

Useful Contacts

EMA website

www.direct.gov.uk/moneytolearn

Learner Support Helpline

0800 121 8989

Student Services

01422 399367

EMA Administrator

01422 399367

Connexions

01422 342106

Learning Line

0800 597 9979

Faculty Offices

Art, Design & Construction

01422 399330

Health, Wellbeing & Business

01422 399328

parents and carers guide

2009/10



Dear Parents or Carers

Calderdale 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 at the College.

You will also be invited to Open Days, Parents' Evenings and will be sent copies of your son or daughter's reviews so that you can keep up to date with their progress. We hope this guide explains what to expect and how you can help and support your son or daughter to make the most of this new and exciting experience.

Best wishes



Craig Tupling

Head of Learner Services

In addition to offering a wide range of vocational and professional courses, the College provides:

1. A range of impartial information, advice and guidance to help young people choose the right course.
2. An enrolment and admissions system in which we provide all the information needed to ensure that learners are on the right track. We also have staff available who will help if a young person is not sure which course to choose.
3. An induction programme to help them to get to know the College, their tutors and other learners on the course. All learners have access to a handbook/diary that includes lots of interesting information about all aspects of the College.
4. A personal tutor to give academic and personal support, they will also help learners to 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 be in touch with you on a regular basis regarding your son or daughter's progress.
5. A range of services to help learners to reach their potential including advice and counselling; financial support (including assistance with childcare costs) and help with travel.
6. A range of additional opportunities to add to learner's skills and experience through participating in enrichment activities.

7. Additional Learning support staff for learners with learning difficulties e.g. Dyslexia, sensory impairment or physical disability.
8. Help to enable learners to get onto further courses, higher education, jobs or training when they have successfully completed their course.
4. Sometimes part time work can have a negative impact on College studies. Encourage your son and daughter to find the right balance.
5. Encourage your son or daughter to ask for help if the need arises. We have a range of services to provide support but asking for help is sometimes difficult.

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 regimental schedule is sometimes hard to handle. You could ask them about any work they have been set outside of formal lesson time and if they are getting their assignments in on time.
2. Give them space to study. The College has a Learning Resource Centre where your son or daughter can access computers and books, but if possible a quiet place at home to study is good.
3. Whenever possible attend Parents' Evenings. You will be informed of the dates and times by tutors. Sometimes they may not make it obvious, but most young people are pleased when adults take an interest in their study.
6. If your son or daughter feels they are on the wrong course contact us to discuss the alternatives.
7. Find out when exams are being held and help your son or daughter to plan a revision timetable and encourage the rest of the family to help by not distracting them.
8. If during your discussions with your son/daughter they raise any concerns 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:

- All follow an "Apprenticeship Framework" which contains a variety of qualifications including numeracy and literacy
- Staff review a learner's progress in the workplace with the employer a minimum of every four to eight weeks
- We monitor attendance at College and inform parents and employers of any absenteeism.
- We monitor Equal Opportunities in the workplace to ensure learners are safe and free from harassment and discrimination.
- We monitor health and safety in the workplace and at College to ensure learners have and use the correct personal protective clothing and safety equipment.
- All learners will be able to access full College facilities and we will provide additional learning support in the workplace where required.

You and your family can also come to College!

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. **Call 01422 399367.**

We are always on the look out for visitors to access our excellent hair and beauty treatments offered by our learners at very reasonable costs. **Call 01422 399355** to book an appointment.

Is your child thinking about going to university? Do you need more information to help them make a decision?

To get the right information about applying to University contact Student Services on **01422 399367** and speak to a Student Adviser.

Key Dates for applications to University 2010/11

15th December
College deadline for UCAS applications
8th March
UCAS deadline for Art & Design Route B
30th June
UCAS late applications deadline

Rules!

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

We expect students to:

- Attend all classes and be punctual
- Submit course work 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 mobiles in classroom 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 learner and may give a verbal warning. If this does not result in an improvement then the learner will be invited to discuss the issue further with the Programme Manager for the course. If this occurs you will be invited to attend the meeting.

The College does not tolerate:

- Disregard for the College's Equal Opportunities Policy and expects all learners to treat each other with dignity and respect. This includes misuse of College computers
- Disregard for health & safety precautions
- Substance misuse including drugs and alcohol
- Theft, fraud or damage to property and equipment
- Threatening, abusive or offensive language and behaviour

Thankfully these situations are extremely rare in the College. However we reserve the right to suspend learners where necessary to carry out further investigations into cases of misconduct.

Your support in dealing with these matters is greatly appreciated so if your son or daughter is affected by the behaviour of other learners please let their personal tutor know.

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

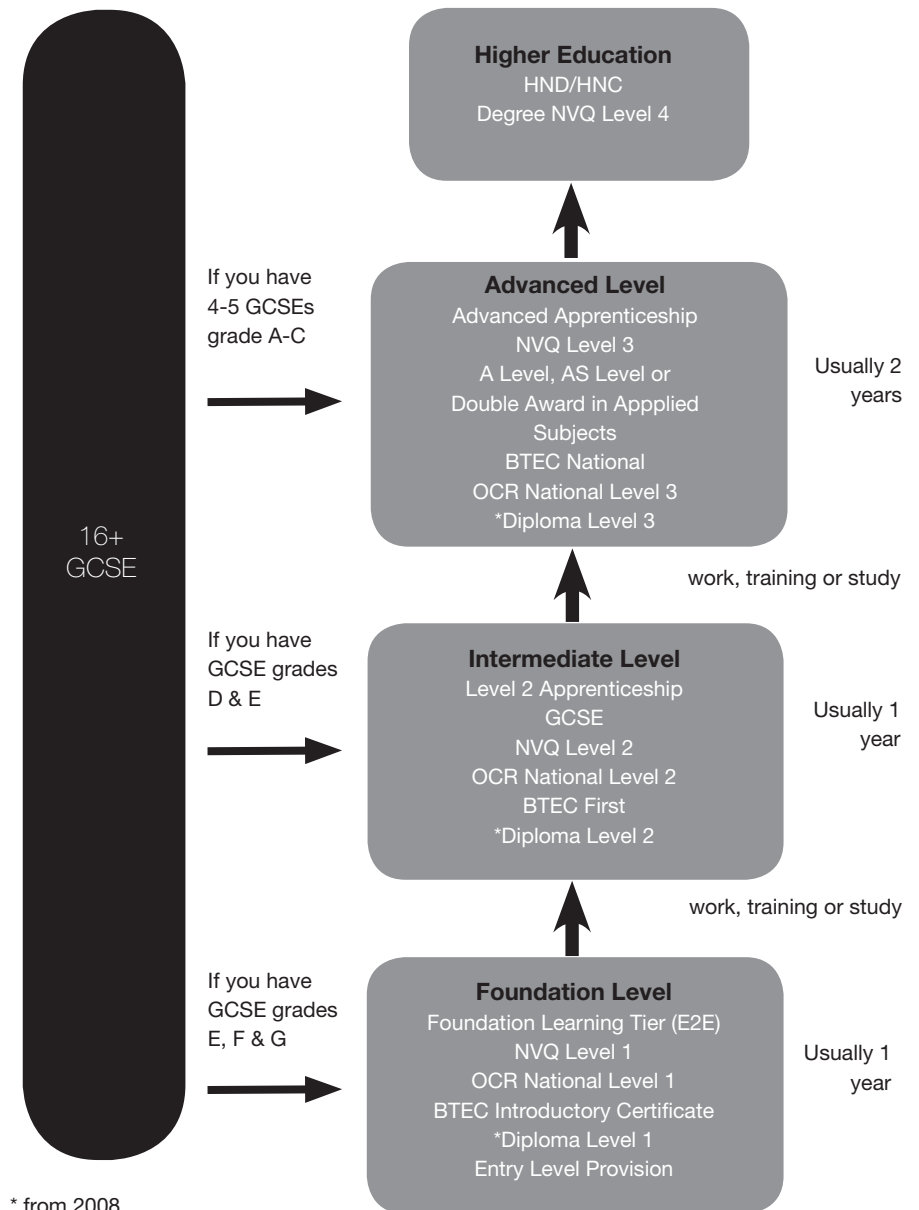
For this reason we will not tolerate discrimination of any kind and will take positive action whenever it occurs. We are, by law, required to promote equality and diversity and welcome your support in encouraging students to report any incidents to either their tutor or Student Services.

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

For more information about the College call **01422 357357** or visit our website at **www.calderdale.ac.uk**

A Quick Guide to Qualifications

Qualifications 16-18 through apprenticeships, jobs with training or full time study.



* from 2008

Frequently Asked Questions

Q. How many hours will my son or daughter spend at College?

A. On average your child will be in class between 12-14 hours a week. We would expect them to spend the same amount of time on independent study.

Q. What opportunities are there for my son or daughter to get involved in activities outside their course?

A. In addition to their main qualification learners have the opportunity to get involved in a range of sports and other interests in the College Enrichment Programme.

The College is also a centre for Youth Volunteering and all learners can participate in voluntary work, which can be chosen by personal interest or tailored to a career choice. Learners work towards 100 and 200-hour awards, both of which are recognized and valued by universities, colleges and employers in their selection process. The Student Union also arrange trips and social activities and interested learners can get involved in organising activities. At the beginning of the course each group has the opportunity to elect a course representative and learners can get involved in representing the views and concerns of their course.

Q. Is it alright for my son or daughter to have a part-time job?

A. Many students can benefit both financially and socially from doing some part-time work. However students who work long hours sometimes cannot

devote sufficient time to studying. Nationally it has been shown that those students who spend more than 10 hours a week on part-time work do not gain the academic success they should.

Q. How will I receive information on how well my son or daughter is doing?

A. Parents will receive a written progress review and are invited to Parents' evening events during January and May. This is in addition to the introductory Meet the Principal event in September. We are always keen to work with parents to support their sons or daughters to achieve their full potential, and parents are encouraged to contact the College at any time if they have any concerns.

Q. My son or daughter may be dyslexic. How can the College help?

A. The College assess learners at the beginning of their course and will provide additional learning support throughout their time at the College, should they need it. If a learner has already been diagnosed with dyslexia or any learning difficulty or disability, then you should let the College know so that our support team can meet their individual needs.

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

A. The College has zero tolerance to any form of harassment. The learner should let their personal tutor know immediately or report the incident to Student Services who will ensure that action is taken.

Q. How do I complain?

A. If having an informal conversation with your son or daughter's personal tutor does not resolve a concern then you complain formally by completing a College Complaints Form, telephone or write to the College in confidence.

Q. What do the qualifications on offer lead to?

A. The qualifications that are offered at the College are all nationally recognised. Some learners use their qualifications to go to university to continue studying. Many learners use their qualification to move onto the next level of study or to move into employment.

Q. What is security like at the College?

A. We have highly qualified health and safety staff that advises on our security provision. There is 24 hour CCTV on site and security staff are situated at building entrances, as well as regularly patrolling the site. We advise all learners to be vigilant and report anything suspicious to staff. Learners should try to avoid bringing valuables to College.

Q. What happens if my son or daughter is taken ill at the College?

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

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

A. Regular attendance is the key to success and if a learner is absent it will be followed up by a telephone call from the personal tutor or member of College staff. If a learner is unable to attend College or work placement for any reason, you should contact either the Faculty Office or personal tutor on the morning of your first absence. The following information is needed:

- Name & course
- Reason for absence
- If possible an indication of when you are expected to return

If a learner is in receipt of EMA then an authorised absence will only be recorded if the above procedure has been followed. Failure to follow the procedure may result in non-payment of EMA.

Faculty Office Contacts

Art, Design & Technology

01422 399330

Health, Wellbeing & Business

(Including sport, public services, hair, beauty & holistic therapies)

01422 399328

Learners should ensure that appointments for doctors and dentists etc. are not booked during lesson time. A regular pattern of poor attendance may mean that a learner gets behind with their work. If lateness is persistent a personal tutor will discuss the issue during tutorial and will inform parents.

Financial Support for Learners

The Education Maintenance Allowance (EMA) is a weekly payment worth between £10 and £30 for 16-19 year olds attending full time courses. It will be paid into a young person's bank account on a weekly basis if their attendance is 100%.

There are also bonus payments worth £100 if the learner maintains satisfactory attendance, attitude, behaviour and progress.

A learner is eligible if your household income is less than £30,810 and they are on an approved course for 12 hours or more per week.

EMAs will not affect any family benefits. It is assumed EMA payment will enhance study by allowing the learners to less hours in a part-time job. Payments are made subject to time sheets being submitted on time each week.

You can get further information about EMAs from:

- Website: www.dfes.gov.uk/ema
- Public Enquiry unit on 0870 0002288
- Student Services Unit 01422 399367

Learners who are over 18 who are not eligible for EMA may be able to apply for financial assistance through the Learner Support Fund or apply for an Adult Learning Grant contact Student Services for more details.

Term Dates for 2008/2009

Autumn Term	Summer Term	Spring Term
Strat Date: 07/09/2009	Start Date: 12/04/2010	Start Date: 04/01/2010
Half Term: 26/10/2009	Half Term: 31/05/2009	Half Term: 15/02/2010
End Date: 18/12/2009	End Date: 16/07/2009	End Date: 27/03/2010

For any further information or advice about this guide or the College contact:

Head of Learner Services
Craig Tupling
01422 357 357 ext. 9919
email: craigt@calderdale.ac.uk

Calderdale College
 Francis Street
 Halifax
 HX1 3UZ
 Tel: 01422 357 357
 Web: www.calderdale.ac.uk
 Fax: 01422 399320

Your son or daughter's personal tutor is: _____

Telephone no: _____

Email address: _____