



PSHE POLICY

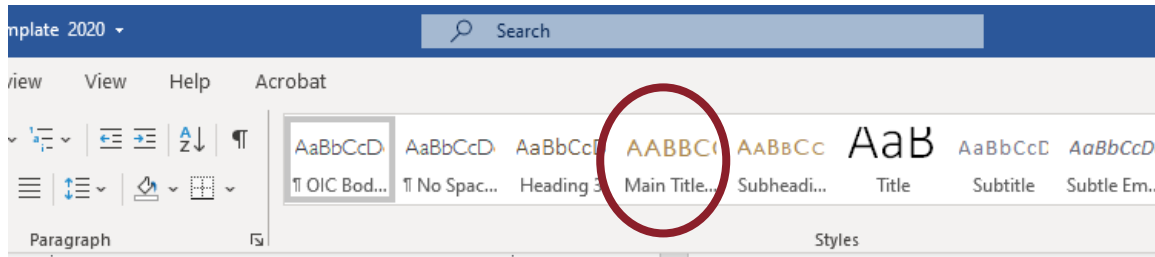
POLICY INTENDED FOR:	Students
CATEGORY:	Welfare and Wellbeing
PUBLISHED:	Server, Policy Folders at College and Students Accommodations, Staff Handbook
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Principal and Deputy Principals
REVIEWED BY:	Principal
REVIEWED DATE:	August 2020
CONSULTATION WITH:	Senior Leadership Team (SLT)
RECORD OF CHANGES & ADDITIONS:	Jan 2019: Stronger inclusion of mental health and wellbeing Jan 2020: PSHE should be embedded within the curriculum
NEXT REVIEW:	August 2021

Contents

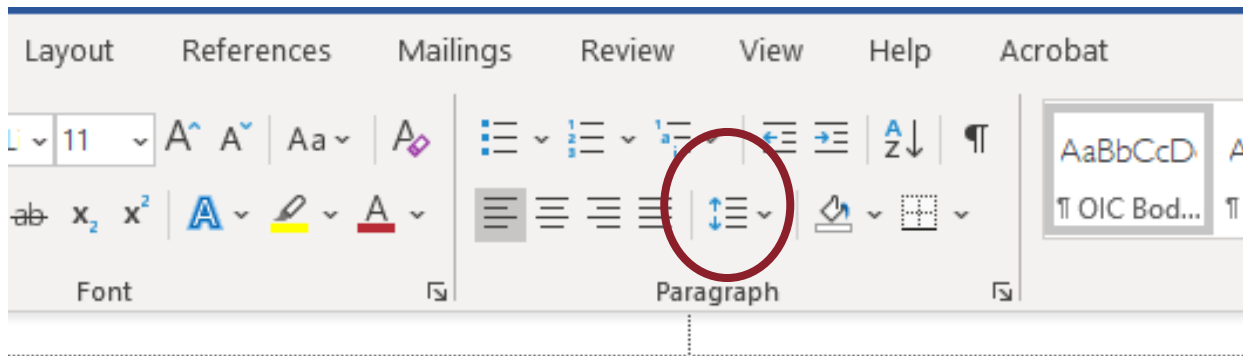
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MAIN TITLE TEXT

Use the Main Title Text from the options pictured below so that the title appears within the automatic contents list. Main Title Text is Gill Sans MT, OIC Gold, All Caps, Expanded, Font size 12.

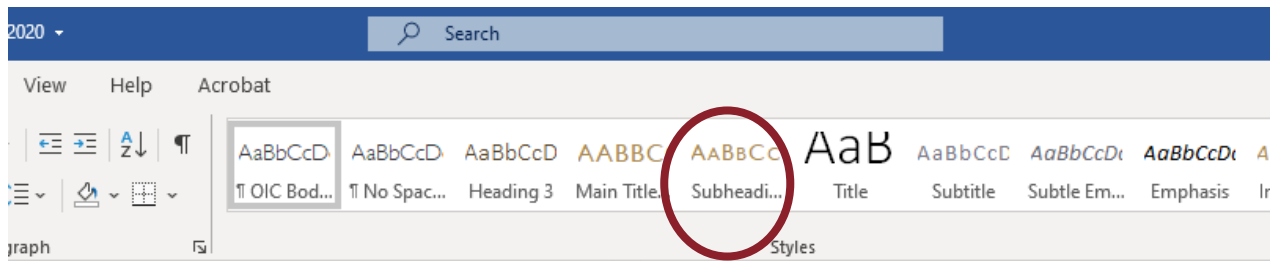


OIC Body Text is Gill Sans Nova Light in font size 11 and the OIC Grey. Text should have 1.5 spacing. Highlight text and use the dropdown, as pictured below, to change the spacing.



SUBHEADING

Use the subheading text from the options pictured below so that the title appears within the automatic contents list. Subtitle Text is Gill Sans MT, OIC Gold, Small Caps, Expanded, Font size 11



BOLD AND HIGHLIGHTS TEXT

To highlight a specific word within body text change the font of the word to **Gill Sans MT** rather than using the bold option. If you are referencing another policy or a legal paper, for example, please see our *Data Protection Policy*, then use Gill Sans MT and italic font.

You can also use Gill Sans MT in grey as a smaller heading that doesn't need to appear in the table of contents. For example, if you are writing definitions or role you might use as below:

Owner within this policy means...

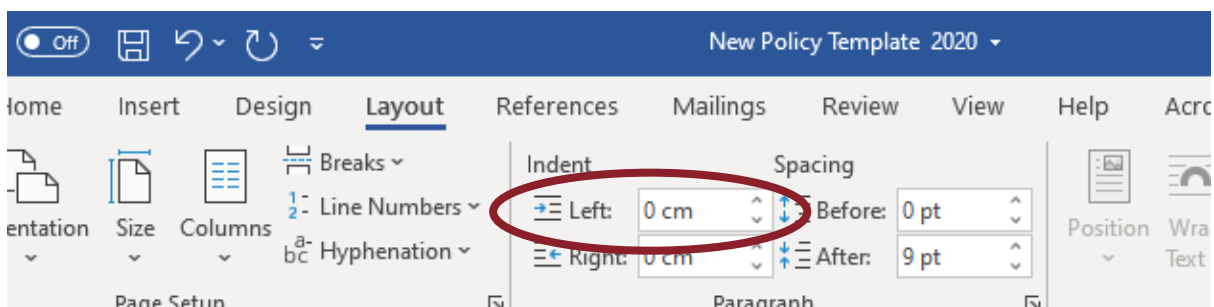
SLT

The SLT are responsible for.....

BULLET LISTS

- For bullet lists use the round bullet for primary bullet and the square solid bullet for further bullets
- Primary bullets should be aligned to 0cm (i.e. in line with the subtitle)
 - Secondary bullets should be aligned to 0.6cm (i.e. in line with the start of the bullet text above)

To change the indentation, go to Layout on the tool bar and use the up and down arrows on the Left Indent section to change



TABLES

If you are adding a table then use the below formats:

NAME:	Joe Bloggs
DOB:	17/04/2000
YEAR OF STUDY:	AS (January Intake)

For tables where there is a title/question and then a response use the same format as subheading (OIC Gold (RGB: 171/138/84), Gill Sans MT, Expanded, Small Caps) for the title side but do not use the tool bar subheading (as these will then show up in a table of contents if you create one). Use OIC body text for the response column.

NAME:	DOB:
Joe Bloggs	17/04/2000
Jane Doe	01/09/2001

For tables where there is a title/question and then a response use the same format as subheading (OIC Gold (RGB: 171/138/84), Gill Sans MT, Expanded, Small Caps) for the title side but do not use the tool bar subheading (as these will then show up in a table of contents if you create one). Use OIC body text for the response column.

Make sure to change the reviewed date within the footer



FURTHER INFORMATION (EDIT AS REQUIRED)

For further information about support for students with Epilepsy at OIC please speak with Kim Terrar.

kim@oxcoll.com

Principal

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1 London Place

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