

NELSON AND COLNE
COLLEGE



PARENTS' GUIDE VOCATIONAL

Sophie Mitchell

Nelson and Colne College Sixth Form student

A LONG - STANDING TRADITION OF EXCELLENCE

Dear Parent/Guardian

I am delighted that your son/daughter has chosen to continue their education at Nelson and Colne College. By now they will, hopefully, have settled into college life, met lots of new people and made lots of new friends.

We believe that, as Parents/Guardians, you play a vital role in ensuring your son/daughter's success and that it is important that we keep you informed of their progress on a regular basis. During the year you will receive at least one report and be invited in to Parents' Evenings. If you have any worries about your son/daughter's progress please contact their tutor. For serious concerns please contact the **Student Services Manager, Rachel Cox**, on **01282 440279**.

The booklet contains information on life at college, what you can expect from us and also what we expect from your son/daughter. If you have any questions which are not answered here, then please do not hesitate to contact me.

Yours sincerely



Denise Hartley
Assistant Principal – Director of Student Support
Tel: 01282 440297
Email: d.hartley@nelson.ac.uk

PASTORAL SUPPORT

At the start of their course your son/daughter will have been allocated a personal tutor who is responsible for encouraging them to make the most of their time at Nelson and Colne College.

During induction your son/daughter will have been set target achievement grades for their course. These are based on their GCSE results and are referred to as their MAGs (Minimum Acceptable Grades). Their tutor will monitor their progress and agree an individual action plan with them, which will help them meet their targets and achieve their goals.

Students will be timetabled to meet with their tutor every week in a group tutorial session which may include preparation for University, career planning, discussion on health related issues, study skills etc. They will also meet regularly on a one-to-one basis to discuss their progress and ensure that they are achieving their potential.

STUDYING AT COLLEGE

If your son/daughter has come to college straight from school they will notice some changes in the way the college day is organised and in the way in which they are expected to organise themselves. They may have free periods during which they can either work in the Learning Resource Centre, the Student Workzone or relax in the Refectory or the Cyber Café when their work is completed.

Many students have part-time jobs whilst they are at college. This can provide useful experience as well as extra cash. However, evidence indicates that if they work more than about 10 hours per week whilst a full-time student, their college studies may suffer. This is worth bearing in mind.



If your son/daughter finds difficulty in organising their time, meeting their assignment deadlines or adapting to the college way of learning, then please encourage them to talk to their Personal Tutor, any of their lecturers or call into Student Services and talk to our Student Support team. We want their time with us to be a happy and successful one.

HOW TO BEHAVE AT COLLEGE

We always strive to create an adult learning environment, which means we expect all our students to behave in a reasonable and responsible way at all times. Treating people with courtesy and respect costs nothing, yet sets the tone for a pleasant and co-operative college life.

Later on in this handbook you will find a copy of the Student Charter. Your son/daughter will have worked through this during induction and will have signed and agreed to abide by it. Please read the Charter. I am sure that you will agree that it contains reasonable expectations for us all to follow.

BULLYING

Bullying of any kind is a form of abuse and will not be tolerated at Nelson and Colne College. If it does occur, students are urged to inform a member of staff immediately or complete the Student Help Page located on the Moodle homepage. All incidents will be dealt with promptly and effectively. If you are concerned that your son/daughter is being bullied, please contact their tutor or the **Student Services Manager, Rachel Cox**, on **01282 440279** as soon as possible.

ABSENCES

If your son/daughter is going to be absent from college they must ring the **Absence Hotline on 01282 440293** before 9.00 am and leave:

- their name
- their student number
- course and tutor
- when they expect to return
- reason for absence.

This will ensure that a message is passed on to their tutor. If they are claiming EMA or a student bursary they will need to complete an Absence/Lateness Notification form on their return to college.

However, if a student misses classes then their final grade is likely to suffer. Please support us by encouraging your son/daughter to attend all classes on time and complete all the set work. In addition, please ensure that no holidays are booked during term time. A copy of the college calendar giving term dates and holidays for 2011/12 is provided towards the back of this booklet and is also available on the college website.

CLUBS AND SOCIETIES

Full-time students have the opportunity to take part in a range of additional activities which enable them to develop new skills, meet other students and make the most of their time as a student at college. Our enrichment programme contains a wide range of different activities which change each year according to student interest and demand.

Students have the opportunity to take challenging courses e.g. the Duke of Edinburgh Gold Award, courses with qualifications e.g. First Aid course, or ones for fun e.g. the film club, X-box activities, table football, and the multi sport sessions which run daily. In addition, college have a number of teams who compete against other colleges. Your son/daughter will have been informed about these at the Freshers' Fair.

MATHS/ENGLISH

If your son/daughter has not already achieved at least a Grade C in both GCSE Maths and English Language we will have encouraged them to enrol onto a Maths or English course in addition to their main programme. Many University courses and careers require a GCSE pass in both Maths and English and failure to achieve these qualifications may restrict your son/daughter's career options. All students are encouraged to achieve a pass in both of these subjects before leaving college. Where your son/daughter already has a Grade D they will be enrolled onto the GCSE course. If they have a lower grade they will be enrolled onto an Extra English and/or Maths course (as appropriate) to ensure that they gain a good understanding



of the subject(s). If your son/daughter has enrolled on a Maths or English course we would welcome your support in encouraging them to attend all the classes and work hard to achieve the qualification. In addition we will be running workshops to provide extra support to help them to achieve these important qualifications. Details of the workshops will be given to them in their tutorial sessions and can also be found in the Student Newsletter.

STUDENT CARDS

The college operates a student and staff identity card system as part of our commitment to provide a safe, secure and welcoming environment in which to study. Ensuring that all our students and staff are readily identifiable helps us to maintain such an environment.

Your son/daughter will have been issued with their free student card during induction and they are expected to wear it visibly at all times when on college premises. Please support us by encouraging your son/daughter to bring their card with them everyday. Without it they may not be able to access college services. If they lose their card students will be expected to replace it at a cost of up to £3.

STUDY FACILITIES/LEARNING RESOURCE CENTRE

The Learning Resource Centre (LRC) offers a wide variety of resources and facilities to support students' study and research activities. In addition to the traditional books, journals and magazines there are high quality PCs offering Microsoft Office and specialist software plus access to the internet and the college network. To ensure that PCs are available when needed by the students they can book one in advance. or just call in and sit down at a free machine,

The LRC PCs are for college work only but if students want to access the internet for general or social purposes, then within college we have a Cyber Café for them to use.

Within the LRC there are discrete areas depending on the task set for the students. In addition to the PC area, there are areas allocated for group work, for individual work and also a quiet study room.

The LRC is open from 8.00am to 6.00pm every day during term time. Opening hours during holiday periods are publicised on Moodle.

In addition to the LRC, the college has a Student Workzone in the Whitemoor building. The Student Workzone, which contains PCs, is open from 9.30 am until 3.30 pm every weekday and staff are available to help with literacy, numeracy, IT and study skills.

Please encourage your son/daughter to use these study facilities.

SUPPORT FOR LEARNING

The Learning Support Team, based in Student Services, is dedicated to providing additional study support for students. Each student is assessed at the beginning of their course so that we can identify any support they may need.

The team also help to arrange any special consideration your son/daughter may require in examinations. The report they had at school may not apply in college so it is important that they contact us as early as possible so that we can assess their needs and apply for special consideration. The ALS team will arrange whatever assessments are needed and the programme leader will make sure that the agreed concessions are applied for.

If your son/daughter has a learning difficulty/disability and you wish to discuss their needs please contact the **Leaning Support Manager, Jamshaid Yousaf** on **01282 440212**.

PROGRESSION

As well as ensuring that your son/daughter is successful at Nelson and Colne College it is also important that we provide the best advice on the progression opportunities available to them when they finish their course. We have a highly qualified careers guidance team who work with students to ensure they progress successfully after their course.

If your son/daughter is on a one year Level 1 or Level 2 course we will be holding a Progression Event for them on Wednesday 14 March 2012. We hope that all our students



will progress onto a higher level course whether this is at college or at a University. However progression is not guaranteed. Students need to be achieving at least merits in their modules to ensure they can progress next year. Please work with us to ensure that your son/daughter achieves high grades and can progress onto the next level.

Every year we help over 300 of our students to apply and successfully gain University places. We arrange trips to a wide range of universities including Oxford and Cambridge, a Higher Education Conference and subject specific seminars to help students make informed decisions. Mock interviews are arranged for students who need extra help with preparing for a University interview. Please encourage your son/daughter to take advantage of the opportunities that will be available to them throughout the year.

STUDENT SERVICES

Student Services is there to provide support for our students. Your son/daughter can drop in to obtain academic, health, welfare, financial and travel advice from members of the Student Services team. Qualified careers advisors are available to give guidance on careers and Higher Education opportunities. Please encourage your son/daughter to take advantage of this service where appropriate. Appointments can be made by calling into Student Services, or by ringing 01282 440209.

STUDENT FINANCE

Educational Maintenance Allowance (EMA)

This grant scheme has now closed, however students who have previously received the grant may still continue to be eligible for the same or a reduced amount. Students who are eligible will receive a continuing entitlement letter and a new EMA agreement. This should be brought into Student Services as soon as possible.

Students will then be given the college EMA Guidance booklet which explains how weekly payments are made, what they should do if they are absent etc. As the parent/guardian you will also be asked to read through the booklet and sign the college agreement. If you are unsure of anything please ask by contacting Student Services. For specific queries regarding EMA, contact Sandra Hesketh, EMA/ALG Administrator on 01282 440292.

Guaranteed Study Bursary

Students in receipt of Income Support, in Local Authority Care, a Care Leaver or in receipt of both Employment and Support Allowance (ESA) and Disability Living Allowance (DLA) may be entitled to a guaranteed study bursary of £1,200. Contact Rachel Cox, Student Services Manager on 01282 440279 for more information.

Learner Support Fund

Assistance from our Learner Support Fund is available to students with a household income of £21,000 (gross) per year or below. The following awards are available:

- £50 term bonus awards (based on excellent attendance and progress)*
- Equipment awards for students on Hair, Beauty, Catering, Art and Public Services courses and the Sport Academies.
- CRB awards for students on Childcare and Health and Social Care course.*

Call into Student Services for an application form or ring 01282 440209.

* Not available to students in receipt of EMA

All awards are made on a first come, first served basis, so early applications are recommended.

TRAVEL SUPPORT

All full-time students are eligible to buy a subsidised term pass from Student Services. The cost to the student will depend on where you live and in some cases the service (s) being accessed. For further information about bus services and passes call **Student Services** on **01282 440209**. The prices per term are:

Pendle Pass	£60
Silver Pass*	£65
Silver Pass* (for students in Pendle area)	£110
Tyrer 70/71 Pass	£65
Tyrer 65 Pass.....	£65
Tyrer 95 Pass.....	£60
Pennine 215 (students in Skipton).....	£65
Pennine 215 (students from Barnoldswick)	£60

* Transdev passes are valid on all services within the specified zone. A passport photograph is required for the pass.

All passes are valid 7 days a week and include travel during half term.

COUNCIL TAX EXEMPTION

Your local council may request a certificate which proves that your son/daughter is a full-time student at college if they are 18 or over. Students can request a certificate by calling into Student Services. There is usually a 2-3 day turnaround for requests, however during busier periods this may take longer.

If you are the only adult living in your property and your son/daughter turns 18, you may be eligible for a discount on your Council Tax. Contact your local council for information.

If you are in receipt of Housing and/or Council Tax Benefit, it is essential to provide a Student Certificate once your son/daughter turns 18.

CHILD BENEFIT AND TAX CREDITS

Child Benefit can be claimed for full-time students between 16 and 19. The course must be 'non-Advanced' which, for the purposes of Child Benefit includes A Levels, all BTEC Levels and Cache qualifications. Your son/daughter must have started, enrolled or been accepted on their course before the age of 19.

For more information contact the Child Benefit Office on 0845 302 1444. In addition if you are eligible to receive Child Tax Credits, the same age criteria apply. Evidence of enrolment is usually not required to continue your claim.

USEFUL COLLEGE TELEPHONE NUMBERS

Main Switchboard		01282 440200
Student Services		01282 440209
Examinations		01282 440270
Learning Resources Centre		01282 440207
Absence Hotline		01282 440293
Main Fax		01282 440274
Student Services Manager		01282 440279
Heads of Division	Michelle Harris	01282 440217
	Christine Illingworth	01282 440364
	Joan Peagam	01282 440278
	Brian Harwood	01282 440218
	Ann Flynn	01282 440333
	Tracey Baron	01282 440252

STUDENT FINANCE

EMA Helpline	0800 121 8989
Student Finance Direct (University Finance)	0845 300 5090

STUDENT CALENDAR 2011/12

Autumn term starts	Monday 5th September 2011
for new students	Monday 5th September
for continuing students (Level 3 yr 2)	Tuesday 6th September
Classes finish for half term	Friday 21st October
Classes start again	Monday 31st October
Autumn term ends	Friday 16th December
Spring term starts	Wednesday 4th January 2012
Classes finish for half term	Thursday 9th February
Classes start again	Monday 20th February
Spring term ends	Friday 30th March
Summer term starts	Monday 16th April
Classes finish for half term	Friday 1st June
Classes start again	Monday 11th June
Summer term ends	Friday 29th June

STUDENT CHARTER

You agree to:

- Undertake your studies with maximum effort in order to achieve your qualification
- Attend all your classes, workshops and tutorials and ensure that you inform your tutors/progress mentors as soon as possible of any unavoidable absence
- Be punctual and prepared for the start of each class
- Wear your Student ID card at all times
- Treat everyone in the College with courtesy and respect and avoid racist, sexist and other forms of intimidating behaviour
- Keep mobile phones switched off in classrooms, workshops and the LRC
- Abide by the Health and Safety requirements of the College
- Respect the College's equipment and environment
- Refrain from smoking on the College campus unless in designated smoking shelters
- Act as an ambassador for the College at all times when involved in College activities

You can expect us to:

- Carry out an effective induction programme within your first week of joining the course, to help you settle into College as quickly as possible
- Allocate you a personal tutor/progress mentor within your first week
- Provide teaching and learning of the highest quality
- Be punctual and prepared for the start of each class
- Tell you what is required from you; to set regular and appropriate assignments; to give you clear verbal and written feedback and to mark homework/assignments and return them within an agreed deadline
- Monitor your progress and attendance and share the information with you and your parents/guardians (if appropriate)
- Give help and advice on a range of subjects
- Work with you to provide extra help and support if you tell us of any learning difficulty or disability you have
- Treat you equally and fairly regardless of gender, race or disability
- Tell you about policies and procedures which might affect you, e.g. Health and Safety, Disciplinary, Equality and Diversity, Child Protection etc
- Provide a Student ID card which will allow access to facilities
- Provide a safe learning environment which is appropriately equipped
- Listen to what you have to say about your programme of study and the College in general and where appropriate take action
- Listen to your views on your well being, general safety and security in College and take action where appropriate
- Reply promptly to any concern or complaint about any aspect of your life at College
- Provide a wide range of enrichment programmes
- Provide a comprehensive student support service e.g. careers, finance, counselling, welfare, specialist support

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