

Parent and Carer Mini Guide 2018/19

Welcome

We hope this guide answers the questions you may have about the support available for learners at Rotherham College, North Notts College or Dearne Valley College.

Our Colleges are dedicated to making sure our learners receive the very best support possible to help them achieve their goals and prepare them for the world of employment or further study.

Rotherham College, North Notts College and Dearne Valley College are part of the RNN Group, alongside RNN Training and other training providers.

If you have any further questions please feel free to contact us directly via email:

Rotherham College
info@rotherham.ac.uk

North Notts College
contact@nnc.ac.uk

Dearne Valley College
learn@dearne-coll.ac.uk

Or for more information on our Colleges, please visit our websites:

Rotherham College
www.rotherham.ac.uk

North Notts College
www.nnc.ac.uk

Dearne Valley College
www.dearne-coll.ac.uk

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Support for Learners

Information, advice and guidance services are here to help your child/young person:

- Choose the right course even if they change their mind or are unsure
 - Understand the financial assistance which College offers, (dependent on circumstances), including help with travel costs, meals, equipment and trips
 - Settle into college life with an induction to ensure all questions are dealt with, plus access to our online Moodle service
 - Be successful on their course through high quality teaching, training, resources and up-to-date facilities
 - Access academic and personal support to help them regularly review their progress via their Progress Tutor sessions, welfare support, counselling or mentoring
 - Receive Additional Learning Support if they have learning difficulties such as dyslexia, sensory impairments or physical difficulties
- Have new experiences e.g. through work experience, links with employers gaining new insights and skills and taking advantage of our wider enrichment and extra-curricular activities
 - Progress onto pathways such as further education, apprenticeships, higher education or a job.

Financial support for learners aged 16-18 and 19-25 with an EHCP*

We encourage all learners to apply for financial support as they may be eligible for help with travel, meals at college, equipment, trips and childcare.**

Financial support is dependent on attendance, good behaviour and commitment to the course.

There is no deadline for applying to our support fund but we recommend that learners apply as early as possible.

For more information visit our websites:

Rotherham College
www.rotherham.ac.uk

North Notts College
www.nnc.ac.uk

Dearne Valley College
www.dearne-coll.ac.uk

Care to Learn

The Care to Learn scheme supports parents, who are aged under 20 when their course starts with childcare costs. For more information on the scheme and to see if you are eligible, please visit:

www.gov.uk/care-to-learn

Child Benefit

Parents of 16 to under 20 year olds who are in full time education or training (12 hours or above a week) are entitled to receive Child Benefit. However, you may require proof from College to complete your claim. Evidence of the programme of study and the number of hours can be obtained from the Student Services/Information Services team at each campus.

*EHCP is an Education Health Care Plan for learners who have additional needs and/or learning disabilities/difficulties.

**The fund is limited and help is not guaranteed.



Learner expectations

Attendance

We expect 100% punctuality and attendance. Any time off can have a negative effect on the grades achieved and longer-term progression and may affect bursary support.

Time off

We understand there are times when your child/young person will need time off for example, emergency medical appointments, sickness, a religious holiday, bereavement or an interview. When this occurs a learner or parent/carer must contact their Curriculum Admin Office before their first lesson starts. These contact details are given to every learner during induction. Alternatively the learner should contact the main switchboard and ask for the curriculum admin office.

Poor attendance and time off can result in financial support being withheld or delayed.

Learner behaviour

We aim to resolve any problems informally, however, where issues are more serious we will take a more official stance.

Our disciplinary process is used to deal with problems with behaviour or performance that cannot be dealt with by other means.

If your child/young person is under 18 and is asked to attend a disciplinary meeting then you or a representative of their choice may also be invited. Learner Support is here to help, so if you need any support please just ask.

More detail on our disciplinary procedure is available on request.

Should any learner be subject to disciplinary action a copy of our policy and appeal procedure can be requested.

Progress monitoring

Through the College's 'My Progress Tracker' our learners can track their progress, review their attendance, set targets and communicate with their tutors. To help plan for their future careers, learners will also complete their electronic Individual Learning Plan (ILP). If attendance drops, letters will be sent to learners to address the issue. In addition you will be invited to parents/guardians/carers consultation evenings throughout the year. All departments have at least one and some may have more.



Safeguarding our Learners

We aim to provide a safe and happy environment for all learners so they can develop socially and academically.

To help with this we operate a strict lanyard and learner identity system so that learners and staff are easily identifiable.

We will not tolerate bullying, abuse or discrimination of any kind and will take appropriate action when it occurs. By law we are required to promote, report and monitor equality and diversity. We welcome your support in encouraging learners to report any incidents.

Progress Tutors, College Mentors and Welfare Officers are available for learners to discuss and report any concerns. These members of staff are part of the safeguarding team and ensure learners' wellbeing is monitored as well as their academic progress.

Should your child/young person experience discrimination outside of College we can put them in touch with organisations who can help.

Learners will have access to the College's IT Acceptable Use Policy to refer to when using the College IT systems. The policy provides clear guidance for learners on the use of IT equipment, websites and other internet services along with the learner's individual responsibilities and information on the relative Acts of Parliament.

College expectations

Most of our learners behave in a mature and responsible manner and respect the college environment.

Our expectations apply whether the learner is in College, on a trip or on a work placement.

It is College policy that when poor conduct occurs we will explore the reasons, offer help and involve parents at the earliest opportunity rather than impose sanctions.

Where there are problems, a tutor will discuss their concerns with the learner. If this does not result in improvement, the College disciplinary procedures will be followed. Copies of any warnings or sanctions will be sent to you if your child/young person is under 18 years old.

Thankfully such situations are extremely rare at College. However, we reserve the right to suspend learners to carry out investigations when necessary. Your support is appreciated so if your child/young person is affected by the behaviour of other learners please let their tutor know.



Course Information

In general, courses run Monday-Friday, 8.30am–5.00pm. However, for courses such as Hair and Beauty or Catering, learners will be asked to stay later to gain work experience in our onsite salon and restaurant.

We suggest you obtain a copy of their timetable to help you support them with their studies.

College hours include class time, additional classes such as English and maths, work placement, self-directed study and enrichment activities.

Learners have a 6-week window of opportunity to change their minds with regards to their chosen subject. If they feel they have made the wrong course choice they should speak with their tutor as soon as possible. We have a careers team in Student Support who can help them choose another pathway to support with their career choices.

The qualifications offered at College are nationally recognised and our learner achievement rate is one of the highest in our region.

Learners can progress onto higher qualifications at College or university. Many of our learners also go on to apprenticeships and jobs.

Career focused learning

We provide a comprehensive programme of study and support tailored to each individual learner's needs to help each child/young person achieve their career aspirations.

They will have the opportunity to meet with a member of the Careers Team to discuss their career aspirations and work out a career development plan of action.

91%

**of learners said
"I feel prepared to
take my next steps
into employment or
another course." ***

*Source: RNN Group Colleges, (Rotherham College, North Notts College and Dearne Valley College) 2016/17 end of year student survey completed by 2,665 respondents

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Work experience

For learners aged 16-18 work experience is an essential part of their course.

This helps your child/young person to gain a better understanding of the world of work. Further information such as dates, will be shared in a timely manner by tutors.

Additional activities

Learners will have the opportunity to gain further qualifications which are relevant to the areas within which they wish to progress such as GCSEs, Functional Skills in communication, numeracy and IT.

Learners can also take part in a range of sports and other interests through the College enrichment activities.

The Student Union may also arrange trips and social activities including fundraising. Interested learners can get involved in the Student Union Committee, become a Governor, Ambassador or a Course Representative.

Your voice

We use a variety of methods to collect learner views. The views of parents and carers are always welcome.

Drop us a line or call to discuss something that is going well or needs addressing:

Rotherham College
info@rotherham.ac.uk
01709 722777

North Notts College
contact@nnc.ac.uk
01909 504500

Dearne Valley College
learn@dearne-coll.ac.uk
01709 513333

If you are concerned about something please raise this with the appropriate tutor. If this does not resolve your concern, then we have a complaints procedure that you can follow. You can either complete our complaints form available from Student Services, call us directly or write to the Quality Unit at College.



Travelling to College

All of our college campuses benefit from good public transport links and are easily accessible by bus, train and car.



**Rotherham College,
Town Centre Campus**



**Rotherham College,
Dinnington Campus**



North Notts College



Dearne Valley College

Rotherham College

01709 722777

info@rotherham.ac.uk

www.rotherham.ac.uk

Town Centre Campus

Eastwood Lane
Rotherham
S65 1EG

Construction Centre

Rawmarsh Road
Rotherham
S60 1RU

Dinnington Campus

Doe Quarry Lane
Dinnington
S25 2NF

North Notts College

01909 504500

contact@nnc.ac.uk

www.nnc.ac.uk

Workshop Campus

Carlton Road
Workshop
S81 7HP

Retford Post 16 Centre

Old Hall Drive
Retford
DN22 7EA

Shireoaks

Shireoaks Triangle
Business Park
Workshop
S81 8AD

Idle Valley

North Road
Retford
DN2 8SG

Dearne Valley College

01709 513355

learn@dearne-coll.ac.uk

www.dearne-coll.ac.uk

Manvers Campus

Manvers Park
Rotherham
S63 7EW

Term Dates

Rotherham College Dearne Valley College

Autumn term

3rd September 2018 –
21st December 2018

Autumn half term

28th October 2018 –
2nd November 2018

Christmas break

24th December 2018 –
7th January 2019

Spring term

8th January 2019 –
12th April 2019

Spring half term

18th February 2019 –
22nd February 2019

Easter break

15th April 2019 –
26th April 2019

Summer term

29th April 2019 –
27th June 2019

May day bank holiday

6th May 2019

Summer half term

27th May 2019 –
31st May 2019

Summer holiday

Beginning Monday 1st July 2019

Term Dates

North Notts College

Autumn term

3rd September 2018 –
21st December 2018

Autumn half term

28th October 2018 –
2nd November 2018

Christmas break

24th December 2018 –
7th January 2019

Spring term

8th January 2019 –
5th April 2019

Spring half term

18th February 2019 –
22nd February 2019

Easter break

8th April 2019 –
22nd April 2019

Summer term

29th April 2019 –
27th June 2019

May day bank holiday

6th May 2019

Summer half term

27th May 2019 –
31st May 2019

Summer holiday

Beginning Monday 1st July 2019



Studying with us

Our study options

We offer a range of subject courses for all ages. You can choose to study from entry level through to Level 3 and onto Higher Education across all of our Colleges and at our brand new facility, University Centre Rotherham*.

We specialise in providing technical training and education as well as hands on experience to develop the skills and understanding you need for your future career.

In partnership with RNN Training we also offer apprenticeships. These provide on the job training, a wage and the opportunity to gain a nationally recognised qualification.

Have you thought about enrolling on a college course or changing your career?

If you would like to know more about our College courses you can view them on our websites. Our Student Services team can advise you about the finance and support available, course information and course fees advice.

We operate excellent day nurseries providing childcare to our learners and private customers at:

Bright Skies Day Nursery

Rotherham College
Dinnington Campus
01909 559299

Early Learners Centre

North Notts College
01909 504525

*Due to open Autumn 2018

PART OF

 **RNN** GROUP