



HELP YOUR SON OR
DAUGHTER SUCCEED



TERM DATES



RULES



FINANCIAL SUPPORT



TRAINEES



FREQUENTLY
ASKED QUESTIONS

GUIDE

for Parents & Carers

“YOUR SON/DAUGHTER IS UNIQUE – TOGETHER WE CAN HELP
THEM TO SUCCEED”



North Nottinghamshire
COLLEGE

Dear Parents or Carers

North Nottinghamshire College encourages all parents, guardians and carers to get involved in the learning of their son or daughter. You are welcome to visit us at any time to find out what happens in the College. You are also invited to Open Days, Parents' Evenings and can discuss your son's or daughter's progress with their personal tutor. We hope that this leaflet explains what to expect and how you can help and support them in making the most of this new and exciting experience.

Best wishes



Angela Adams
Head of Student Services

NATIONAL QUALIFICATIONS FRAMEWORK

The following table shows the range of qualifications that exist, the different levels available and how they relate to one another. Students may elect to study a range of general, vocational or occupational courses. Please ask if you or your son/daughter are unsure of any of the courses or which route would best suit their needs.

NQF Level	General Qualifications	Vocational Qualifications	Occupational Qualifications
5 Intermediate Level	Higher Education (HNDs, Degrees, Masters etc) or Employment / Career		NVQ Level 5
4 Intermediate Level	↑ ↑		NVQ Level 4
3 Intermediate Level	GCE AS & A Levels Access Courses	Vocational A Levels BTEC National Diploma	NVQ Level 3
2 Intermediate Level	GCSEs (Grades A* - C)	VGCEs (Grades A* - C) BTEC First Diploma	NVQ Level 2
1 Foundation Level	GCSEs (Grades D - G)	Fast Forward/ Progression Skills	NVQ Level 1/ E2E Programme
Entry Level Entry 3 / Entry 2 / Entry 1	Certificate of Educational Achievement		

IN ADDITION TO OFFERING A WIDE RANGE OF ACADEMIC AND VOCATIONAL COURSES, THE COLLEGE PROVIDES:

- a range of information and guidance to help young people choose the right course, even if they change their mind!
 - an enrolment and admissions system with all the information needed to ensure that students are on the right track. We also have staff available who will help if a young person isn't sure which course to choose.
 - an 'induction' in the first weeks to help students get to know the College and other students and make sure that they get all their questions answered. All students are given a Handbook that includes lots of interesting information about all aspects of College.
 - a range of services to help students reach their potential, including guidance, mentoring and counselling, learning resources, financial support (including assistance with childcare) and help with travel. All these services are just a phone call away (01909 504555) and are based in the Employment Skills Centre at the Blyth Road entrance to the College.
 - a personal tutor to give academic and personal support, who will help students plan their learning and review their progress on a regular basis. These are very important people to get to know, and if you wish, will keep in touch with you on a regular basis regarding your son's or daughter's progress.
 - high quality teaching, training, resources and facilities. We also provide a range of additional opportunities to add to student's skills and experience. We are proud of our continuing high success rates and know that with your help, these will continue to improve.
 - Additional Learning Support Staff for students with learning difficulties eg dyslexia, sensory impairments or physical difficulties and much more.
- and finally...**
- help to enable students to get onto further courses, Higher Education, jobs or training when they have successfully completed their course.

FINANCIAL SUPPORT FOR STUDENTS

The Educational Maintenance Allowance (EMA) is a means tested weekly payment worth between £10 and £30 for 16 -18 year olds undertaking a full time course from September 2008 and for all students on an E2E programme. It will be paid into students' bank accounts on a regular basis, provided their punctuality and attendance is 100% and their behaviour is in accordance with the Student Code of Conduct.

There are also bonuses worth £100 if students remain on the course and make good progress with their learning.

Students are eligible if they are on an E2E programme or their household income is less than £30,000 and they are on a course or programme of courses for 12 hours or more per week.

EMAs will not affect family benefits, and will not be

affected by any money earned by a student but might allow them to work fewer hours in a part-time job.

Students over 18 who are not eligible for EMA may be eligible for the Adult Learning Grant or be able to apply for financial assistance through the Student Support Fund. This means tested and can pay for fees or other costs associated with the course.

The College offers assistance with transport to the College and advice about childcare that students may need. The Student Support Fund maybe able to help with the cost of these too.

You can get further information about EMAs from:

Website: www.dfes.gov.uk/ema
DfES Public Enquiry Unit on 0870 0002 288
Student Services 01909 504500

FOR FURTHER INFORMATION AND ADVICE, PLEASE CONTACT:

North Nottinghamshire College

Carlton Road
Worksop
S81 7HP

Tel: 01909 504500

Email: contact@nnc.ac.uk

Fax: 01909 504505

Student Services Managers: Angela Adams

Are you an employer?

Do you want more information about how the College can help you train and support your employees?

Call the Employment Skills Centre 01909 504500 or
Business Development 01909 504747

TERM DATES FOR 2009/2010

Autumn Term 2009

Start Date: Monday 7th September

Half Term: Monday 26th October to
Friday 30th October

End Date: Friday 19th December

Spring Term 2010

Start Date: Monday 4th January

Half Term: Monday 15th February
to Friday 19th February

End Date: Friday 26th March

Summer Term 2010

Start Date: 12th April

Half Term: Monday 31st May
to Friday 4th June

End Date: Wednesday 7th July

Staff Training Days

(College closed to all students)
Wednesday 18th November 2009
Monday 25th January 2010
Tuesday 3rd May 2010



HOW CAN YOU HELP YOUR SON OR DAUGHTER SUCCEED?

Some young people need more help than others to settle into College life. Here are a few hints that may help you to help them:

1. Help your son or daughter with their time management. The change to a less regimented schedule is sometimes hard to handle. You could ask if they are keeping their notes up to date and getting their assignments in on time.
2. Give them space to study. The College has a Learning Resources Centre where students can use the computers and books, but if possible a quiet place at home is a real benefit.
3. Whenever possible attend Parents' Evenings. You will be informed of dates of Parents' Evenings by Tutors. Sometimes they may not make it obvious, but most young people are pleased when adults take an interest.
4. Sometimes part-time work interferes with College studies, so encourage your son or daughter to find the right balance.
5. Encourage them to ask for help if the need arises. We have a range of support services available but asking for help is sometimes difficult.
6. If your son or daughter feels they are on the wrong course contact us to discuss alternatives.
7. Find out when exams are being held and help your son or daughter to plan a revision timetable. Encourage the rest of the family to help by not distracting them!
8. Listen to your son or daughter when they are talking about College. If you have any worries about them, contact Student Services who will try to help.

TRAINEES

Some learners come to the College on Work Based Learning programmes usually on day release from their employers.

The key differences are:

- Trainees follow an 'Apprenticeship Framework', which contains a variety of qualifications
- We monitor in the workplace to ensure learners are safe and free from harassment and discrimination
- We review learners' progress in the workplace with the employer at least every eight weeks
- We monitor trainees' attendance at College AND at work and we inform employers and parents of absence
- Health and Safety in the workplace and at College is monitored to ensure learners have and use the correct personal protective clothing and safety equipment
- Trainees are able to access all College facilities and we will provide additional support in the workplace where required

YOU AND YOUR FAMILY CAN ALSO COME TO COLLEGE!

Why not try the excellent hair and beauty treatments offered by our students at Transformations!

Book a meal in our training restaurant in the Food Technology Centre and enjoy high quality dining.

Thinking about coming to College or changing your job or career? Book a FREE, confidential guidance interview and get expert advice and information about your options and future.

The College has an excellent Day Nursery for 2-8 year olds. Call the Early Learners' Centre on 01909 504525 to discuss your childcare needs.



RULES!

We like to think of the College as an adult environment where the rules and regulations are few and most students behave in a mature and responsible manner. Our expectations apply whether the student is at College, on a trip or at a work placement. Whenever possible, it is College policy to explore the reasons for any poor conduct first, to offer help and to involve parents at the earliest opportunity rather than to impose sanctions.

We expect students to:

- Attend all classes and be punctual
- Submit coursework on time and ask for help if they are having problems
- Respond to reasonable requests or instructions from staff or people in a position of responsibility
- Turn off mobile phones in classrooms and learning areas
- Comply with the College No-Smoking Policy

If there is a problem with any of these, a tutor will discuss this with the student and may give a verbal warning.

If this does not result in improvement then the College disciplinary procedures will be followed. A copy is available from Student Services. Copies of any warnings or sanctions will be sent to you.

The College will not tolerate:

- Disregard for health and safety precautions
- Substance misuse, for example, drug possession, handling or use, drinking or smoking are not allowed in College.
- Theft, fraud or damage to property or equipment
- Threatening, abusive or offensive language or behaviour
- Flagrant disregard for the College Equal Opportunities Policy
- Misuse of College computers.

Thankfully these situations are extremely rare in the College! However we reserve the right to suspend students when necessary.

Your support is appreciated so if your son or daughter is affected by the behaviour of other students, please let tutors know.



We want to provide a safe and happy environment for all our students so that they can develop socially as well as academically.

For this reason we will not tolerate discrimination of any kind and will take positive action whenever it occurs. We are, by law, required to PROMOTE Equality and Diversity and welcome your support in encouraging students to report any incidents.

If your son or daughter is experiencing discrimination outside of College we can put them in touch with organisations that can help.



Is your child thinking about University? Do you think that you will not be able to afford it?

To get the right information call our Guidance Team on 01909 504500.

Key dates for applications for University:

- | | |
|-------------------------|--|
| 20 November 2009 | College deadline for UCAS Applications |
| 15 January 2010 | UCAS deadline |
| 30 June 2010 | UCAS late application deadline |

Please note: There is not longer a Route A and Route B for Art & Design courses. Most universities have opted for the timescales above. However, a small number of universities have chosen the 24th March instead of the 15th January, PLEASE check each university before you make your application to avoid missing deadlines.

FREQUENTLY ASKED QUESTIONS

Q Can my son or daughter change course or leave without telling me?

A Unless the student has instructed us not to, a tutor will inform parents that their son or daughter has left or changed course. You will need this information so that you do not inadvertently claim benefits to which you are not entitled.

Q How can I get help with the costs of transport to College?

A The College has a policy that all 16-18 year old students who live more than 2 miles from the College may get assistance with their travel costs. The College also provides a mini bus from areas where public transport is not available. For further information and details of student contributions contact Student Services.

Q My son or daughter might be dyslexic or have a learning difficulty. How can College help?

A The College can test students at the beginning of or during their course and will be provided Additional Learning Support throughout their time at College, should they need it. If the student has already been diagnosed with dyslexia or any other disability, then you should let the College know as soon as possible so that support can be arranged.

Q What happens if my son or daughter is being bullied or harassed?

A The College has a zero tolerance policy towards any form of harassment. Students should let their tutor know immediately of any concerns. If this doesn't solve the problem, they should inform the Student Services Manager so that further action can be taken.

Q How do I complain?

A Any concerns should first be raised with the tutor. If this does not or will not resolve your concern, then you can complain formally. You can either complete our complaints form, telephone or write to the Quality Unit at College in confidence.

Q What additional activities can my son or daughter get involved in?

A In addition to their main qualifications, students often have the opportunity to add qualifications that are relevant to the areas within which they wish to progress. This includes Key Skills in Communication, Numeracy and IT at an appropriate level. Students can also take part in a range of sports and other interests in the College Enrichment programme including Sports, Spanish, Young Enterprise, Computer Programming. The Student Union and Council will also arrange trips and social activities including fundraising and interested students can get involved in the Student Union Committee and Learner Representative Programme.

Q What do the qualifications on offer lead to?

A The qualifications that are on offer at the College are nationally recognised and our results compare well with other Colleges. Some students use their qualifications to go on to University to study for HNDs and degrees. Many students leave us to go into jobs or apprenticeships with local employers.

Q What is security like at the College?

A We have highly qualified full time Health and Safety staff who advise us on our security provision. There is CCTV on 24 hours a day and security guards patrol the site in the evenings. We advise all students to be vigilant and report anything suspicious to staff, and to avoid bringing valuables to the College. Application forms for student insurance are available from the Student Union.

Q What are the results like at College?

A Overall achievements for 16-19 year olds are in line with national standards and continue to improve year on year. For more information about the particular course your son or daughter is on, please speak to their tutor.

Q What happens if a student is taken ill at College?

A Qualified First Aiders are available in all areas of College should a student become unwell. Depending on the severity, the student may be allowed home or taken to hospital and you will be informed by telephone as soon as possible.

The Secretary of State for Health advises students and parents to discuss with their GP protection against Mumps, Measles, Flu, Meningitis and Hepatitis. You should also check the Department of Health Website (www.dh.gov.uk).

If your son/daughter has any medical requirements, including needing to take medicines whilst in College, you should let us know, in case an emergency occurs.

Q What do I do if my son or daughter cannot attend classes?

A Regular attendance is the key to success and if students are absent it will be followed up by their tutor or a College Mentor. Students, parents or guardians are asked to ring into the College on the first day of absence. Call your son or daughter's admin department or tutor directly. If a student is ill for more than five days you may be asked to provide a medical certificate.

Students should try to avoid making appointments for doctors, dentists and driving lessons etc during lesson times. A regular pattern of poor attendance may mean that a student gets behind with work. Students will meet with their tutor or a College Mentor to discuss the issue and decide how to improve the situation.

Absence may result in students wanting to leave College if they feel unable to catch up on their coursework. However, it is essential that they speak to their tutor and/or our Guidance Team who can help and support them particularly with regard to workload and personal or emotional problems.

If absence is due to financial, transport or childcare problems our Guidance Team will be able to help to explore the different types of support available. Suitable alternative courses and progression routes can be identified if your son or daughter is finding the chosen programme does not appear to be right for them. The earlier you or they tell us of any problems or concerns the easier it is for us to help and the more beneficial it is for them to get the right support as soon as possible.