

CALLYWITH COLLEGE STUDENT HANDBOOK

2026/27





Welcome from the Principal

We are delighted that you have chosen to study at Callywith College and hope that your time with us will be both enjoyable and rewarding. You will have every opportunity that excellent teaching, high quality resources and expert advice can offer, within a friendly community.

This handbook is intended to help you settle into your courses and find your way around the various areas and facilities of the college. You should keep it with you for reference and to help you keep track of your college work and targets. Callywith College exists for the benefit of its students and we hope you will become quickly aware of, and make full use of, the many opportunities it offers.

Within this handbook you will find a small number of rules and regulations. Any community such as this college can only function smoothly if its members observe such basic rules.



Remember that what you gain from your studies in the college will depend largely on your own efforts. The staff and facilities at the college are here for you to make the most of, and staff will support you every step of the way. We hope that you will really enjoy your time at the college as well as gain the education, training and qualifications that you seek so that you can progress onto your intended next step.

Finally, we will work as hard as we can to ensure that things do not go wrong, but if something does, tell us about it and we will do everything we can to address the problem quickly.

Dr Jon Grey
Callywith College Principal

OUR VALUES

Chosen by staff and students, our values of Compassion, Resilience, Respect and Success define Callywith College, where we put students first in everything we do, combining academic achievement with personal development.



RESILIENCE



MISSION

Our mission is to provide the best learning experience with exceptional teaching and student support leading to the highest level of achievement by our students.

COMPASSION



SUCCESS



RESPECT



ETHOS

Callywith College has established and maintained an ethos that fosters academic success whilst providing balanced, well-rounded support and pastoral care conducive to significant personal development and onward progression for our students. This ethos and culture have been built by focusing on three key pillars of Curriculum, Pastoral Support and Personal Development.

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Term Dates 2026/27

First year students

Autumn Term 2026

Thursday 03 September - Friday 18 December

Half term: Monday 19 October - Friday 30 October

Spring Term 2027

Monday 04 January - Thursday 25 March

Half term: Monday 15 February - Friday 19 February

Inset Day: Monday 04 January

Bank Holidays: Friday 26 March, Monday 29 March

Summer Term 2027

Monday 12 April - Friday 02 July

Half term: Monday 31 May - Friday 04 June

Bank Holidays: Monday 03 May, Monday 31 May

Second Year Students

Autumn Term

Tuesday 01 September - Friday 18 December

Half Term: Monday 19 October - Friday 30 October

Spring Term

Monday 04 January - Thursday 25 March

Half Term: Monday 15 February - Friday 19 February

Inset Day: Monday 04 January

Bank Holidays: Friday 26 March, Monday 29 March

Summer Term

Monday 12 April - Friday 02 July

Half Term: Monday 31 May - Friday 04 June

Bank Holidays: Monday 03 May, Monday 31 May

Lecture Times

Classes at the College start promptly at 9.15am and end by 4.25pm.

You will be given your timetable at the start of the course.

The timetable will show your classes and lunch breaks.

Timings will vary between courses.

Enrolment

All students enrol at the start of their course. If the information you give at enrolment changes (e.g. address, telephone number etc.), you must tell your Personal Development Tutor so that we can update our records as soon as possible.

Equality of Opportunity

Callywith College has a commitment to meet the duties contained in the Equality Act 2010. We endeavour to promote an inclusive working and learning environment, which supports the individuals within its community irrespective of their background.

We aim to promote equality of opportunity and removal of barriers for all individuals to educational achievement, personal progression and participation by providing full and equal access to all students who can benefit from its provision and by encouraging and enabling all members of the college to build and contribute to a society which values cultural and social diversity.

We will not tolerate unfair or unlawful discrimination and aim to provide a learning and working environment which values individuals equally and does not disadvantage individuals by discriminating on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex (gender), and sexual orientation.

The college achieved the Investors in Diversity for Schools Award in March 2023 and was reaccredited in April 2025. This demonstrates the college's commitment to an all-encompassing approach to equality, diversity and inclusion.



■ Learning Centres & Resources

On the Callywith campus, there are three staffed Learning Resource Centres (LRCs) located in Garrow building - G114, G101 and Temple building - T205. The Learning Centres are open Monday to Friday from 8.30am throughout the college day.

The LRCs are open to all students and have a friendly open environment to enable students to study at a pace and style of their choosing. Each LRC is equipped with computers and a printer.

Garrow Library (G114) is where you will find course textbooks as well as supplementary texts and journals to enrich your learning. Garrow Library is a silent study area, we ask that voices are always kept to a minimum to allow those around you to study in peace.

Temple (T205) and Garrow (G101) LRCs are quiet study areas. We ask that voices are kept low to allow those around you to study but we welcome collaborative work and appreciate that it is beneficial to work with classmates and friends, to facilitate this, we have a comprehensive reference section in Temple LRC (T205), we ask that the books are not removed from this room to enable other students to benefit from the resources.

Coursebooks are loaned out to you upon payment of your enrolment fee and are solely your responsibility. It is important that all textbooks are assigned to your library account and that they are renewed or returned when prompted.

The Library Hub is a dedicated SharePoint site where you will find a range of different journals, databases and other useful resources to help facilitate your independent learning. Many of the online resources can be accessed from home.

We are here to ensure your transition from GCSE into post-16 education is as smooth as possible, and that you feel supported and confident in your studies. We can offer support with a variety of academic study skills such as essay writing, organisation and time management.

Alongside offering a drop in service, we also provide one-to-one support sessions and host Supervised Directed Study (SDS) sessions

We run a peer mentor scheme that buddies students up together to help make the most of their independent study time.

Remember, the Academic Services team is here to help you, so please do ask if you need any assistance.

You can contact the Academic Services team directly at academicsservices@callywith.ac.uk for more information or to make an appointment.

■ Information Technology

The college has a large number of computers capable of using an extensive range of software, available for students to use on a drop-in basis.

Students are expected to improve their awareness of, and skills in, information technology (IT).

To support independent learning, we ask that students bring their own device to college each day.

Suitable devices should have a battery life of at least 6 hours, a keyboard, and a screen size of 10" or larger. Devices should run a current and supported operating system, such as Windows 11, ChromeOS, iPadOS or Android, and be capable of accessing Microsoft 365 applications.

Having access to a personal device enables students to engage fully with lesson resources, complete work efficiently and develop the digital skills needed for further study and employment.

We are committed to ensuring that no student is disadvantaged. If you are unable to bring your own device, a limited number of laptops are available to reserve on a daily basis. PC workstations are available in our LRCs during study periods.

The college has campus-wide Wi-Fi, which enables students to access the Internet and complete college work using their own devices. You will also have access to Office 365 accounts to allow learning to take place from anywhere in the world.

■ Refreshments

We have two refectories in Temple and Garrow and a snack bar outside the 3G Astro pitch, offering a wide range of food and drink, and a variety of vending options in Garrow and Kilmar.

No fast food purchased off site can be consumed in the refectories.

■ Reprographics

There are black and white combined printers and scanners in every building and self-service colour printing in Temple and Garrow Learning Centres. All college printers and photocopiers operate under a standardised set of prices through the Papercut system (you will need a student ID card to use them). Students with a computer log-in are given an allowance at the start of their course, and further print credits can be purchased via the college online store.

Starting college is exciting, but we know it can feel overwhelming at times. That's why our Student Services team is here to support you with anything outside the classroom.



SUPPORT SERVICES

Support Services

Special Educational Needs & Disabilities (SEND)

We can offer one-to-one support for identified high needs students, small group support, learning needs assessment on referral from lecturing staff and liaison with outside agencies.

Appropriate provision is put in place for young people with Education, Health, and Care Plans (EHCPs) and that information is shared with lecturing staff so that they are able to cater for your requirements, helping you to effectively access your learning and enable you to achieve your very best.

Students with Learning Support Requirements

The college welcomes applications from students with identified learning needs and disabilities. Learning support, reasonable adjustments and specialist equipment can be provided as required via the SEND Team.

Personal Development Tutors

All students are allocated a Personal Development Tutor (PDT). The role of the PDT is to have oversight of the student journey. Your PDT will meet with you every week and deliver the personal development curriculum, as well as ensuring you stay on track by monitoring your wellbeing, attendance and progress. They will be your first point of contact for any questions you may have.

Student Services

Starting college is exciting, but we know it can feel overwhelming at times. That's why our Student Services team is here to support you with anything outside the classroom.

You'll find us on the ground floor of the Temple building (T010). You can also get in touch by emailing studentservices@callywith.ac.uk or calling 01208 224460.

We have an open-door policy, so you're welcome to drop in anytime for a chat.

You can choose to:

- Book a one-off appointment for quick advice or to talk something through.
- Access a structured support pathway, such as counselling, regular check-ins, or volunteering opportunities to help build confidence and skills.

Our team takes a trauma-informed and holistic approach because we know your wellbeing is key to your success. We also work closely with external agencies and services to make sure you get the right help when you need it.

Here's how we can help:

- Personal worries (relationships, emotional health, social media)
- Mental health & counselling
- Safeguarding (your safety or someone else's)
- Drugs & alcohol
- Sexual health & contraception
- Housing, homelessness & benefits
- Money matters
- Careers advice
- Gender, sexuality & identity support

Student Services Team

Callywith College Student Services
studentservices@callywith.ac.uk

01208 224460

Jamie Crowle
Student Services Team Leader
Deputy Designated Safeguarding Lead

Amy Fagg
Mental Health Advisor / Counsellor

David Sellars
Destinations Lead Teacher

Moirá Bawden
Careers & Work Experience Advisor

Depending on your situation, we'll either provide the help you need through one of our services or connect you with external specialists for more tailored support. Sometimes, you might just need a safe space to pause and reset during a busy day - and that's fine too. If you're dealing with ongoing challenges, we can offer regular one-to-one 'check-ins' where you'll get consistent, non-judgemental and confidential support from our experienced team. We can also guide you on how to stay safe and confident online or manage social media issues.

Additional Services

We work with a variety of external agencies that provide specialist support for students who need it. These include Kernow Young Carers, We Are With You, Intercom Trust, Young People Cornwall, Early Help, Next Steps South West and more. Many offer drop-in sessions and one-to-one appointments, which can be booked directly with the Student Services team.

Mental Health

We understand the strong link between emotional wellbeing and success in college. That's why we offer on-site counselling and have a dedicated Mental Health Advisor. We also work closely with external services like CAMHS if additional support is needed. Mental health and emotional wellbeing are key themes in your personal development tutorial curriculum, helping raise awareness and promote a positive college culture.

You can also talk to a member of the safeguarding team or your Personal Development Tutor whenever you need support.

Therapy Dog

Our therapy dog Macy is fully trained and a much-loved part of Student Services. Macy helps create a sense of calm and joy on campus, supporting students with stress, anxiety, and building emotional resilience.

She's also part of the Read2Dogs scheme, helping students improve literacy skills in a relaxed and supportive way. If you're feeling overwhelmed, anxious, or just need a moment of comfort, you're welcome to visit Macy when she's in Student Services.

Mindfulness trail

Our Mindfulness and Outdoor Exercise Trail is designed to help you relax, recharge, and connect with nature.

The trail, which winds around the college's 3G Astro pitch and will eventually lead to our nature reserve, offers a peaceful escape from the main campus.

It also features outdoor fitness equipment funded by Sport England's 'Queen's Platinum Jubilee Activity Fund' to encourage physical activity in green, calming spaces among trees and wildlife.

Finance & Housing

We can support you with any financial issues or worries you may be experiencing, including college bursaries, housing concerns, and budgeting advice.

Our team can also help you:

- Understand student finance and Higher Education funding
- Explore benefits or support with your housing situation
- Build your confidence managing money

We're here to make sure money challenges don't get in the way of your success.

Careers

We know that making decisions about your future can be a bit daunting. That's why we are committed to helping and guiding you through those all-important choices about what to do next. All students can book a meeting with a L6 qualified adviser to discuss their personal progression routes and receive support in making rational informed decisions. Advisers can help with searching for and evaluating university courses and apprenticeship opportunities, labour market information, CV and cover letter writing,



researching and applying for jobs, mock interviews and more.

A range of careers' resources including guidance, templates and software are available to all students via the college's SharePoint and through our personal development programme.

There are also a range of careers related trips and events over the year which you can access. These include two Destinations Days that give students the opportunity to choose from talks and workshops delivered by representatives of over 70 businesses and organisations. Destinations Day 1 helps students find out more about job roles, local employers and post-18 pathways. Destinations Day 2 focuses on helping students to apply successfully for university courses and apprenticeships. In addition, there are eleven sector networking lunches in the Spring term. There are also visits to universities and a Higher Education Fair. Alumni are involved in all internal careers events including a 'Meet the Apprentices' lunch during 'National Apprenticeship Week'.

You can visit our Destinations Space in Temple T303 or to find out more or book a one-to-one appointment, please visit: www.callywith.ac.uk/careers or email: careers@callywith.ac.uk

Safeguarding

The college is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This means that we have a child protection and safeguarding policy and appropriate procedures in place. All staff, including visitors, volunteers and governors, must ensure that they are aware of these procedures.

Sometimes we may need to share information and work in partnership with other agencies, for example when there are concerns about a child's, young person's or vulnerable adult's welfare. We will always ensure that our concerns are discussed with parents/carers/next of kin first, unless we have reason to believe that such a move would be contrary to the child's, young person's or vulnerable adult's welfare.

If students are concerned about their, or the safety of someone else, they can speak to the college's Designated Safeguarding Lead Jen Temple, Deputy Designated Safeguarding Lead Jamie Crowle or a member of the safeguarding team by emailing safeguarding@callywith.ac.uk.

Prevent

It can be hard to know what to do if you're worried someone is expressing extreme views or hatred, which could lead to them harming themselves or others. Working with other organisations, the police protect vulnerable people from being exploited by extremists through a Home Office programme called Prevent. Act early and share your concerns in confidence.

Safeguarding Team

The designated staff in the college for Child Protection and Safeguarding concerns are:

Jen Temple

Designated Safeguarding and Prevent Lead

Jamie Crowle

Deputy Designated Safeguarding Lead

Nettie Long

Safeguarding Officer

John Ratcliffe

Special Educational Needs and Disabilities Coordinator (Sendco)

Operation Encompass

Operation Encompass is the reporting to schools and colleges, prior to the start of the next college day, when a child or young person has been exposed to, or involved in, any domestic incident. Operation Encompass will ensure that a member of staff, known as a Key Adult, is trained to allow them to liaise with the police and to use the information that has been shared, in confidence, while ensuring that the college is able to make provisions for possible difficulties experienced by young people, or their families.

Student Voice

Student Voice is of great importance to us. It helps to shape the college by feeding back the student perspective of life at Callywith. At Callywith College, Student Voice is captured in a range of ways including: An Autumn Survey for Year 1 students, annual 'Course and Tutorial Evaluation Surveys' for all students, face-to-face termly group sessions with the Programme Team Leader for each curriculum area, face-to-face termly group sessions with the Assistant Principal for Student Experience and via the Student Executive.

Student Executive & Student Ambassadors

Student Executive Member and Student Ambassador roles are ways in which you can be involved in the day-to-day operations of Callywith College.

The roles will enable you to develop fantastic employability and transferable skills for your CV and next steps, whether that be university, apprenticeships or employment. They will also help you grow in confidence and meet new people.

As a member of the Student Executive, you would:

- Run various student forums throughout the year where you collate student feedback on life at Callywith and gather new ideas.
- Be available to meet students in the 'student executive weekly lunch time drop-ins' in Student Services/reception areas in college. Hear students' thoughts on any concerns about college, and opportunities they would like to see available.
- Work closely with the Assistant Principal for Student Experience on a range of cross college activities, fundraising opportunities and events promotion. This could include social media content creation.



- Contribute to the creation of new initiatives to improve college life.
- Help new students settle into college life.
- Attend half-termly meetings with the Assistant Principal for Student Experience.

As a member of the Student Executive, you will automatically be a Student Ambassador too.

As a Student Ambassador, you can volunteer at college open events to welcome prospective students and their families/carers to Callywith and help new students settle into college life.

HEALTH & SAFETY



Health & Safety

Callywith College considers it important that the management, staff and students work towards achieving a safe and healthy environment for themselves and others. Please report any potential hazard to reception immediately. A Stay Safe session will form part of the first month of the tutorial programme.

Fire

Anyone discovering a fire should sound the alarm immediately by breaking the glass front of the nearest available alarm call point. These call points are red boxes located in exit routes throughout the college. During your induction your Personal Development Tutor will explain the fire evacuation plan in more detail.

Fire drills are conducted regularly. Please leave the building in an orderly fashion by the nearest available emergency exit and following any instructions given by a Fire Marshal (wearing a high visibility vest). Signage instructing what to do in the event of a fire is posted throughout the buildings along with assembly point locations. DO NOT use the lifts in the event of a fire or emergency. Please move well clear of the exits and assemble at the designated assembly point while the buildings are cleared and checked for your safe return. DO NOT return into the building until instructed by a Fire Marshal or member of staff. Emergency exits should be kept clear and tidy, free from obstruction with waste materials placed in the dedicated bins provided.

Invacuation

On very rare occasions, it may be necessary to place the college into lockdown. This means that access to the college from outside will be restricted to help keep students, staff, and visitors safe if there is a hazard on the college site or in the immediate surrounding area.

Your Personal Development Tutor will explain the lockdown procedure and ensure you understand the actions you should take if a lockdown is initiated.

To help everyone become familiar with the procedure, the college carries out a lockdown drill once each year. During the drill, staff will guide students and provide clear instructions on the actions they need to take when the lockdown alarm is activated.

Smoking and Vaping

Smoking and vaping are not permitted on or around the college campus.

First Aid

In case of an accident or emergency notify a member of staff asap who will contact a first aider for you.

College Lifts

Please note that the lifts in all the college buildings are available for use only by people with a disability and members of the college staff who are moving equipment between floors. You must have a valid lift pass to use the college lifts, these are available from student services. All other members of the college must use the stairs. Do not use the lifts in the event of a fire or emergency. To obtain a lift pass please contact your Personal Development Tutor.

■ Accessibility

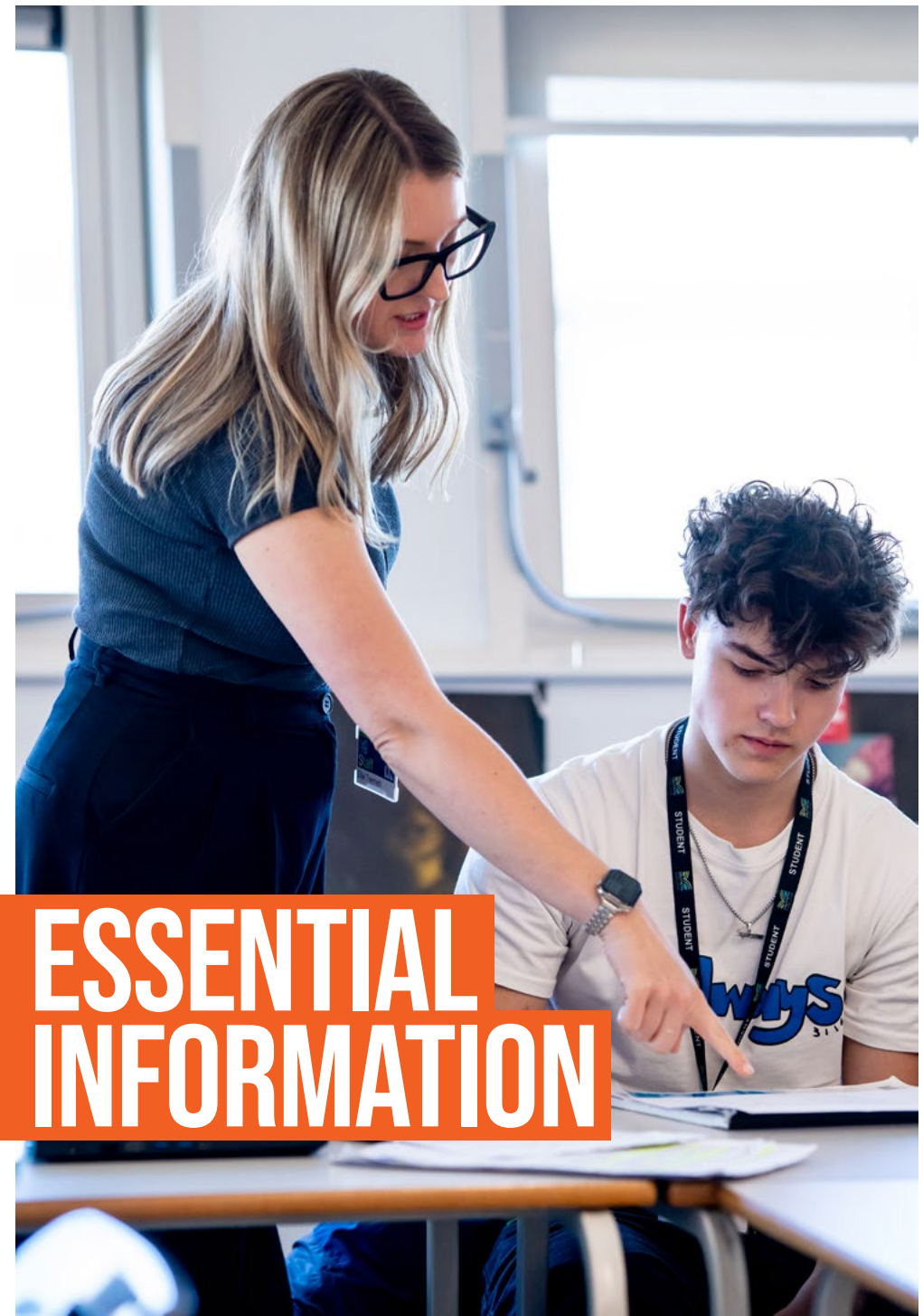
The college endeavours to provide a fully accessible environment suitable for the needs of all our students. If you experience any problems with access to any of our facilities, then please raise this matter with your Personal Development Tutor or PTL.

■ Your Health

If you have any medical history, that is likely to affect you at college, however minor, it is important that you give full details to the college at enrolment. If you become ill while at Callywith College, please report to the reception or the nearest First Aider and everything possible will be done to assist you and arrangements made, where possible, for you to go home. If details about your ongoing health change, please inform your Personal Development Tutor so that our records can be updated accordingly

■ Drugs

Drugs, other than prescribed medicines, must not be brought onto the college premises. Alcohol is not permitted on site. The use of any behaviour changing substance in, or around, college grounds is considered as Gross Misconduct under our Student Disciplinary Procedure. Any misuse of such substances will result in immediate suspension from college pending a Disciplinary Meeting. These rules also extend to any college organised trip or visit.



**ESSENTIAL
INFORMATION**

College Enrolment Fee

We ask all students to pay a non-refundable college Enrolment Fee of £35 at the start of their course. This covers your first ID card and lanyard (plus 1 replacement), £10 printing credit, £5 canteen food voucher, a locker and college books and equipment.

The payment page can be found at: www.callywith.ac.uk/portal

There may be trips and visits organised as part of, or in addition to your course(s). In all instances, the college will ensure that these trips are run with minimal cost to the student. If you need help or advice with bursaries to help with any of these costs, please visit Student Services in Temple T010, call 01208 224460 or email studentservices@callywith.ac.uk to discuss what support may be available.

Eligibility for financial help with essential course-related expenses and travel to and from college is assessed through the Callywith College Bursary Application Form, which can be found on the college website at www.callywith.ac.uk/transport or obtained from Student Services.

Bus Passes & Bursaries

The Callywith College bus pass provides travel on your nominated routes into and out of college at the beginning and end of the day, and now to a number of major Cornish towns at lunchtime.

Callywith College continues its partnership with Stagecoach South West and RideTandem, with students and parents using the RideTandem app for all transport ticketing and travel management.

To purchase your bus pass and learn more about travel options, simply download the

RideTandem app from the Google Play Store or Apple App Store.

Callywith subsidises the cost of bus passes for all students on its network and offers significant bursaries to further reduce the costs for students from lower-income households.

These bursary discounts are available on application and dependent upon a minimum of 90% attendance each term for financial help the following term.

Details of our college services, timetables and the financial support available can be found at callywith.ac.uk/transport.

For bursary queries, please email bursary@callywith.ac.uk

For general transport enquiries, please email transport@callywith.ac.uk or call 01208 224000.

Parking

There is limited provision for student parking. Parking permits can be applied for via www.callywith.ac.uk/transport or the college intranet.

To apply for a permit, students will need to provide copies of their driver's licence and insurance and are issued on a case-by-case basis.

Second year students can purchase an annual parking permit at a cost of £50, or from January for spring and summer terms at a cost of £40, or after Easter for the summer term only at a cost of £30.

Payments should be made via the College Online Store. The option to purchase a pass will only appear once you have submitted the form and you have received confirmation that

your documentation has been validated. Once paid your parking permit can be collected from Temple Reception.

Parking at Callywith College is limited due to planning conditions set by Cornwall Council, which require the college to operate in line with an agreed Transport Plan that promotes sustainable and public transport. As a result, students are strongly encouraged to use college bus services and public transport as their primary means of travel.

Vehicles are brought into Callywith College grounds entirely at your own risk and you must use only the designated parking areas and observe the 10mph speed limit; due consideration must be shown to other vehicles and pedestrians

If you are observed driving carelessly, your permit will be withdrawn.

Please note, a car park permit does not guarantee that a space will be available. Do not park outside the main college entrance or in the spaces designated for disabled people and visitors.

Lockers

Your £35 non-refundable enrolment fee covers access to an individual locker with a key. It is each student's responsibility to ensure that books, personal belongings etc. are reasonably secure. The college can accept no liability for losses. You can apply for a locker by completing the locker key request form found on the intranet. You are asked not to bring highly valuable items or large sums of money into the college.

Lost Property

Enquiries about lost property should be made at reception and any property found should be handed in there. Unclaimed property will be disposed of after one term. Students are responsible for the security of their own property. The college cannot compensate for the loss of personal items.

College Communications

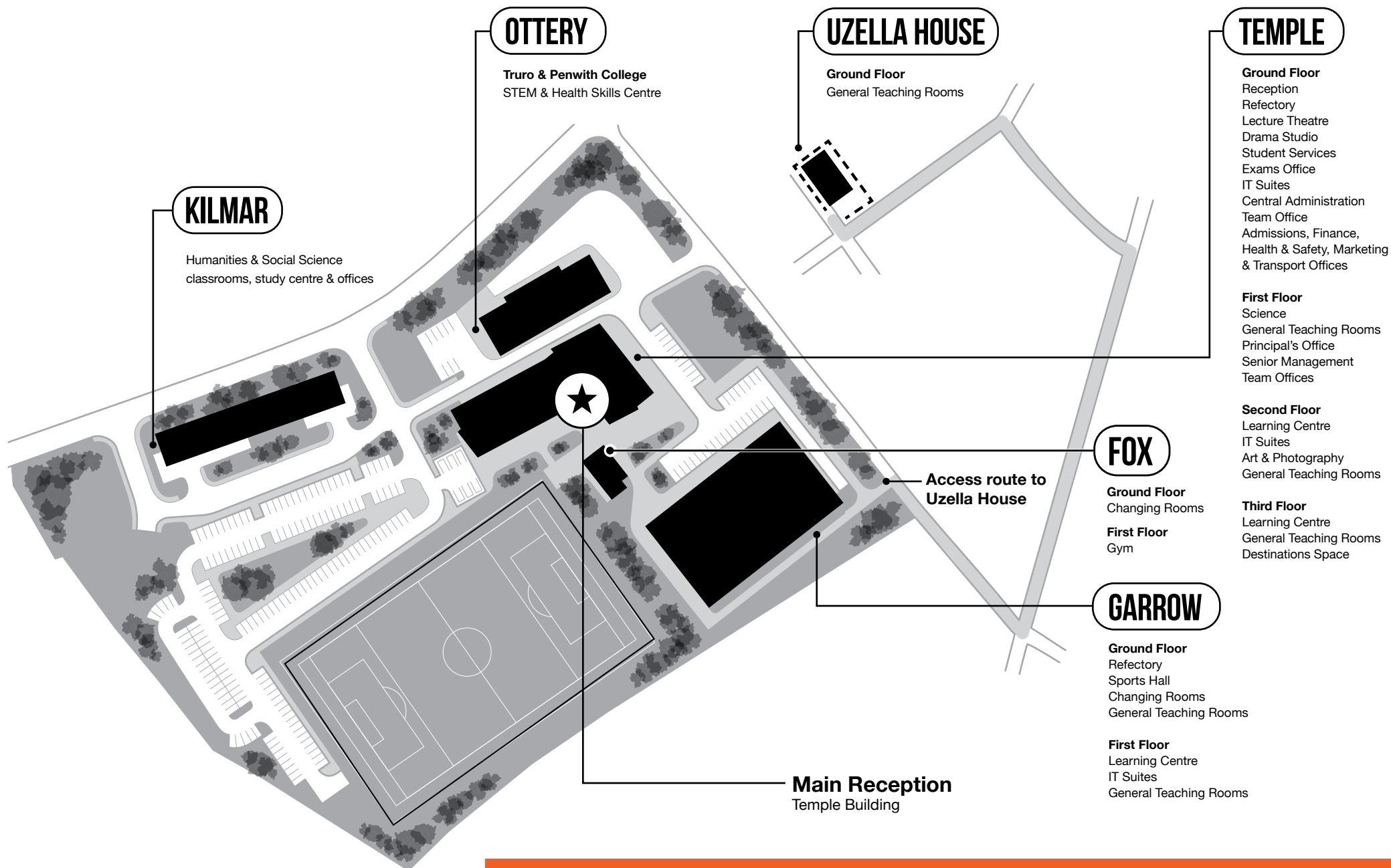
Regular tutorial meetings with personal development tutors, emails and notifications on Microsoft Teams will form the main means of communication to full-time students. In this way, you will hear about changes and events of interest. It will also be important for you to keep a close eye on those noticeboards and plasma screens that display vital information, e.g. exams, careers events, room changes, sports activities. Urgent, day-to-day information is usually displayed on the screens at receptions. You should look at this every morning. Messages cannot be taken for students except in cases of emergency.

Your college email account is an essential part of how the college communicates with you. Key messages will be sent to this account so please make sure you check it regularly.

Complaints Procedure

The college exists to meet the needs of the students and of the community it serves. We will work as hard as we can to ensure that things do not go wrong but, if a problem arises, we will do everything we can to address it.

If you have a complaint about the college, you should speak to the member of the college's staff with whom you have been dealing. If the matter is not resolved by this process you should follow the College Complaints Procedure, a copy of which is available from the Principal's Secretary and the college website.





ACADEMIC SUCCESS

Student Code of Conduct

At Callywith College our college values are embedded in all that we do. They represent the vision, mission, and culture of the college. The student code of conduct reflects these values, and therefore all students are expected to:

- Attend all timetabled activities punctually.
- Complete all work to the best of your ability by the deadlines set, ensuring it is your own.
- Make all essential appointments outside of timetabled lessons.
- Make learning successful for everyone by behaving in a way that promotes a co-operative, positive and productive learning environment, free from distractions and disruption.
- Behave in a manner which upholds the college values in all college organised activities and when in the local community.
- Always wear a visible student lanyard and ID card.
- Maintain the safety of all Callywith College users by reporting any individual without a college lanyard or ID on site.
- Dress in a manner that is appropriate for a college environment.
- Only use mobile phones in lessons when directed to by a member of staff.
- Play an active part in equality and diversity, by respecting the rights of others and reporting inappropriate and unsafe behaviour.
- Respect the college environment by not eating in classrooms during lessons or in LRCs at any time, disposing of litter appropriately and not smoking or vaping on the college site.
- Not cause any deliberate damage to college property or premises.
- Log on to college communication platforms daily and respond promptly when requested.
- Use social media and online platforms responsibly, always respecting the privacy and feelings of others.
- Respond to instruction and feedback from staff in a positive and proactive manner.
- Take responsibility for your own learning by participating in all learning activities and engaging in regular significant independent study.
- Only use language in written and verbal communication that is polite and respectful.
- Any form of bullying, discrimination, physical or verbal threats will not be tolerated.
- Not be in possession of, intend to sell or be under the influence of illegal drugs, alcohol, or weapons.
- Abide by all college policies, including the attendance, behaviour, safeguarding, use of IT, Health and Safety, and fire evacuation policies.

6 Habits of Success

Small Habits. Extraordinary Outcomes.

Success at college is not about luck. It is built through the habits you practise every day.

At Callywith, we want every student to develop the mindset, routines and behaviours that give them the best possible chance of success in their studies and in whatever they choose to do next.

The **6 Habits of Success** describe the approach we expect all students to take. They are simple, practical habits that, when followed consistently, help students to learn, make excellent progress and be successful in future opportunities.

2

BE PRESENT

- Focus fully on the whole lesson, every lesson.
- Actively listen, answer questions, ask questions and contribute to discussions.
- Bring prior knowledge, experiences, ideas and curiosity into the room.

1

TURN UP

- Attend all timetabled sessions; arrive early and be ready to learn.
- Commit to at least 33 hours per week to your college studies (lessons + independent study).
- If you miss anything, it's your responsibility to catch up – quickly.

3

LOCK IN

- Each week; plan, complete and log 1 hour of independent study for every lesson hour.
- Complete directed study properly; no shortcuts.
- Use independent study to secure what you've learned and push it further.

4

WORK SMART

- Learn how to study, revise, practice and improve in your subject(s).
- When revising, complete exam questions, mark and correct your answers then repeat.
Or
- BTEC assignment 1st submission directly attempts all criteria. 2nd submission is better.
Or
- Fully use UAL marking criteria and lecturer feedback when completing FMPs.
- Act on feedback straight away and regularly ask your teachers "How do I get even better?"

5

DO MORE

- Complete at least 3 hours of enrichment every week.
- Choose enrichment that supports wellbeing and builds skills and experience.
- Take opportunities in and out of college to grow, challenge yourself and stand out.

6

DREAM BIG

- Aim to exceed your minimum target grade(s) and make as much progress as possible.
- Have an ambitious plan for what comes next - university, apprenticeship or employment. Know that doing these habits consistently gives you the best chance of future success.



SUCCESS

"We are what we repeatedly do.
Excellence, then, is not an act
but a habit".
Aristotle

YOUR HABITS TODAY YOUR SUCCESS TOMORROW

Attendance

100% attendance is expected of all students. It is the responsibility of students to swipe into lessons using a college ID card. For students who forget their student ID cards, a replacement must be purchased from the college online store. Your enrolment fee includes one free replacement card. If you need to be absent from college for any reason, you must seek the agreement of your Personal Development Tutor before the event via the Parent / College Portal and complete an Advanced Notice of Absence form, which can be found on the intranet. If you are unavoidably absent for any reason or need to sign out of college, e.g. illness, your parent/ carer must let the college know before 9am on each day of absence via the Parent / College Portal at www.callywith.ac.uk/portal (where you can also view attendance and timetables) or by emailing attendance@callywith.ac.uk giving your student ID number, reason for absence and the likely period of absence.

For each unauthorised absence you and your parent/guardian will be sent a text message alert. If you are unwell during the college day and need to go home you MUST notify your lecturer or reception.

Your attendance and punctuality are recorded by the college and will feature as part of your overall Personal Portfolio. We expect you to attend all aspects of your courses fully and punctually, since there is a clear link between full attendance and successful performance. Attendance must also be above 90% each term to continue to receive bursaries towards bus passes and equipment etc. for eligible students. Parents/carers can monitor attendance via the College Portal - www.callywith.ac.uk/portal.

GCSEs

Students yet to achieve GCSE English and/ or Maths at grade 4 or above must be working towards this as part of their college programme. This is a compulsory element for all students and will be added to timetables automatically. There are no exceptions to this rule. Students will be enrolled on the appropriate level and type of qualification based on their qualifications on entry, an initial assessment, a diagnostic assessment and their college programme of study. Where the GCSE qualification on entry is a grade 3, the student will have to study GCSE in accordance with national policy and funding rules.

Attendance at GCSE classes is compulsory and failure to attend will result in the student being withdrawn from college.

Recording Your Progress

During your time at the college, your progress and achievements will be recorded and monitored by your Personal Development Tutor. Your Personal Development Tutor will help you regularly review your performance and help you develop action plans in response. These progress reviews will be formally recorded. In addition, your Personal Development Tutor will support you in writing a Personal Statement, which will recognise and give credit for a whole range of academic and other achievements.



Progress Reporting

Progress Reviews containing attendance summaries, performance grades and effort grades are prepared for all full-time students during the Autumn and Spring Terms. Although a copy is sent to parents and carers, we recognise that you will be the main user of the information. Progress Evenings for students and their parents or carers are held twice each academic year. Apart from these meetings, if your parent/carers wishes to discuss any matter, the first point of contact is usually the Personal Development Tutor and after that the Programme Team Leader responsible for your curriculum area.

Exams & Assessment

The college policy is that students take responsibility for their own examination entries or registration.. All students under the age of 19 at the start of their course have their first attempt at a subject exam free of charge, but repeat entries must be paid for at the time of entry. Further information is available from the Exams Office, the examination notice boards and on the Intranet.

College policies and procedures relating to the assessment of student work including the assessment policy, assessment appeals policy, examination appeal of results procedure and the malpractice policy are available in the Quality Policies for Students section on the college Intranet.





BEYOND THE CLASSROOM

Beyond the Classroom

Enrichment Opportunities

Students are encouraged to take part in the college's enrichment activities and to take advantage of a range of sporting and recreational opportunities. These additional aspects of your programme will play an important part in your personal development and will form part of your CV and applications for university, Apprenticeships or employment after college. There are many activities you can choose from including the Extended Project Qualification (EPQ), Lingua Lounge, Sustainability, Music and Pride groups, Dungeons and Dragons and multiple support groups. Arrangements for choosing activities are made during the first few weeks of the Autumn Term, with new activities beginning throughout the year.

Academies

As a full-time student you could join one of our academies. These have been set up to encourage development and excellence in a wide range of sports as well as academic study and for those interested in the medical profession. Academy activities are included in your timetable enabling you to access as much as possible without interfering with your studies. Find out more at www.callywith.ac.uk/academies

Industry Immersion

Vocational courses usually have regular short or block work placements as part of their vocational preparation. All other students will undertake industry immersion during the summer term of their first year at college. Industry immersion is also a sign of involvement and evidence of commitment. For many academic and vocational routes out of Callywith College, it strengthens your CV and puts you one step ahead.

Personal Development Tutors should be informed of all industry immersion placements. Industry immersion will follow appropriate safety guidelines and students will receive support from Personal Development Tutors and the Destinations Team.



Duke of Edinburgh's Award

By participating in the Duke of Edinburgh's award, you will complete a personal programme of activities; volunteering, physical skills, expedition and for Gold, residential. There are three levels: Bronze, Silver and Gold.

You'll find yourself helping people in the community, getting fitter, developing skills, going on an expedition and taking part in a residential activity (Gold only). The best bit is - you get to choose what you do! To sign up please email: richardu@callywith.ac.uk. It's everything you need to complete your C.V.

Ten Tors

Ten Tors takes place every year on Dartmoor. All those who attempt Ten Tors will undoubtedly remember it for the rest of their lives and for many it will be a life-changing experience. We will train you during the course of the year to allow you to take part in the Ten Tors 45 Mile challenge in May. Its tough, and it will push you mentally and physically - you will learn so much about yourself! To sign up email richardu@callywith.ac.uk



Callywith Active

Callywith College is committed to providing an environment where students can grow and develop by offering a wide range of free physical activities across the college through our Callywith Active student programme. The menu of activities which fit around student timetables, include gym and fitness sessions, badminton, table tennis and astro pitch activities.

The gym sessions take place in Fox Gym, where students can come and exercise following their own plan, or our Callywith Active Lead is available at all gym sessions to offer guidance and advice on planning a training session.

The menu of opportunities is fully inclusive and has been established for all students to access regardless of their ability, previous experiences and goals. The programme is provided to support positive mental health and wellbeing, and to help create healthy active lifestyles.



Speak to Callywith Active Lead Julian Wills in Fox Gym or email: callywithactive@callywith.ac.uk.





Callywith College

Old Callywith Road, Bodmin,

Cornwall PL31 2GT

01208 224000

enquiry@callywith.ac.uk

www.callywith.ac.uk

callywithcollege 

@callywith 

/callywithcollege 



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Until
April
2027