether that is in higher education or the workplace. As well as building specific vocational skills and knowledge, we will also help our students to acquire transferable employability skills including teamwork, problem solving and flexibility.

As well as an ongoing cycle of formative assessment within each class, there will four standardised tracking assessment events during the year. As well as giving students and their teachers’ useful information about current progress, data from these events will be shared with parents and/or guardians, and can be asked via the parent portal on Cedar.

Each course will be given a subject specific handbook and induction that will give in depth detail regarding assessment and submission guidance.

**BEHAVIOUR FOR LEARNING**

Appropriate behaviour for learning is an essential part of the learner experience. At Gateway College, we believe that every learners’ success is underpinned by four basic expectations:

* Good attendance and punctuality
* Work completed to the best of their ability and to deadlines
* Positive attitude to learning
* Appropriate and responsible behaviour to peers and colleagues both in and out of the college environment

**WHAT CAN PARENTS DO TO ENSURE SUCCESS**

It is important to all of our staff at Gateway College that we are able to work with you to support your son/daughter during their time at the college. There are lots of different ways that you can support their learning, they include:

* Please do not take holiday during term time. Every second missed in the classroom could be the difference between a pass or a fail
* Ensuring that they attend 100% of their timetabled sessions, including their weekly tutorial slot, and any maths or English classes.
* Limit part-time job hours to no more than 8 hours a week, but reinforce the importance of gaining work experience and developing employability skills.
* Making space/ time for them to complete homework.
* Keeping track of homework and progression and being aware of their target grades. Yopu can check this on Cedar.
* Identify their tutor or programme co-ordinator and keep in regular communication.
* Attend parents evening.
* Supporting and underlining the importance of their English and Maths qualifications for their future careers.
* Celebrate their successes, and help them plan their next steps.