

# MONOUX COLLEGE

## STUDENT HANDBOOK

### 25/26



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## 1. About the handbook

The handbook provides information and guidance for new and existing students, and their parents & carers, on college services. Also, the handbook is an introduction to the culture of the college with detail about daily life and expectations. It is, however, only an introduction and readers are encouraged to read the full policies and guides that are referred to in the handbook. These are all available on our network.

## 2. Monoux App for students

The Monoux App allows students to check their timetable and view their attendance data, both in real time. The app keeps students informed of key dates and important messages, upcoming opportunities and travel-to-college guidance. Students can track their academic progress via the app by accessing their current working grade(s) for each qualification.

## 3. Parent/Carer App

The Monoux parent/carers app allows parents and carers to check student timetables and follow real-time attendance data. They can use the app to confirm their young person's absence due to illness. The app ensures parents receive important messages and key dates directly from the college. Additionally, parents can stay informed about their young person's key assessment results and academic progress.

## 4. Enrolment – for new students

Main enrolment takes place on Thursday 21<sup>st</sup> August and Friday 22<sup>nd</sup> August 2025. Students who have applied, attended an interview, and received an offer will receive a priority invitation letter in July. During main enrolment, popular courses fill quickly so we advise students to arrive on time to secure their choices. Many young people enrol directly after receiving their GCSE results. You can expect enrolment to take approximately 2 hours, and we request that parents/carers also attend. We will take time to understand your wishes, suggest the best course to help you fulfil your future ambition, and talk to you about any support you need. Late enrolment starts on Saturday 23<sup>rd</sup> August and continues from Tuesday 26<sup>th</sup> August. Check the website for opening times.

For enrolment to be complete, students must:

- Confirm a correct email and telephone number
- Sign the Learner Agreement and IT Policy
- Ensure that parent/carers contact details are correct and the Parent/Carer contract is signed
- Let the college know of any support needs

Within 24 hours after enrolment, students receive their IT log-in details. This allows students to view their timetable, reading lists and engage in online activities before induction. Induction week starts on Monday 1<sup>st</sup> September 2025 and includes activities such as introductory lessons, a fair promoting extra activities, welcome talks, and opportunities to get to know new people. Students should be aware that failure to attend induction can lead to the cancellation of enrolment.



## 5. Graduation – for continuing students

The Monoux parent/carer app allows parents and carers to check student timetables and follow real-time attendance data. They can use the app to confirm their young person's absence due to illness. The app ensures parents receive important messages and key dates directly from the college. Additionally, parents can stay informed about their young person's key assessment results and academic progress.

## 6. Your learner agreement

All students sign a Learner Agreement at the start of their course. The agreement will include course programme hours, our IT user agreement, privacy notice, the college's data policy and our attendance policy. If a student does not sign their Learner Agreement they will be not be able to start their course.

Parents and carers must also sign the college's Parent/Carer Agreement as a condition of enrolment of a young person.

## 7. Monoux Student Framework

The Monoux Student Framework is our statement of ambition for all students. It is a guide to how we plan to support and develop students, our aims as educators. We will fully introduce the Monoux Student Framework to students in September and students reflect regularly on their progress through a scheme known as the Monoux Portfolio. In summary:

- A. We aim for rigorous academic work by teaching students to be experts, to have academic skill, solve problems etc.
- B. We aim to build a community that is optimistic, by promoting curiosity, open-mindedness, appreciation of self and others and good health.
- C. We help students acquire self-mastery and agency through planning for future study and careers, understanding workplaces, improving literacy and having good time management.

At SGMC, we believe that wellbeing and academic achievement go hand in hand. Our Guidance Curriculum is designed to help every student build the confidence, motivation, and life skills they need to thrive, both in their studies and beyond. Aligned with our mission, "Learn with Skill, Feel Connected, Design your Future," the curriculum provides a clear and structured approach to personal development, focusing on key skills that support independence, resilience, and future planning.

Students engage with seven key areas of learning, alongside a strong induction and tutorial programme:

1. Building self-confidence
2. Developing motivation and ambition
3. Decision-making, goal setting, and problem-solving
4. Strengthening interpersonal skills
5. Effective communication
6. Cross-cultural awareness
7. Encouraging responsible behaviour

Our approach ensures every student receives meaningful, consistent guidance that empowers them to take ownership of their learning and future.



## 8. Talent Lab

Talent Lab is the name that we give to all of the valuable activities and opportunities that students undertake outside of the classroom in order to develop “talent” and “experiment” with new approaches. Talent Lab includes participation in optional activities that we schedule (including sport) but also our programme of talks, workshops, tutorials, short courses, assemblies, independent study, work experience, trips and opportunities under the Monoux Academics Society umbrella. For many students you will be able to enrol directly on to Talent Lab activities at enrolment, and with the option to try new activities each term.

## 9. The Senior Leadership Team

Students will be able to raise questions etc about their course with teachers and their Pathway Leader. The college has a Senior Leadership Team that is very accessible to students.

- **Dave Vasse** (Principal)
- **Nazia Shah** (Deputy Principal)

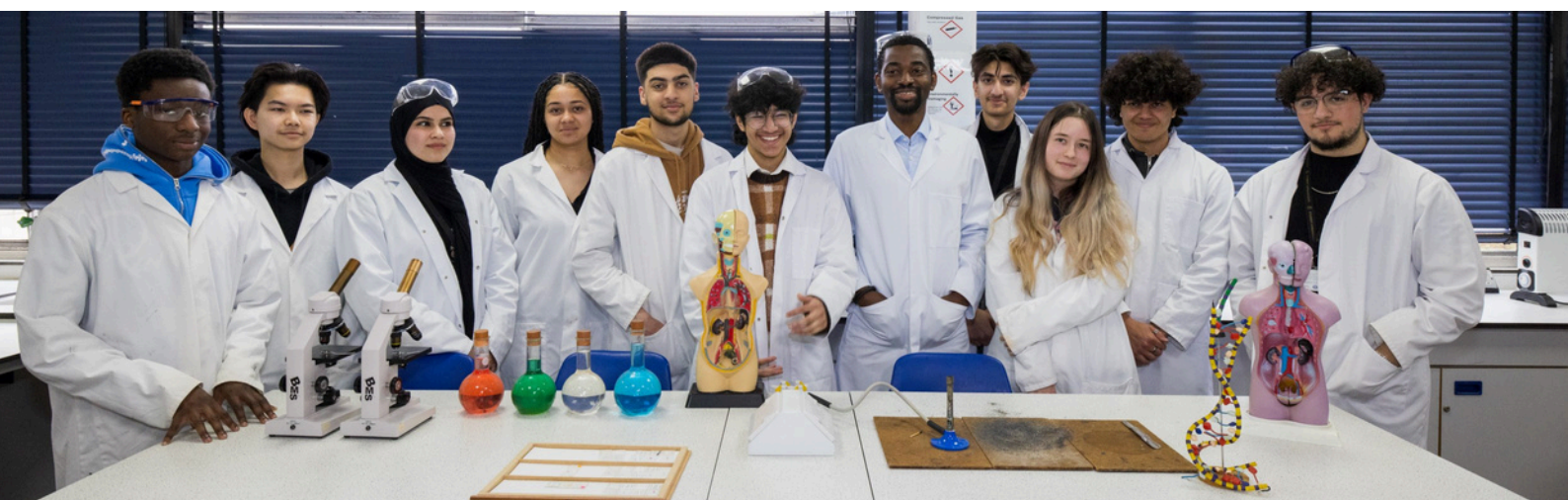
There are 4 Assistant Principals who report to the Deputy Principal:

- **Matt Franks** (Assistant Principal)
- **Barbara Nearchou** (Assistant Principal)
- **Daniel Conway** (Assistant Principal)
- **Jonathan Service** (Assistant Principal)

The “Principalship” is an office that students visit when they need to talk to SLT members. Admin support for the senior team, and a good place for enquiries, is located in room 7.

## 10. The Corporation of the College

The college has a board of Governors, known as the Corporation, which meets regularly as a whole board and through committees. The Corporation is a legal entity for the college as a public organisation. It has 20 members, including a Parent Governor and 2 student Governors. Student Governors are selected to serve for 1 year from January to January. Governors have a range of professional backgrounds, experience and expertise.



## 11. “The Monoux Academics Society”: our programme for advanced learners

The Monoux Academics Society is designed for students aiming for the most competitive university courses and degree apprenticeships, including Oxford, Cambridge, medicine, and engineering. While high prior achievement (such as GCSE Grades 9–7) is considered, selection is based on more than just grades. Students who demonstrate a strong work ethic, excellent organisational skills, and outstanding academic progress during their time at Monoux will be invited to join the Academy.

The programme offers a rich set of opportunities from the start of Year 12, including cultural and academic enrichment, oracy and literacy development, leadership experience, and tailored support for competitive university applications. Students with strong GCSE results may express interest in joining at enrolment, but places are awarded based on sustained commitment and performance. Application process open in October.

## 12. College Charter for Showing Up: our expectations of students

At the start of the year, we will introduce all students to the Charter for Showing Up. The charter outlines the college’s expectations of students and explains the importance that we place on oracy, community, self-mastery and agency. The college charter also includes information on dress code and limitations on the use of smartphones, airpods etc. Students must follow all aspects of the charter.

The charter also outlines the ways in which we will support students to make academic and personal progress whilst at Monoux. Students can expect the college to work with them to overcome challenges and support all aspects of their progress.

## 13. College dress code

The college does not have a set uniform but we expect students to adhere to the college dress code. No unprofessional attire is permitted – this means not wearing clothes and footwear that wouldn’t be acceptable in a modern office/indoor workplace. Our dress code reflects our ethos as an academic environment where students adapt and grow. Students will have considerable choice about dress but will notice that some clothing or footwear is not allowed e.g. tracksuit bottoms, crop tops, slides and crocs. The dress code also applies to all college trips and visits to employers.

## 14. I.D. cards and access

All students are issued with an identity (I.D.) card and pathway-specific lanyard at the point of enrolment. The I.D. card is used to access the college and as a means of registering for events and timetabled activities in large spaces such as the Zone (e.g. for assemblies). Students must wear their lanyard and I.D. around their neck for the entire time that they are on site, before entering through our front entrance barriers and until the end of their college day. In this way, we maintain security. I.D. cards can be blocked if necessary and remain the property of the college.





## 15. What to bring to college

We expect students to organise themselves for their day at college as they would for the workplace or university study. In addition to excellent timekeeping, students should ensure that they have the correct materials and equipment for the day (e.g. pens, notepads and sketchbooks) as well as any relevant class textbook and current documentation (including homework). We expect all students to carry the previously listed materials in an appropriate bag or backpack.

## 16. Your attendance

We expect all students to exceed 95% attendance across every term to all sessions on their timetable. Students who do not reach a minimum level of 85% attendance can only keep their place at the discretion of the college. On the Monoux App, attendance data is re-set to 100% at the start of each half-term, encouraging students to make improvements and maintain high levels of attendance.

Students who arrive late to a lesson may not be permitted entry.

### Unavoidable absence

There may be circumstances beyond a student's control that results in an absence from college. If students can't come to college, they must inform us by completing the Student Absence Reporting form on the Monoux App, then have their parent/carer approve it via the Parent App.

If students feel ill at home, they should arrange to see a doctor. If students get sick at college, they should contact a First Aider (any staff member can help). If students are too ill to go home alone, we'll arrange for a family member to pick them up. Students may be required to present evidence of any medical conditions or treatment in order for extended absences to be authorised.

For illness during exams or if you miss an exam, students must inform the Exams Team directly. They can apply for 'Special Consideration'.



## 17. Disciplinary policy and procedures

The college has a very clear and comprehensive policy and process for maintaining a high level of discipline, behaviour and engagement by students. All students and parents/carers can access the full document. Behaviour at the college is exceptionally good and any breaches of discipline are addressed promptly. We aim to maintain standards and, for example, we do not tolerate:

- Bullying
- Aggression or threat
- Possession or use of prohibited substances (e.g. cannabis, alcohol)
- Involvement in antisocial behaviour offsite/in the community
- Use of filming/online posting without permission
- Vaping or smoking other than in the college's designated area at breaks
- Persistent absence or lateness
- Foul or discriminatory language

These behaviours, whether on site or off site, would most likely result in exclusion. However, we are proud that college students behave well and choose to enrol at this college because of our strong stance on behaviour.



## 18. Graduation Points

There may be circumstances beyond a student's control that results in an absence from college. If students can't come to college, they must inform us by completing the Student Absence Reporting form on the Monoux App, then have their parent/carer approve it via the Parent App.

If students feel ill at home, they should arrange to see a doctor. If students get sick at college, they should contact a First Aider (any staff member can help). If students are too ill to go home alone, we'll arrange for a family member to pick them up. Students may be required to present evidence of any medical conditions or treatment in order for extended absences to be authorised.

For illness during exams or if you miss an exam, students must inform the Exams Team directly. They can apply for 'Special Consideration'.

## 19. Online Resources (Microsoft Teams)

Students have access to online learning via Microsoft Teams, with a dedicated learning space for each qualification they are enrolled in. Microsoft Teams facilitates communication with study groups, teachers and support staff, and additionally, students will have access to a wide range of electronic and web-based resources to support their studies. Assignments can be submitted easily and efficiently. Students can access Teams via computers or mobile devices through the Teams app. Students will also receive general college messages via the Monoux Hub channel on Teams.



## 20. Deadlines

Students will be set deadlines on their course. This will include homework, flip learning (e.g. reading and notetaking ahead of a lesson) and internally assessed coursework. The college follows the guidance of awarding bodies so if a student misses a deadline this may have an impact on their overall grade.

## 21. Late submissions

Students will be set deadlines on their course. This will include homework, flip learning (e.g. reading and notetaking ahead of a lesson) and internally assessed coursework. The college follows the guidance of awarding bodies so if a student misses a deadline this may have an impact on their overall grade.

## 22. Missing exams

If a student hands in work past the internal submission date they will miss the opportunity to receive feedback on how to improve their work and this may impact on their overall grade.

## 23. Paid employment

The college recommends that students do not undertake more than 10 hours per week of paid work so that they can balance academic progress and personal well-being. Teachers and personal mentors can offer guidance on managing work and studies effectively. Students in the 2<sup>nd</sup> year of an A Level course should reduce their paid work hours to 6 per week as a maximum.

## 24. Term Dates 2025/26

These are the college's term dates for 2025/26. It is imperative that parents/carers do not arrange holidays or visits to family etc. during the term time.

### Autumn Term:

- Mon 1<sup>st</sup> September – Fri 24<sup>th</sup> October: Induction programme/normal timetable
- Mon 27<sup>th</sup> October – Fri 31<sup>st</sup> October **HALF TERM BREAK** (note: this is a 2-week break but includes mock exams)
- Mon 10<sup>th</sup> November – Fri 19<sup>th</sup> December: Normal timetable
- Mon 22<sup>nd</sup> December – Fri 2<sup>nd</sup> January: **CHRISTMAS BREAK**

### Spring Term:

- Mon 5<sup>th</sup> January – Fri 13<sup>th</sup> February: Normal Timetable
- Mon 16<sup>th</sup> February – Fri 20<sup>th</sup> February: **HALF TERM BREAK**
- Mon 23<sup>rd</sup> February – Fri 27<sup>th</sup> March: Normal Timetable
- Mon 30<sup>th</sup> Mar – Fri 10<sup>th</sup> April: **EASTER BREAK**

### Summer Term:

- Mon 13<sup>th</sup> April – Fri 22<sup>nd</sup> May: Normal timetable/examination period
- Mon 25<sup>th</sup> May – Fri 29<sup>th</sup> May: **HALF TERM BREAK**
- Mon 1<sup>st</sup> June – Fri 1<sup>st</sup> July: Normal timetable/examination period/student graduation

## **25. Understanding your timetable**

We believe that academic progress is best achieved at a pace: learning in challenging and focused lessons, within a dynamic and energising setting. The timetable reflects this philosophy, with lessons lasting 60 minutes separated by short gaps. The earliest lessons start at 9.10, and we provide a punctuality service via the Monoux app that uses Google map technology to advise you on when to leave home to ensure you are not late.

To ensure that all students benefit from learning experiences outside of lessons, the college employs a 2-week timetable and the timetable is different in Week A and Week B. Students can quickly familiarise themselves with their schedule by checking the Monoux App at any time and making the necessary adjustments to their travel routines.

Students' timetables will indicate times and rooms for lessons, entry periods, tutorials, assemblies, workshops and independent study. All activities are mandatory parts of the timetable.

## **26. The college day: entrance and exit**

Entry Periods are designed to welcome you into the college at the start of your day in a positive way. They are timetabled for students before Periods 1 and 2 lessons and are recorded as part of overall attendance. During the Entry Period, you can enjoy a healthy free breakfast, check in with support staff and pick up information. There are also opportunities at the end of the day to see Guidance Officers or Learning Support staff. The study centre is also open until 6:00 pm on weekdays to help students revise and complete assignments.

Students are permitted to leave the college site during the lunch break. Students cannot exit during other breaks (e.g. morning break) unless they have no further timetabled sessions or lessons on that day.

## **27. Independent study**

Independent study is timetabled, supervised and supported for all students. For most students, independent study is scheduled to take place in our large study centre where students will work quietly, independently and without accessing smartphones. Support for study is on hand and students may use laptops or PC stations.

Independent study enhances concentration, memory retention, and cognitive processing. We aim for our Study Centre to be a rewarding and valued place to work.

## **28. Read to Succeed (Year 1 A Level)**

All Year 1 A Level students are timetabled once per week to read fiction silently. This is called Read to Succeed. We believe in the power of fiction to extend students' understanding of self, others, issues, values and problems. Reading fiction improves students' sleep patterns and health, strengthens relationships and enhances creativity, alongside expanding vocabulary and improving literacy. For this reason, Read to Succeed is a vital element of A Level study.

## **29. Assemblies**

Students attend assemblies every other week. Our assembly programme includes a range of important topics such as study skills, personal development, university applications and wellbeing. Assemblies often include external speakers as part of our Alumni Week, Academic Lecture Series and themed weeks.



## Finding Help

### 30. Medical conditions

It is imperative that the college is aware of how best to support student progress, considering any medical conditions that could impact on attendance or the ability to complete and submit work. Ensuring Personal Mentors have evidence of a medical need/condition, as soon as possible, will enable them to create bespoke support plans that will empower students to access all aspects of their education and college life.

### 31. The Wellbeing Team – your first point of contact

Our dedicated Guidance Team plays a vital role in supporting students throughout their college journey. As the key facilitators of the Guidance Curriculum, they provide expert support, encouragement, and practical strategies to help students navigate the challenges of college life and growing up. From building confidence and managing stress to setting goals, making informed decisions and organising your time, the Guidance team is here to ensure that every student feels supported, understood, and equipped for success. Regular engagement with the Guidance Team enhances your personal growth, academic progress, and overall wellbeing, helping all students get the most out of their college experience and prepare for a confident and purposeful future.

### 32. Academic support

The college supports students who may need help to improve learning skills. Teachers offer extra sessions for those students who require a boost to improve their grade, including through timetabled intervention short courses.

Specialised support is available from Additional Learning Support Assistants in the Learning Resources Centre. Staff can assist students in class, in small groups, or one-on-one with:

- English language and literacy skills
- Maths and numeracy skills
- Study skills and time management

Personalised support is provided for students diagnosed with Dyslexia, Dyscalculia, Dyspraxia, or those with medical conditions or disabilities affecting learning. For confidential advice, students can visit the Student Support and Wellbeing Team on the first floor of the main building.





### 33. Careers and “next steps” guidance

Our dedicated Higher Education and Guidance teams work closely with teachers to help students make informed, ambitious choices, providing tailored support to help students achieve their higher education and career goals, through a well-structured and proactive tutorial system. At key points in the academic year, students take part in focused Next Step sessions, receive one-to-one careers guidance, and are supported in developing strong, personalised applications for university, apprenticeships, or employment. This includes highlighting academic strengths, Skills encounters or reflections, and personal achievements. Throughout the year, students also build a Guidance Log, a record of the enriching, extra-curricular activities they've participated in, which showcases their academic ability, emotional intelligence, and wider personal development. Our approach ensures every student is equipped to stand out as a confident, capable, and well-rounded individual ready for their next chapter.

At SGMC, students receive expert, personalised support as they plan their future, whether pursuing university, apprenticeships, or employment. High-achieving students can join the Monoux Academics Society, gaining access to enriching opportunities and tailored preparation for competitive pathways, including Oxford, medicine, and other selective routes. We also offer university and employer talks, an annual information/university fair, and cultural trips designed to broaden horizons, build confidence, and develop essential skills for success beyond college.

### 34. UCAS points explained

UCAS points quantify academic achievement, aiding UK universities in selecting candidates. For instance, an individual A-level grade at A\* will earn 56 UCAS points (48 for an A, 40 for a BTEC.) while a full BTEC qualification, like a Level 3 Extended Diploma, is comprised of 3 grades and could accrue up to 168 UCAS points for achieving the highest grade (i.e. 3 x 56). Understanding UCAS points is crucial for students, helping them assess their eligibility for courses by comparing their grades to entry requirements. As part of their Monoux Portfolio students reflect on their performance and assess their progress against the entry requirements for their first-choice university course.

### 35. Transferring courses

Transferring from your chosen course or subject is a crucial decision driven by the need for a more aligned academic or vocational path. The new choice should better suit your career aspirations. If in the event you decide to change your course you have the option to do this in the first 3 weeks after joining the college. This will also depend on availability on the new course you have chosen.



### 36. Disability support

The college offers a range of support services to students with disabilities to ensure they have equal access to education, work experience and Talent Lab opportunities. These services include assessing and qualifying for exam arrangements, modified timetables and support plans, meetings that include parents and professionals working with the family, lift access, hidden disability lanyards, personalised learning support, mentoring and more. Through these measures of support, the college strives to create an inclusive environment that empowers students with disabilities to succeed at college and beyond.

### 37. Exams access requirements

We can qualify students for exam access requirements through a thorough assessment process, involving documentation provided from schools, medical and educational professionals, that confirm the student's need for specific arrangements. Once qualified, students receive tailored support such as extra-time in exams, rest-breaks, the use of assistive technology etc., to ensure they can perform to the best of their abilities during assessment.



### 38. Financial support

We understand the financial challenges that students may face during their studies and offer a range of financial support options. Eligible students can access bursaries to help with the costs of travel or other essentials. Additionally, we provide free college meals for qualifying students (based on household income) and have additional financial support available for some categories of student, such as those that are 'Looked After', or those that require emergency financial aid when facing hardship or unexpected financial difficulties. Students can talk to a mentor to understand how the application processes work.

### 39. Food and nutrition

The college has a range of healthy and nutritious foods available throughout the day. Food outlets include a Notes coffee shop, deli bar, pasta bar and a main meal counter. We do not sell drinks with a high sugar content. We work proactively to create a healthy food environment and do not allow food from local fast-food outlets onsite. The main focus of our policy is to reduce the use of ultra-processed food in our main meals. Students can of course bring their lunch from home.

## Staying Safe

### 40. Healthy relationships

We deliver healthy relationship interventions through a combination of one-to-one or small group mentoring and counselling services, as well as through wider college initiatives such as assemblies, guest speakers, external professionals and charity groups, aimed at promoting respectful and positive behaviours within the college community. The college has a healthy relationships charter that we share with all students, with the expectation this is reflected in student attitudes, conduct and interactions.

### 41. How we work to ensure your health & safety

A college team of Campus Officers help to keep students safe around the campus and when leaving at the end of the day. The team also carry out non-intrusive random searches of students to ensure that no prohibited items are onsite. Prohibited items include illegal substances and unregulated vape products. Combined with our state-of-the-art CCTV system and visible leaders across the campus, we can quickly identify and deal with any suspected bullying or inappropriate behaviour. The college has a close partnership with our Safer Schools Police Officer, who can give advice to students about staying safe online and in the community.

Any involvement in anti-social behaviour inside and outside the college (including online) is dealt with firmly through our clear disciplinary policy. If the college suspects that a student may be involved in illegal activity, bullying or serious misconduct, a senior manager will lead an investigation into the allegation. If serious misconduct is found, or if there is any risk to the well-being and safety of others, students will lose their place at college.



### 42. Tackling exploitation

The college protects students from exploitation through a framework of policies, education, and support, implementing strict codes of conduct and reporting systems to address any instances of, or concerns around child exploitation. We are committed to ensuring swift and appropriate action is taken to identify and support students that are vulnerable to exploitation and deliver assemblies, host guest speakers and deliver interventions to students and staff on themes such as consent, digital safety, and recognising signs of exploitation.





#### **43. Raising concerns**

Virtually all concerns can be addressed and resolved by talking to staff, including managers. Staff are committed to helping students and families. However, if progress cannot be made, the college has a Complaints Procedure. Complaints can be made by students and complaints cannot be investigated without the permission of the student. Complaints are administered by the Personal Assistant to the Principal.

#### **44. Religion and belief**

The college celebrates the diversity of faith and belonging in our community through regular events such as cultural days, student affinity groups, a prayer room, and our enrichment programme. The college has a much-valued Islamic Society, with well-attended Friday prayers and an annual international interfaith trip. The college closes for Eid al-Fitr if it falls on a weekday.

#### **45. Using the library (Study Centre)**

The college provides a central space for independent study in its library, which is calm, focused, and purposeful. In preparing students for higher education, the college offers access to tailored online study and revision packages and ensures that students benefit from weekly timetabled study sessions. Students are guided to develop and perfect their study routines and skills, receiving one-on-one support upon request. There is also access to books, journals, magazines, and newspapers. All students and staff are automatically members of the library.

## 46. Developing your academic and research skills

At Monoux we will support you to develop your academic and research skills which will be a transformative journey, to succeed at college and beyond. Our Guidance Curriculum is designed to help every student build the self-led behaviours and competencies required for academic ambition and personal wellbeing. Through structured activities such as 1:1 guidance, tutorials, and targeted interventions, you will learn how to plan your studies, manage time effectively, and reflect on your progress. The curriculum will support you in developing critical thinking, resilience, and confidence as you take greater ownership of your learning. These skills are not just for passing exams, but for designing your future with purpose and clarity. By engaging with this curriculum, you will gain the tools to become a reflective, independent learner—ready to thrive in a changing world.

## 47. Literacy Strategy

At Monoux our teachers will challenge learners to think deeply: to know, to reason, and to communicate with skill. Our teachers will support your ability to read, absorb and understand complex material; become skilled and expressive speakers and ultimately develop the ability to write accurately and precisely. The college places significant emphasis on oracy and spoken discourse. Teachers use a framework of Talk Tactics to build students' confidence in talking in class.

## 48. Using IT systems and other learning resources

Students have access to free wi-fi for use with personal devices and can enjoy access to computers and laptops in multiple locations. They are kept safe online through specific guidance and the e-Safe system. Additionally, students have access to online resources, including textbooks, web-based journals, and multimedia applications, supporting learning. All students sign an IT User Agreement prior to gaining access to our network.

## 49. Use of your personal data and cybersecurity

We value the protection of personal information and ensure student data is handled securely, following relevant laws and regulations. Students will be able to access our Privacy Policy. Networks and systems are highly secure, using tools such as Multi-Factor Authentication. We also raise awareness through our assembly programme of how to avoid being a victim of financial fraud online.





## **50. Work experience, industry placements and visits**

During their time at college, students will engage with a number of employers and organisations, including through work experience. Students are expected to demonstrate responsiveness, commitment and inquisitiveness on work experience and on all visits. Students must also maintain excellent behaviour and punctuality whilst on visits. Students must follow the dress code during all off-site visits etc.

## **51. Sport**

The college offers a range of recreational sports activities during each week in the Sports Hall and gym, as well as making use of our playing fields and the nearby leisure centre. Table tennis is popular and a good way to make friends. Some gym sessions are female-only. In addition, students represent the college in a range of team sports.

## **Travel and Public Transport**

### **52. Public transport**

The college is served by multiple bus routes: 34, 215, 97, 357. All of these routes connect with Walthamstow Central bus and rail hub for overground and underground lines (Victoria Line). We are close to a connection with the 123 bus to Enfield.

### **53. Other ways of getting to and from college**

The college is a 15-minute walk from Walthamstow Central. We provide bike shelter space and encourage cycling. Students can park mopeds. There is only very limited parking space for students who drive and we do not encourage car users.

### **54. Policy on e-scooters**

Students are not permitted to bring e-scooters on site.



## Academic Integrity and Academic Misconduct

### 55. What counts as academic misconduct?

This refers to any behaviour that violates academic integrity. This includes plagiarism, using someone's else's work, ideas, or expressions without proper acknowledgment. This also includes cheating – using unauthorised materials, information or devices when not permitted. Students who misuse Artificial Intelligence (AI) such that the work they submit for assessment is not their own will have committed malpractice in accordance with the Joint Council for Qualifications (JCQ) regulations and may attract severe sanctions.

### 56. AI usage policy

AI can enhance your understanding of a subject by providing valuable information from various sources, including the internet and AI-generated content.

Students should keep in mind that they must use this material responsibly—they cannot copy it and present it as their own work. Students must always provide proper references when using AI-generated content, otherwise work and assignments may be disqualified.



### 57. What if I am found guilty of academic misconduct?

In line with JCQ regulations, any students found in possession of unauthorised materials e.g. electronic devices, including phones & smart watches, or notes will receive a disqualification. If a student plagiarises in the internally assessed units, they will not receive a grade and they will be given a new assignment to complete.

The college is unable to change decisions made by awarding bodies.

### 58. Giving feedback

We seek student feedback through focus groups, termly surveys, pop-up polls, and an open-door policy. We actively listen to and act on constructive suggestions and progressive ideas. A well-established characteristic of the college is the accessibility and visibility of senior leaders. Students frequently raise ideas and questions with leaders, including senior leaders.