

# 14–16 Parent Information Handbook

**2010–11**

New College Nottingham 

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## Welcome to New College Nottingham

New College Nottingham (**ncn**) is committed to working in partnership with local authorities (LA) and schools to improve student achievement and retention rates across the City and County. We aim to offer school students the opportunity to taste a range of different aspects of college life to help them with future choices and to broaden their experience.

**ncn** is committed to meeting the needs of a diverse range of students whilst offering an experience that is fulfilling and fun.

## 14–16 Provision

### Introduction

The government is firmly committed to the notion that young people need to be educated not only in the classroom but in a work environment too. At **ncn** we offer Year 9 pupils the chance to make the most of their talents and interests with our 14–16 provision.

Young people are able to take more control of their learning and make choices that are relevant to their plans for the future. This is an exciting opportunity for students to work towards their chosen career, meet new people and gain an extra qualification by the time they leave school.

### Student Information Handbook

A *Student Information Handbook* has been given to each student who is participating in the 14–16 provision at **ncn**. This handbook includes the same information in order to make parents/carers aware of the College's, students' and schools' responsibilities relating to 14–16 year olds. It also includes our attendance and diversity policies.

Students will be working towards a wide range of qualifications. All programmes form part of a curriculum pathway so students starting a curriculum while at school could transfer onto the next stage of their programme at college.

**ncn** will support each school in helping individual students choose the best programme to suit their needs and the 14–19 team will monitor students' progress on a regular basis.

## 14–19 team

Derek Graham	0115 953 4340 07909 990 648	14–19 Programme Area Manager
Jo Edgerton	0115 953 1422 07909 990 485	14–19 Co-ordinator
Dawn Ashley	0115 955 3707	14–19 Team Administrator

## What does the 14–19 team do?

- We are here to support all young people on the 14–16 provision during their time at college by helping them to achieve their objectives whilst ensuring they enjoy the course and college life
- We are available for parents and students to talk through any concerns or queries they may have regarding their learning throughout the duration of the course
- We keep in regular contact with each school about every young person's progress at **ncn**
- We work with tutors to review each student's progress every term
- We are available for tutors to tell us any concerns they may have regarding students' progress, attendance or behaviour
- We monitor all students' attendance and inform your child's school if he/she is absent from college



## How is information communicated to parents and carers?

The majority of correspondence and communication regarding each student's progress is done via the school.

If any incident occurs at college, whether that is non-attendance, illness, accidents and/or behaviour, a student's school will be contacted immediately. It is then the school's responsibility to inform parents and carers of any incident that has arisen.

**Please note:** Your child's attendance will be reported back to their school on a daily basis. Any problems with a pupil's attendance will be reported to parents by the school.

Reports at the end of each term for each pupil will be conducted and passed on to the relevant school. If there are any queries relating to any reports that have been provided by the college, please do not hesitate to contact a member of the 14–19 team, who will be happy to help.

You can contact us at any time to enquire about your child's progress.

## Transport arrangements

Your child's school is responsible for assisting students with transport costs to and from college. For further information please contact your child's school.

## Supervision

It is at the discretion of individual tutors as to whether or not a 10–15 minute break will be provided during the lesson. If a break is permitted, students are not supervised. However, your child is expected to behave according to the College's Student Code of Conduct. If you or your child has any queries relating to this matter, please contact a member of the 14–19 team or contact your child's school.

## Health and safety

All **ncn** staff are familiar with the College's Health and Safety policy. All students receive an induction appropriate to their area of learning when they start the course.

Appropriate protective clothing is required on certain learning programmes such as Construction and Hairdressing. A full set will be issued by **ncn** to each student at the start of their course. It is your child's responsibility to maintain this equipment and to ensure that they bring it to every session. Should a student fail to bring their clothing they will not be allowed to do any practical work, their school will be contacted and they will be sent back to school. The College will advise schools on this matter so that you can ensure that your child is prepared.

In addition, your child will not be permitted to leave college before the end of their lesson without written permission from either you or their school.

## Learning contract

It is required that a home/school/college agreement is signed by parents and carers for their child whilst attending college. Please make sure that you read all of the information in this handbook before signing the contract. This will be issued to you from your child's school.

## Schools Outsourced Provision term dates for 2010–2011

These terms are not exactly the same as the terms in schools, so please do not use these dates as a guide for when your child should be in school. **They are for college courses only.**

### Autumn term 2010

Start date: week beginning 13 September (6 weeks)  
Half term: week beginning 25 October  
End date: week ending 17 December (7 weeks)

### Spring term 2011

Start date: week beginning 10 January (6 weeks)  
Half term: week beginning 21 February  
End date: week ending 15 April (7 weeks)

### Summer term 2011

Start date: week beginning 2 May (4 weeks)  
Half term: week beginning 30 May  
End date: week ending 15 July (6 weeks)



## College year planner – 14–16 provision 2010–11

Wk No.	Date	Procedures
1	13 Sept 10	<b>START OF COLLEGE COURSE – TERM 1</b>
2	20 Sept 10	
3	27 Sept 10	
4	4 Oct 10	
5	11 Oct 10	Tutorial session with tutors to set targets for the year
6	18 Oct 10	
	25 Oct 10	<b>HALF TERM WEEK</b>
7	1 Nov 10	
8	8 Nov 10	
9	15 Nov 10	
10	22 Nov 10	End of term Report forms completed by tutors – (sent to schools)
11	29 Nov 10	
12	6 Dec 10	
13	13 Dec 10	<b>END OF TERM FOR COLLEGE STUDENTS</b>
	20 Dec 10	<b>CHRISTMAS BREAK</b>
	27 Dec 10	<b>CHRISTMAS BREAK</b>
	3 Jan 11	<b>CHRISTMAS BREAK</b>
14	10 Jan 11	<b>START OF TERM 2 AT COLLEGE</b>
15	17 Jan 11	
16	24 Jan 11	
17	31 Jan 11	
18	7 Feb 11	
19	14 Feb 11	
	21 Feb 11	<b>HALF TERM WEEK</b>
20	28 Feb 11	
21	7 Mar 11	
22	14 Mar 11	
23	21 Mar 11	
24	28 Mar 11	End of term Report forms completed by tutors – (sent to schools)
25	4 Apr 11	
26	11 Apr 11	<b>END OF TERM FOR COLLEGE STUDENTS</b>
	18 Apr 11	<b>EASTER BREAK</b>
	25 Apr 11	<b>EASTER BREAK</b>
27	2 May 11	<b>START OF TERM 3 AT COLLEGE</b>
28	9 May 11	
29	16 May 11	
30	23 May 11	
	30 May 11	<b>HALF TERM WEEK</b>
31	6 Jun 11	
32	13 Jun 11	
33	20 Jun 11	
34	27 Jun 11	End of term Report forms completed by tutors – (sent to schools)
35	4 Jul 11	
36	11 Jul 11	<b>LAST WEEK OF COLLEGE COURSES</b>

# What happens if something goes wrong whilst a student is at college?

## Accidents and sickness

If a student has an accident or feels unwell, their tutor will call the nearest first aider. If a student needs to go home or to the hospital, the College will contact the school who will then inform a parent or carer. Students **must not** leave college without informing their tutor or a member of the 14–19 team.

## Lost or stolen items

If something has been lost or stolen, the tutor needs to be informed. If it cannot be found, the tutor will call Security so that an *incident* form can be filled in. If your child is not with their tutor, they should go to Student Services who will call Security. The College will do everything it can to recover any lost or stolen property.

Students are encouraged to leave mobile phones and items of value at home to avoid any problems like this happening. It is college policy for all mobile phones to be switched off during lessons.

## If a student is unhappy on their course

If a student has enrolled on an **ncn** course that doesn't seem right for them, they should talk to a member of the 14–19 team as soon as possible as well as their teacher at school. We will work with students to try to resolve any problems and support them as much as possible.

## Students being bullied

New College Nottingham will not tolerate any form of bullying. We believe that everyone has the right to be educated in a safe and secure environment, free from the fear of any form of verbal or physical abuse.

Bullying might happen amongst the students in their group or by other students around college. Whatever the situation, tutors and someone in the 14–19 team need to be informed. Together we will do everything we can to stop it.

Students who are accused of any form of bullying will be suspended from their course while the situation is investigated and if they are found to be responsible for serious acts of bullying they will be withdrawn immediately from their course. For less serious acts, such as: one-off incidents; name calling; going along with, but not starting the bullying, they will be issued with a final warning, which will lead to an immediate withdrawal if they are involved in any further incidents.

## If a student's behaviour is not appropriate or acceptable

The College has a disciplinary procedure for any form of unacceptable behaviour, which includes bad language, graffiti, fighting, damaging or destroying property, harassment, bullying and any act of discrimination.

All incidents are dealt with severely and could result in a student being withdrawn from college if the incident is serious. The College and your child's school will keep a record of any incidents and if the disciplinary procedure is used at any time, the school and parents or carers will be informed immediately.

## Cause for concern

*Cause for concern* forms are used by tutors and co-ordinators to report any causes for concern that they may have regarding a student's behaviour, attitude, attendance and interpersonal relationships as well as any other issues that may arise. If a student receives a *cause for concern* form it may lead to a *warning* form being issued.

## Warnings

Warning forms are used by members of the 14–19 team when a student breaks the College's Student Code of Conduct. If your child receives three *warning* forms then they will be permanently withdrawn from the course. All incidents are dealt with in accordance with the College's disciplinary procedure. Copies of *cause for concern* and *warning* forms will be sent directly to your child's school.

## Celebrating achievement

Tutors and the 14–19 team have *good news* forms which are completed when students work well. For example, a student might get one for working well as part of a team, showing initiative, for being helpful, for the work they produce or for 100% attendance. These forms are sent to your child's school who are then requested to forward a copy to you.

At the end of your child's course we will celebrate their achievements with an awards ceremony. College and school representatives will be there and your child may invite two guests. A local VIP will present the awards and photographs will be taken. Further details of the event will be provided nearer to the time.

## Attendance policy for the 14–16 provision

Success on the 14–16 provision depends on regular attendance and good timekeeping. We do appreciate that students may be absent due to illness, in which case we ask to be informed. Please contact a member of the 14–19 team using the numbers provided on page 2. We would also ask that appointments for doctors or dentists, etc. are made outside of college time if possible. However, written consent is required where absence is unavoidable.

There may also be occasions when your child has authorised absence, for example work experience organised by the school or being retained at school for a valid reason. In these cases we would ask the school to inform us so we may amend our records.

In all cases of student absence the College will inform the school before the end of the school day.

In order to ensure success on the programmes we expect at least 80% attendance. Attendance will be discussed with the school contact. Absence will result in missing valuable input and the development of skills. This could mean that your child's progress is affected and they may not achieve the full qualification.

## Absence procedure

Steps	Action
1. Student has unauthorised absence for two consecutive sessions	Cause for concern slip sent to school
2. Unauthorised absence continues to week 3	Contact made with school to discuss
3. Unauthorised absence continues to week 4	Warning sent out – if attendance does not improve in the next fortnight, student will be withdrawn
4. No improvement by week 6	Withdrawal

If any student's attendance falls below 80% for a complete term and there is no improvement after discussion with the school, the student will be withdrawn.

## What the College expects from students

We want young people to get the most out of their time at college, so as well as learning something new, we also want them to have fun, make new friends and enjoy the experience of working in a more mature environment. So we can help students to take full advantage of the opportunities available we expect students to:

- show respect for all students, tutors and other college staff so that everyone can have the opportunity to learn and feel safe at college
- complete all the work set by their tutor(s)
- attend all their sessions on time and with the right equipment
- remain in the session unless told otherwise by their tutor
- raise any concerns they have with their tutor or someone in the 14–19 team (see page 2 for contact details)
- phone a member of the 14–19 team if they know they are not going to be able to get to a session (see page 2 for contact details)

## Support services

As well as members of the 14–19 team there are other services at **ncn** that young people might find useful to help them through their time at college.

## Advice and guidance

The Student Advisers in the Advice and Guidance team are available if students would like to discuss future careers or courses that they might like to enrol on, either at **ncn** or any other Further Education college. If a student has other issues that they need advice on and they cannot help, they will be able to point them in the direction of someone who can.

The Student Advisers are: Sharon Franklin  
John Longdon  
Palwinder Bangar



## Counselling service

Student Counsellors are available at all **ncn** campuses to help with any personal problems or any issues affecting an individual's learning. No matter what the problem, however big or small, the counsellors are ready to listen and help. Students can contact Sue Kinton on 0115 953 4254 to book an appointment.

## Other college services

### Student Services

Student Services are the teams that work in the reception areas of each of the campuses. If students are lost they will be able to point them in the right direction and deal with any other general enquiries.

### Library

This is also called the Learning Resource Centre and there is one at each of the main campuses. All students will be given an ID card that enables them to borrow books, videos, CDs, CD-ROMs and audiotapes. Students can also access the internet. The library is a quiet place for students to catch up on any study and general supervision is given at all times by the Learning Resource employees.

### Learning Resource Centre – use of the internet

Students are able to access the internet through the computers in the Learning Resource Centre as the College recognises that, when used appropriately, it can be a useful research tool for students' assignments. However, students are not allowed to access social networking sites like MySpace and Facebook, and should only use the internet to search for information directly relevant to their college work. Any student found to be misusing the internet will receive a warning and for very serious breaches of the Internet Use policy, they will be withdrawn from their course.

### Food

Each of the main campuses has at least one refectory where students can buy hot and cold meals and snacks. There are vending machines at all of the main sites as well.



# ncn Equality and Diversity policy

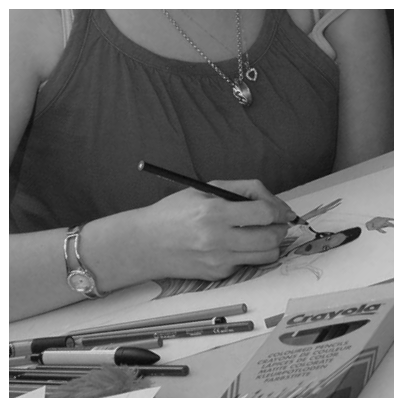
## In meeting our statement of intent it will be the responsibility of everyone to:

- celebrate the diversity of our internal and external community
- not tolerate any form of behaviour that discriminates against individuals on the basis of age, disability, sexual orientation, ethnic or national origin, religion, race, gender, marital status, learning difficulty or colour
- eradicate all forms of discrimination in all areas of college life including educational programmes, scholarships, financial assistance, enrichment programmes, promotion, employment policies and practice, training and recruitment practices
- provide an environment for staff and students that is free from any form of discrimination, harassment and bullying in which all individuals are welcomed, valued and respected
- actively encourage and support each individual to reach their full potential
- take positive action to ensure that our staff and student body is representative of the wider community
- comply with all equal opportunities legislation
- regularly monitor our practice to ensure that we meet our commitment to equality of opportunity and the celebration of diversity

## This policy applies to:

- staff employed either permanently or on a temporary basis
- members of the Board and its standing committees
- on-campus, off-campus and on-line learners
- college nurseries
- college refectories
- off-site collaborative partners
- contractors and visitors to the College

In addition, the College will actively work with other partners and suppliers to ensure that they share our commitment to this policy statement.



The policy is rooted within the mission and values of the organisation:

To be a world class college transforming the lives of people and communities.

## Values

- Value people
- Celebrate diversity
- Exceed expectation
- Exploit technologies
- Encourage enthusiasm
- Add value
- Have fun
- Embrace change
- Promote professionalism
- Raise standards
- Set the pace
- Be open and transparent

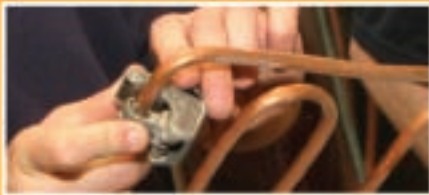
## Commitment

In meeting the principles enshrined within our statement of intent we will:

- provide an environment for staff and students that is free from any form of racial harassment and bullying and in which all races are welcomed, valued and respected
- actively encourage each individual to reach their full potential
- work with partners and other institutions to promote racial equality, promote good practice and eradicate racial discrimination within the wider community.



For further information on any aspect of this pack, please feel free to contact a member of the 14–19 team. We recognise the importance of parent and carers being involved in young people's learning.



0115 9 100 100  
[www.ncn.ac.uk](http://www.ncn.ac.uk)

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