

Parents' Guide to Teaching, Learning and Assessment

Learning Activities

Stanmore College is a vocational college with a real strength in developing the knowledge and skills students need to prepare for further study and work.

Students will be learning in both classrooms and in facilities that are similar to those in the workplace. Throughout the course students will experience a range of practical and theoretical learning methods. These might include:

- » Small group activities in class
- » Group discussions
- » Practical application of skills
- » Individual presentations
- » One-to-one discussions
- » Written work in a variety of different formats
- » Learning from visiting speakers / practitioners
- » Educational trips and visits
- » Using e-learning methods to access resources and complete assessments

A key part of the programme is to help students continue to learn outside the classroom, so we will also develop their learning skills. We have an online system called StudySpace that will be an important way of providing resources and for them to communicate with the teachers. The student might also submit work online or even create a portfolio of completed work online.

Equipment students need

All courses will have some practical experience but also a lot of theory and information to be learnt. Students need to bring to lessons:

- » Pens, paper, ruler
- » Note pad
- » Calculator (scientific calculator if doing GCSE Maths)
- » A4 Files

When taking part in practical workshops, we would expect students to be in the appropriate attire.

Homework

Homework IS necessary

Students must work on assignments outside college timetabled hours. Therefore, days where there are no timetabled lessons should be used as external study periods to complete the assignments that have been set. If you do not have access to a PC or the required software to complete work at home, students can always come to college and use the Learning Resource Centre's facilities.

Some hints to students on organising your work:

- » Notes – see that notes taken in class can be read and understood and are detailed enough to revise from later. Make main headings and sub headings so notes are easy
- » Files – keep your course notes in order; maybe have a different file for each subject or day. Perhaps have a set time each day for organising course notes.
- » Asking for help – if you are unsure or are getting behind, do ask for help. Although the College expects some self-reliance, staff are happy to help with difficulties with your work
- » Managing your time- no-one expects you to spend every minute studying. On the other hand the College does expect you to work hard and be a successful learner. Try to get a balance between study time and social time.

Deadlines

Work must be submitted to the agreed deadline and format set out in the assignment brief. The assignment brief will make this clear.

Missing deadlines or deliberately submitting incomplete work to beat deadlines will be treated as a non-submission. This will result in action being taken under the Learner Disciplinary Policy.

What happens if there are major problems that will cause a student to miss deadlines for handing in assignments?

If a student is at risk of missing a deadline due to medical reasons (hospital/illness) please provide written proof as soon as possible, or parents can telephone the personal tutor.

If there are any other factors, students should speak to their personal tutor as soon as they realise they are going to miss a deadline.

Teachers will assess work and provide feedback within two working weeks.

Plagiarism

What is Plagiarism?

This includes:

- » Copying and pasting information straight from Internet pages
- » Typing text straight from pages in a book
- » Copying others' work

All work must be in the students' own words or it must clearly state / reference where you took the information from.

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