

SUPPORTING STUDENT SUCCESS

A Guide to Student Services

WWW.JCC.AC.UK



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Personal Progress Tutors

At JCC, we offer one-to-one support for all students. One of the main sources of support and advice for you will be your **Personal Progress Tutor**. You will be assigned a tutor who will monitor your academic progress, wellbeing and attendance to support you throughout your time at college.

Your Personal Progress Tutor will:

- Ensure you attend all lessons, are on time and have the best chance to succeed and progress
- Support you with any personal issues and keep you safe whilst at college
- Be the first point of contact for your parents



How will we do this:

As a Progress Tutor we will:

- Arrange a regular 1:1 meeting with you to review your progress and set targets to help you improve
- Telephone you if you are not in class
- Meet with your parents to discuss any concerns

Another source of support and advice will be your **Personal Development Coach**.

Your Personal Development Coach will:

- Deliver 2 workshops per week as part of the college tutorial programme to support your personal and professional development
- Help you with your UCAS application and write your reference
- Help you to develop the skills, knowledge and experience to become a successful adult
- Prepare you for your next steps into higher education, employment or apprenticeships

Our Tutorial Programme:

You will meet your Personal Development Coach twice per week as part of our group tutorial sessions. This programme will provide you with the tools to:

- Keep yourself and others safe
- Improve your physical and emotional wellbeing
- Become resilient and independent thinking
- Make informed choices and prepare for your next steps



The UCAS application process begins in the summer term of your first year in College with tutorials focusing on your Introduction to Higher Education. You will research your chosen courses and Universities and begin drafting your **Personal Statement** before beginning to complete your official UCAS application.

We offer support in:

- Choosing the right course and institution
- Writing a personal statement
- Completing your application
- Preparing for interviews
- Student Finance

Dentistry / Medicine / Oxbridge Applications

We provide additional support for students applying to Oxbridge or to one of the early deadline medicine / Dentistry subjects.



The UCAS logo, with the letters 'UCAS' in a bold, sans-serif font. The letter 'A' is red, while the other letters are black.

Here are a list of events/activities:

High Achievers Programme. This includes:

- one to one academic and pastoral support
- Oxbridge Information Sessions
- How to apply to University (including how to write a personal statement) and what University pathway schemes are available sessions
- How to apply for competitive University course sessions: in Medicine and Law (we're hoping to expand this programme)
- Medicine application practise: including practise MMIs
- taking students to University open days (including Oxford & Cambridge)

Events/activities organised for all students:

- we have speakers from different industries come into college to speak to students (examples include speakers from: PWC, Aston Medical School, Gloucestershire University)
- we also take our students to University workshops/ events (examples include: attending the Newman University 'Maths Explore Day', the University of Birmingham masterclass on Sports Science and Dentistry and the Aston University 'Politics and International relations' taster day
- Annual Progression Day

The Futures Team

At the **Futures Zone** our impartial, experienced, qualified Careers Adviser can support you with the following:

Exploring your careers options and the routes into those careers



Getting into university



Work experience



Job hunting skills including where to find jobs including using social media, CVs and interview skills and apprenticeships



Labour market information



You can book an impartial, careers appointment with a Careers Adviser via the staff in the Futures Zone, your Progression Tutor or by contacting the Careers adviser.

THE
FUTURES
TEAM

Heather Pryce
Careers Manager

The Futures Team

If you need any support please contact the careers team. Drop into **the Futures Zone** in Library to make an appointment.

OPENING TIMES

TERM TIME

Monday - Friday

08:30 - 18:00

Times may vary outside of term time.



FuturesTeam@jcc.ac.uk



0121 446 2204 (Careers Office)



Emily Prince
Higher Education
Advisor



Work Experience & Employer Activity

I support students in getting ready for their work experience. Students are welcome to visit me with any queries or concerns they may have regarding work experience. I work very closely with employers and invite them to Joseph Chamberlain College to further support students with their work placements and help them to find a career path they want to pursue. For example, we have worked with the BBC, WM5G, Earnest Young (EY Global), Barclays, and NHS.



THE
FUTURES
TEAM

Trina Tiernan
Work Experience
Manager

Work Experience & Employer Activity

It will enhance your CV - having a bit of experience under your belt will show you're willing and give you something to talk about in future interviews:

Develop new skills and better understand your strengths - you'll undertake work-based projects and take responsibility for some tasks

You will get important feedback - at the end of your placement, a good employer will give you feedback on your strengths and areas to improve

Universities and Employers look for Work Experience on CV's for apprenticeships, UCAS Progress, UCAS and Job applications

It will help you decide what you do and don't like - a first-hand experience will help you to refine your possible career options

You will make new contacts - it's not what you know, it's who you know! New professional contacts can help with your future job search and reference

You can find me in the Futures Zone, please come and see me!

High Achievers

High achieving students, those with University applications for medicine, dentistry, veterinary, Cambridge or Oxford, are supported with all aspects of their UCAS applications. Tailored advice and guidance about summer schools and additional activities to build a CV are available. We also offer high achieving students the opportunity to study the Extended Project Qualification.

High Achievers are supported by Rosie Shale
rshale@jcc.ac.uk



Rosie Shale
Assistant Principal
(College Operations)



Learning Resource Centre (LRC)

At the heart of your learning experience is the **Learning Resource Centre**. Open Monday – Friday between 08:30 and 18:00 (16:30 on Fridays), it is a place to enhance your independent learning; to access to a wide range of print and online resources as well as to explore new worlds through our diverse range of fiction and poetry.

We offer support in a range of high-level academic skills and subject support, delivered by the Academic Coaches Team (who are based in the LRC), which includes the Getting Ready to Achieve and Getting Ready for Exams programmes. In addition, we host a selection of enrichment activities including the PROUD Book Club, The Manga Society, Board Game Club and the Student Magazine.

OPENING TIMES

Mon:	08:30 - 18:00
Tue:	08:30 - 18:00
Wed:	08:30 - 18:00
Thu:	08:30 - 18:00
Fri:	08:30 - 16:30

Academic Learning Coaches

The Academic Coaches, a team of highly qualified graduates in each of their subject areas at both undergraduate and postgraduate level, are based in the Learning Resource Centre.

The main objective of the Coaches is to provide all of our students with the academic support they require to be as successful as they possibly can. Whether that is through additional subject support during your independent study time; delivering workshops on essential skills such as proof reading, plagiarism and referencing; helping you develop your study skills or offering guidance with your UCAS application, the Academic Coaches are here to help.

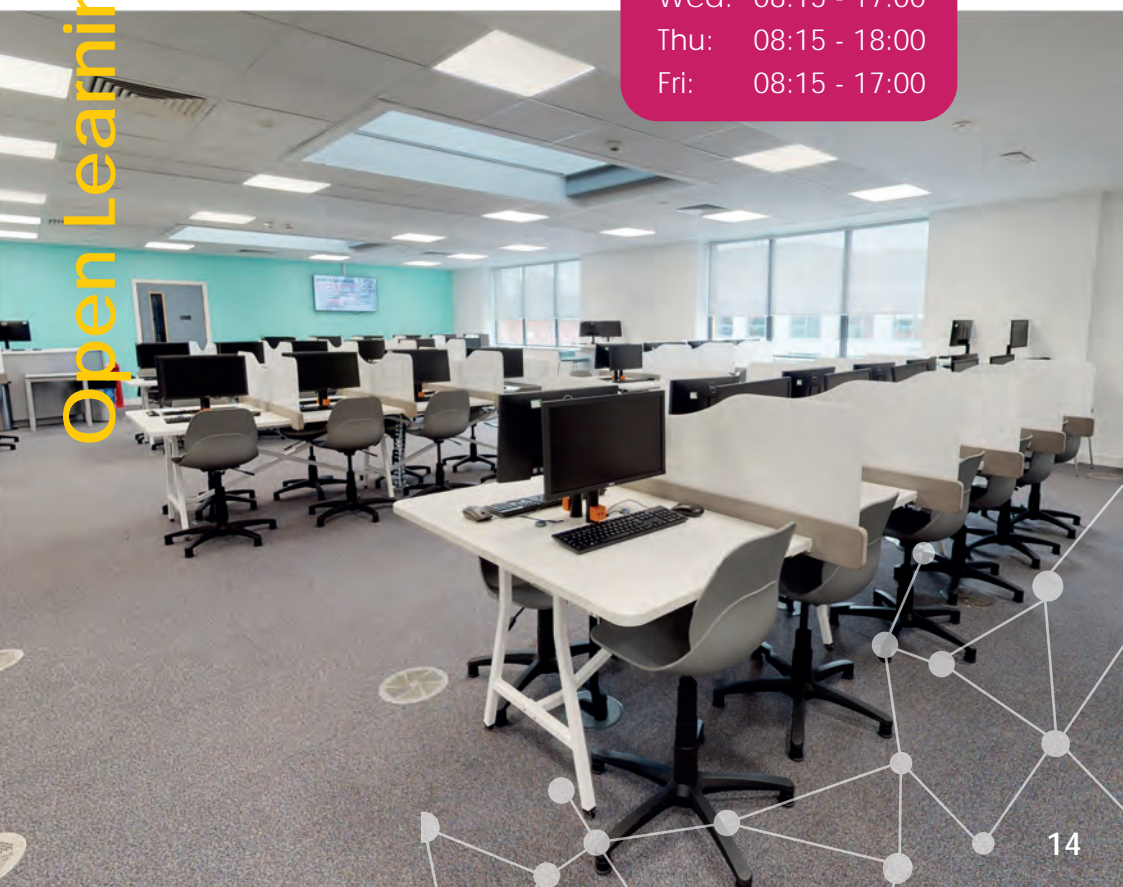
To request support from one of our Academic Coaches, please speak to your tutor.

Open Learning Centre (OLC)

The **Open Learning Centre** is a large resource area where there are 130 computers. Students carry out research and complete their assignments. There are also scanning and printing facilities in the centre itself. College staff are on hand to help identify the best equipment to help you with your studies.

OPENING TIMES

Mon:	08:15 - 17:00
Tue:	08:15 - 18:00
Wed:	08:15 - 17:00
Thu:	08:15 - 18:00
Fri:	08:15 - 17:00



The Inclusive Learning Support department is in place to support students with **special educational needs, difficulties, disabilities and/or differences (SEND)**. This includes students with an Education, Health and Care Plan (EHCP) and those with diagnosed or undiagnosed conditions. You should make sure you speak with someone from the inclusive learning support team, or your personal tutor, as soon as possible if you feel you need additional support at college. Additional support at college can include:

- **reasonable adjustments** in the classroom, for trips and external visits as agreed by you, your teachers and inclusive learning support staff,
- **a dedicated keyworker** who will work with you and your teachers to ensure you are being effectively supported,
- as well as oversee your overall progress and wellbeing whilst at college,
- **in-class support** (if required) from a Learning Support Assistant,



Laura Ellis

Inclusive Learning
Support Manager



- **support outside of the classroom** in our dedicated supported learning space, The Pod (more information on the next page),
- where appropriate, **exam access arrangements**, which reflects the support you are receiving in and out of the classroom,
- opportunities to use, or learn to use, **assistive technology** so you can learn skills to develop your independence in preparation for adult life.

The Pod is a dedicated space for students with additional needs, and is open throughout the college day for students with additional needs to access. Students are able to receive support from an Learning Support Assistant between 09:00 and 16:15 every day. For more information, please contact our Inclusive Learning Support Manager: **Laura Ellis** (LEllis@jcc.ac.uk).

LSA Support Availability

Monday - Friday
09:00 - 16:15

Safeguarding & Support

We provide support to students and families regarding any safeguarding issues or concerns. We also provide support for students who are in care or who are young carers. We work with multiple external agencies to ensure that we all work together to support our students to remain at college and succeed.

Students can raise any issues during the college day or by telephone: 07766551123 (between 8:30am and 4:30pm). They can also contact any member of the Safeguarding Team by asking at Reception.



07766551123 (8:30 - 16:30)



Meet Your Safeguarding Team

If you are worried about yourself or someone else, please speak to your Tutor or a member of the Safeguarding Team; you can call our Safeguarding Team on **07766551123**.



Jo Lawrence
Vice Principal, DSL
JLawrence@jcc.ac.uk



Naveed Ahmed
Student Relationship
Manager
NAhmed@jcc.ac.uk



Laura Ellis
SENCO Manager
LEllis@jcc.ac.uk



Lisa Barton
Safeguarding Officer
LBarton@jcc.ac.uk



Fehzan Abdullah
Progression Manager
FAbdullah2@jcc.ac.uk



Katie Banks
Student Support
Adviser
KBanks@jcc.ac.uk



Jen Yeomanson
Healthcare Assistant
JYeomanson
@jcc.ac.uk



Mohammed Khalil
Progression Manager
MKhalil@jcc.ac.uk



Katie Schilling
Progression Manager
KSchilling@jcc.ac.uk

The Nurse Team

Joseph Chamberlain has a team of medical professionals to help with all aspects of health and wellbeing.



Jennifer Yeomanson
Healthcare Assistant



The Nurse Team

Services offered by the team include, but are not limited to:

Safeguarding

Sexual health including
free contraception

Free sanitary products

Drug and Alcohol
advice

Weight services

Mental health support
including low mood,
anxiety and panic
attacks, and
mindfulness

General health advice

Blood sugar monitoring

Stop smoking, lifestyle
and health promotion

Sign post to outside
agency for help and
support, like walk in
centre and mental
health groups and
financial support

Weekly events,
courses and workshops
to help promote
student wellbeing

Appointments are preferred to give the team time to deal with your needs. Appointments can be booked via email: nurseteam@jcc.ac.uk

Exams

The **Exams Office** is the point of contact for anything to do with examinations held at JCC. Services include:

Examination Entries

Liaising with
Examination
Boards

Clash Resolution &
Exam Timetable
enquiries

Result Enquiries,
Access to Scripts and
Applications for
Special Consideration.

Implementation of
Access Arrangements
(extra time, reader/
scribe, etc)

Issuing Certificates

The office is open to students between 9am and 2:30pm. Feel free to visit in person or email the team at Exams@jcc.ac.uk.



Exams@jcc.ac.uk



Security & Student Behaviour Officers

Student Behaviour Officers

The Student Behaviour Officers work closely with staff to ensure all students remain safe and display positive behaviour whilst in college. Their key roles are:

To ensure students are safe on campus at all times

To ensure students are wearing their lanyards

To monitor behaviour in the study areas, social street and in corridors

To challenge students who are displaying poor levels of behaviour but also to praise those students who are displaying positive behaviours

To work closely with Personal Progress Tutors to collect or escort students to classrooms

To ensure students are attending lessons

Security & Student Behaviour Officers

Security Guards

The Security Guards play a vital role in ensuring only our students enter the campus, and making sure everyone is safe on site. Their main duties are:

To ensure everyone is safe on campus at all times

To ensure students are wearing their lanyards

To escort visitors to Reception

To work closely with the Student Behaviour Officers

To monitor the behaviour of students around the campus

To ensure students are safe as they leave the College

To challenge those students who are not displaying positive behaviour

JCC Bursary Scheme

2023/24

Do you need help with the costs of studying at college?

Do you meet the following criteria?

☒ You were 19 or under on 31st August 2023

☒ You have access to public funds

☒ You are enrolled on a full-time course at JCC

☒ Your attendance and punctuality meet the college's expectation of 95%

☒ Your total household income (where you live) is less than £27,000 p/a (this includes any benefits)

☒ There are no behaviour concerns

If the answer is **yes** to all of the above, you can apply to the College Bursary Scheme to receive support with:

Meals | Travel | Equipment and materials | Essential IT equipment

Visit this website to apply:

<https://portal.jcc.ac.uk/BursaryApplication/Intro>

For more information, contact our **Student Services team** at **studentservices@jcc.ac.uk**

The Student Council is a wider learning opportunity that promotes leadership and communication skills. The Student Council are the voice of the student body. A key responsibility is to collect student feedback and share this with staff. Each year the council lead a range of exciting projects and events like the Snow Ball, charity fundraisers and Equality & Diversity events.

STUDENT COUNCIL PRESIDENTS 2022/23

A-Level	BTEC
	
Zain Bashir	Hamza Ali Hussain

Students from all courses are welcome to get involved. Students can also get involved in a range of ways by applying to become the representative of their Tutor Group, to applying to be Student Council President in their final year of study. A call for Student President applications will be released each May, for current students to apply for the following year. Advertisements for all other Student Council roles are released at the start of each year in September.

We provide opportunities for students to develop new skills and interests via our **JCC Xtra Programme**.

Our extensive range of opportunities assist students with finding new hobbies and interests after college. Clubs that are currently available are:

- Duke of Edinburgh Award
- NCS - A Youth Programme
- Auschwitz Lessons
- African Culture Society
- Debating Society
- Scribe Tribe
- This is Manga
- Future Financial Thinking
- Movie Night
- Driving Test Theory Practice
- Proud Book Club
- Board of Games
- Harry Potter Club
- JCC French Club
- Gaming Society
- BSL "Learn to Sign"
- K- Pop K- drama
- Vocal Workshop

Sport and Fitness

There is comprehensive and diverse sport and fitness programme which runs throughout the college day. All abilities are welcome with the emphasis on fun and a sense of belonging. There is opportunity to improve leadership and communications skills to motivate others, be a part of our student sports management team.

Being physically active can have a positive impact on physical and mental health and wellbeing. The sports staff work closely with the JCC We care team and wider enrichment team.

Participation in sport is tiered: to provide somewhere they can use their free time positively during the continuous day timetable, to provide opportunity improves skills, to provide opportunity to take part in competitive sport.

- | | | |
|---------------|----------------|----------------------------|
| ● Badminton | ● Teqball | ● Short Tennis |
| ● Cricket | ● Table Tennis | ● Horse Riding |
| ● Basketball | ● Dodgeball | ● Ice Skating |
| ● Football | ● Netball | ● Climbing |
| ● Futsal | ● Volleyball | ● Self Defence |
| ● Tchouk Ball | ● Touch Rugby | ● Weight And Fitness Suite |



Key Terms

OH	Orchard House
S1/S2/S3/ITS	Sports Centre
BH	Belgrave House
OLC	Open Learning Centre (Computer Room)
Academic	AS/A2 subject pathways
Vocational	BTEC/GCSE subject pathways
N1	first year BTEC student
N2	second year BTEC student
EL	Entry Level student
SLT	Senior Leadership Team (including the Principal and Vice Principal)
Personal Progress Tutor (Pastoral)	JCC equivalent of a Form Tutor
Personal Progress Tutor (Development Coach)	the staff member who will deliver your tutorials and support your Higher Education applications.
SBO	Student Behaviour Officer
MAPs	Monthly Assessment Points
ALC	Academic Learning Coach (based in the Library)
ILS	Inclusive Learning Support
LSA	Learning Support Assistant
DSL	Designated Safeguarding Lead
JCC Connect	College's online homepage

Your JCC Timetable

Your new JCC timetable will be very different to ones you have had before and it is important you understand what each section means, to ensure you are arriving promptly for your lessons and your learning is kept to the highest possible standard.

This is how your new timetable will look:

	9.00 - 10.15	10.15 - 11.15		11.30 - 12.30	12.30 - 1.30	1.30 - 2.30	2.30 - 3.30	3.30 - 4.15
Monday	A	B	BREAK	C	F	G	D	E
Tuesday	B	C		D	G	F	E	A
Wednesday	C	D		E	F	G	A	B
Thursday	D	E		A	G 1.15	F	B	C
Friday	E	A		B	F 1.15	G	C	D

In the timetable above, you can see each lesson is listed as a BLOCK, with the letters A-G. You don't need to worry about this – the blocks are for teacher use only.

In each box on the timetable, you will then be given more details about each lesson – this is the information you NEED to know. An example of this would like this:

11:30 - 12:30 PYA2-C1-M001
Psychology A2 Level
Psychology A2 Level
2CN17 (7)
Latham D (7)

Line 1 gives you the time of the lesson and your register class code (which is for teacher reference only)

Line 2 and 3 refer to the subject you will be taught in that lesson.

Line 4 is the room that lesson will take place in (more on that below)

Line 5 is the name of your teacher.

Room Numbers

Each classroom has its' own code. You will need to know what these mean to help you navigate the College and ensure you are attending lessons on time.

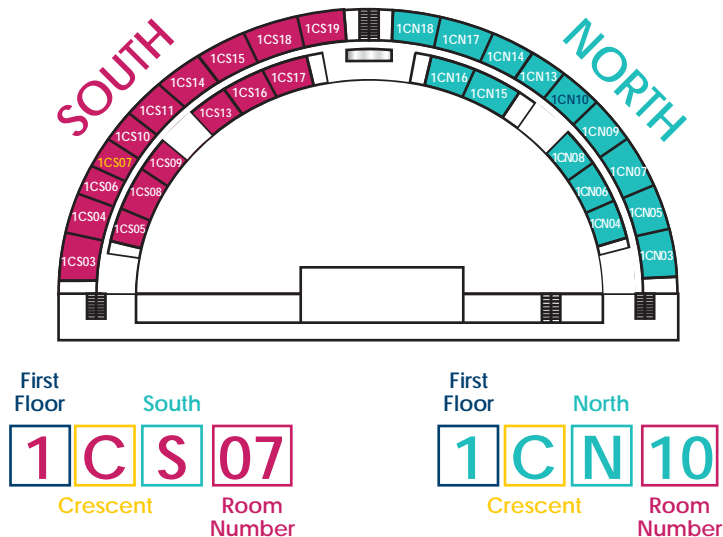
For example:

If you have a lesson in 1CS07, this means:

- Your classroom is on the first floor of the main building.
- It is based on the Crescent.
- It is on the south side of the Crescent.
- It is classroom 07.

If your classroom code has a N instead of a S, this means it is on the North side of the Crescent.

If you have lessons in rooms starting with OH, BH or S – these will be in one of our other buildings: Orchard House, Belgrave House or the Sports Centre. (The floors and class numbers rule still applies)



WWW.JCC.AC.UK



Joseph Chamberlain Sixth Form College



1 Belgrave Road, Highgate, Birmingham B12 9FF



info@jcc.ac.uk

0121 446 2200



@JCSFCollege