Parents' Welcome Information
2019/2020

wakefieldcollege

Welcome

As a parent of a student at Wakefield College, we would like to welcome you to our parent community. The following pages provide you with important information that you need to know as a parent. We would like to share with you more details of our expectations, the Study Programme and the Progress Portal.

Expectations and Standards

At Wakefield College, we encourage students to look beyond their time with us and prepare for the future. We want them to have the best possible chance of fulfilling their ambitions, whether that's getting a job, setting up a business or going on to further study here at college or university.

Expectations at Wakefield College are high, and we expect our students to commit to the Student Code of Conduct and fully embrace the standards required for behaviour and commitment to their studies. We expect our students to be ready to learn, be respectful and to be safe, and wish to ensure every student at the College gets the best experience with us. We recognise that your support is pivotal.

Attendance

Clearly, attendance on all components of the Study Programme is essential to maximise your son/daughter's chances of success. It is important that as a parent you access the Parent Portal so you have an awareness of any attendance concerns, however, if we detect an issue with attendance, we will liaise with you to address it. Students' attendance, participation, and performance on all components will be closely monitored. We expect 100% attendance, and evidence suggests that if attendance falls below 95% it will adversely affect a student's chances of succeeding.

Additionally, where expectations are not met for attendance, your son/daughter's place on their course becomes at risk as disciplinary action will be invoked and exclusion is a possibility dependent on the degree of concern. We also do not allow holidays in term-time, so for your information, term dates for 2019-20 are included. If your son/daughter is under the age of 18 and going to be absent we would like you to inform us by contacting the attendance team on 01924 789789 (option 2). It is also important that you keep your contact details updated so we are able to contact you. Please telephone us with any changes throughout the year.

Minimum Standards of Behaviour

Throughout the College buildings, our expectations on standards are visible. All students must adhere to these standards to ensure we provide the appropriate learning environment and are promoting readiness to learn and employability. Your

son/daughter will have received a copy of these standards and the Student Code of Conduct at enrolment and by enrolling at College, they are agreeing to these terms. Examples of these standards in the classroom include: no inappropriate language, mobile phones away, ID badges visible, no food or drink and no hats, hoods or coats. Breaches of the College standards will be addressed and will invoke sanctions and the disciplinary procedure.

ID Badges

The safety of your son/daughter and our College community is our priority, and we insist that all staff, students and visitors wear ID badges at all times on College premises to support our Security Policy. Students require their ID badges to operate the access controls on College doors and cannot move around our buildings without it. Students who are not wearing their ID badge will be in breach of the standards and cannot access College buildings and we may need to contact you if there is repetitive non-compliance to this.

Emergency Situation

Should an emergency arise that your son/daughter needs to know about urgently whilst they are in a classroom with their phone away, parents should use the College Parent Line and a message will be taken to the student.

College parent line: 01924 789101

Support for Students

Dedicated Student Experience staff are located at each campus and ensure that all students are given the best learning experience in both their subject areas and the campus environment. They are there to see that students receive a high level of support tailored to their needs and learning aims, and also to ensure a seamless transition between school, College and employment or higher education.

We aim to develop independence in our students, but we also recognise that young people might need some support along the way.

We have dedicated teams in our Student Central, the one stop location for our support services. These services include the safeguarding staff, student intervention officers, youth workers, financial support team, pastoral team, counsellors, careers advisors, student experience leaders, sports activators, activity leaders, achievement support workers and work placement officers. Additionally, there is the ongoing support, guidance and encouragement students receive from their subject teachers and student group leader.

Study Programme

Our full-time Study Programmes for 16-18 year olds are all about preparing young people for that next step. Of course, we will support your son/daughter to achieve their academic and vocational qualifications, but our Study Programmes are about so much more than that!

Study Programmes are made up of a number of elements of equal importance, which are featured in more detail in the following pages, but your son/daughter's Study Programme will only contain the elements that are right for them. We recognise that your son/daughter's main passion may be for their chosen subject from brickwork to baking, chemistry to construction, but their time at College is crucial in helping them develop as a whole person, ready for their next step into employment or further study. For that reason, we ask for parents' help and support in ensuring that students understand the importance of all elements of their Study Programme, and that they demonstrate equally strong commitment to all components. It really will pay dividends!

Their Study Programme may well be different from other students in their group, as each student has different needs. For example, if a student hasn't got GCSE Maths and English at A* - C or 9 - 4, they will have to attend GCSE classes to help achieve these vital qualifications that employers and universities demand.

Substantial Vocational or Academic Qualification

Study Programme students will also study a substantial vocational or academic qualification in an area they have chosen. For example, a student might study several A Levels or a vocational qualification like a 90 Credit or an Extended Diploma. The subject they choose determines the department they belong to. For example, a student studying a 90 Credit Diploma in Sport belongs to the Sport Department; a student studying A Levels belongs to the A Level Department. Students will have most contact with and support from the staff in that department.

Individual Learning Plans and Progress Weeks

Students will have regular scheduled 1:1 meetings with their personal tutor, often the Student Group Leader. This is an opportunity to check progress against all aspects of the study programme and agree targets to help stay on track and achieve their potential. In depth progress reviews take place at two points in the year during progress review weeks in November and March. Subsequent reports are published to parents via the portal and an opportunity to discuss further takes place at our Parent Consultation Events.

English and Maths

Employers always look for English and Maths qualifications and it's important that students can demonstrate their ability in these areas. If your son/daughter doesn't already have grade A*- C or 9 - 4 in GCSE English and Maths, they will automatically undertake further study in these qualifications as part of the Study Programme.

Depending on the grade they achieved at school, their target may be a good pass (grade 9-4) or a grade improvement, for example, going from a grade 2 to a grade 3.

If they already have a grade A*-C/9 – 4 in English and/or Maths, they will continue to develop their skills in these areas throughout the Study Programme, but most students will not take additional qualifications in these subjects.

PEEP

We recognise that learning doesn't just happen in the classroom, and is about so much more than pure qualifications. As a result, all Study Programme students are required to participate in PEEP (Personal, Employability, Enrichment and Progress programme), which helps them develop the skills and qualities that employers look for and value, but which students won't get by just completing qualifications.

PEEP includes a wide range of events and activities including visits from external speakers, fairs, and projects to explore enterprise and self-employment, as well as more traditional enrichment activities like sports and clubs. Your son/daughter will receive a programme for the year during induction, and additional activities and reminders will be advertised on a weekly basis on Moodle, the College's student intranet that all students are expected to use. Study programme students have no classes on Wednesday afternoons, but this is not a free afternoon; it's an ideal time to get involved in PEEP activities. These include, sports, development of digital skills, cooking, class rep committee, CV workshops and so much more.

Whilst we expect students to participate in PEEP, they do have a choice of which activities and events they go to. They will also need to record all of their PEEP experiences in their own personal area in Moodle - My Student Record. This is a really useful record of activities they've undertaken which they can use for job applications and UCAS statements, and they will discuss these with their teachers and their Student Group Leader.

Work Experience

A further compulsory component of a Study Programme is work experience, and your son/daughter will be involved in activity to develop their work readiness through work experience. This will also ensure they can access a work placement as part of their

programme and support progression. Placement is mandatory for all students who are deemed ready and for some course specifications. All students will work towards improving their employment skills and behaviours during their time at College. We will work with students to organise a suitable placement which brings value to their classroom learning and informs decisions for their progression.

There will be numerous opportunities for your son/daughter to develop the vital skills they will need to progress on to higher education, further study or employment. Industry skills and employment behaviours are those wider skills employers expect our students to leave College with and that are necessary for getting, keeping and being successful in a job and in life. They are the skills and attitudes that enable successful employment and enable employees to get along with their colleagues, to make critical decisions, solve problems, develop respect and ultimately become a vital part of an organisation. We prepare students holistically through work experience to ensure they can be successful adults and that though their working life will be able to hold jobs with a variety of employers and move across different industry sectors.

HEAT (Level 3, Year 1 programmes)

HEAT (Higher Education, Aspiration and Transition) aims to give students that boost to prepare them for entering higher education or employment and will include speakers, workshops, online activities, visits, trips, and activities, all aimed at giving them the edge for their next step after their Level 3 studies. They will get a programme for the year during induction, but additional activities will be advertised during the year. Students will record their HEAT activities in their personal area in Moodle - My Student Record. This will help them with the UCAS personal statement and CV preparation.

Employability and Enterprise

If your son/daughter is studying at Level 2 and has already achieved their GCSE Maths and English, then they will be expected to attend Employability and Enterprise which will give them an opportunity to identify what employers require and develop those necessary skills. They will be able to enhance their CV and take part in projects that will allow them to gain valuable experience relating to industries and employment, supporting them to achieve their career goals.

Group Tutorial for Levels 1 and 2

If your son/daughter is studying at Level 1 or 2, they will have a group tutorial each week, which will develop their personal and employability skills and awareness. While they're at college and we'll do all we can to support them to successfully make that next step.

Group Tutorial for Level 3, Year 2

This will be a timetabled session every week. It will give students intensive support in developing their UCAS statement and prepare them to secure employment either now or in the future.

Online Learning (Level 3 only)

Students entering higher education or employment need to be able to work independently, and as more and more activity takes place online, we promote and support the development of these valuable skills via an online learning module for students on Level 3 Study Programmes.

In addition to taught classes, students are expected to undertake online learning activity outside of class time, which develops their study skills, and helps them to find out more about their chosen career. We ask that students keep a record of their online learning activity in My Student Record on Moodle.

Extended Project Qualification (selected Level 3 programmes only)

This qualification is sought after by universities in particular and involves some taught input, but mostly independent research and project development with support and monitoring by staff.

Transition

If your son/daughter is progressing from Year 1 to Year 2 of an A Level Study Programme, this series of events, visits and workshops in June supports them to make a seamless transition from Year 1 to Year 2.

Careers

Wakefield College has a strong commitment to ensuring all students can make informed decisions about their future. The College has the Student Careers Entitlement Calendar to help ensure all students access the correct careers information, advice and guidance.

The Careers team are here to provide impartial advice on these questions and/or your future options, they are here to support students in exploring their next steps.

• Not sure what to do when you finish your studies?

• Need help looking for employment or apprenticeship?

• Need advice about choosing a course for next year?

• Need help with choosing a university course?

• Want some practical help with applications or CVs?

The College has also invested in the Career Coach software, Career Coach is designed to help your son/daughter find a good career by providing the most current local data on wages, employment, job postings, and associated education and training.

Career Coach - https://wakefield.emsicc.com

Students can speak to the Careers team in Student Central or book an appointment by:

• Email: careers@wakefield.ac.uk

• Wakefield City Campus: 01924 789301

• Castleford Campus: 01924 789113

Safeguarding

Wakefield College's safeguarding policy ensures that safeguarding in College is a priority and all students attending activities in the College do so in a safe and secure environment.

Key factors in this are:

• All employment offers are subject to enhanced DBS disclosures

• No staff start work until all relevant checks are completed and recorded

• All staff must undertake safeguarding awareness training relevant to their post

• College-wide anti-bullying and harassment policy is rigorously applied

• All Governors receive safeguarding training, and the Chair of Governors takes a lead in safeguarding.

Parents and guardians can be rest assured that all who spend time learning with the College will do so in a safe environment and the safeguarding of our students is supported by a framework of designated safeguarding persons across the College under the direction of the Designated Safeguarding Lead.

Part of the College's safeguarding and Prevent duty includes protecting vulnerable individuals from the risk of exploitation, radicalisation and extremism. The government has defined extremism as "vocal or active opposition to British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs". The College shares and promotes these values across our community.

Lockdown

Wakefield College operates a lockdown procedure that is a sensible and a proportionate response to any external or internal incident which has the potential to pose a threat to the safety of students, staff and visitors to the College estate.

The Procedure minimises disruption to the learning environment whilst ensuring the safety of all pupils and staff. The key objectives of the lockdown procedure are:

• Quickly restrict access and egress to College buildings (or part of) through physical measures in response to a threat, either external or internal.

• Inform staff students of an incident and what direct action to take.

• Prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of).

• Lockdown procedure must be sensible and proportionate in response to any external or internal incident, which has the potential to pose a threat to the safety of staff or students in the College.

• Minimise exposure to danger and, wherever possible, to ensure the safety of students and staff.

• Quickly restrict acces, to remove people from danger and to prevent individuals moving into dangerous areas.

All students and staff are trained of what action to take should lockdown be required. The College will also test the system once per year. The safety of our students and staff is of paramount importance and tests such as this are essential to ensure our systems are as effective as possible.

Access

1. Visit the Progress Portal at **progress.wakefield.ac.uk**, or go to the College's website at www.wakefield.ac.uk, scroll to the bottom, and click on the link to the Progress Portal under 'Get in Touch'.
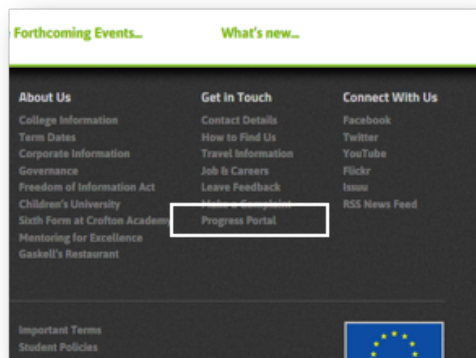
Your user name and password are at the start of this document. Please enter these in the Username and Password box and click Log In.

Your username cannot be changed, but you can choose a password which is easier to remember by clicking on your username in the top right hand corner of the screen, and then clicking Manage Password. You will need to type your current password as displayed on your welcome letter, and then choose a new one. If you ever forget your username, please contact the Campus Office on **01924 789 803**.

Grades and Academic Information

The Progress Portal will show the markbook information which your son/daughter's teachers have recorded on the College's systems.

When you first log in, you will see a summary of all the subjects they are studying.
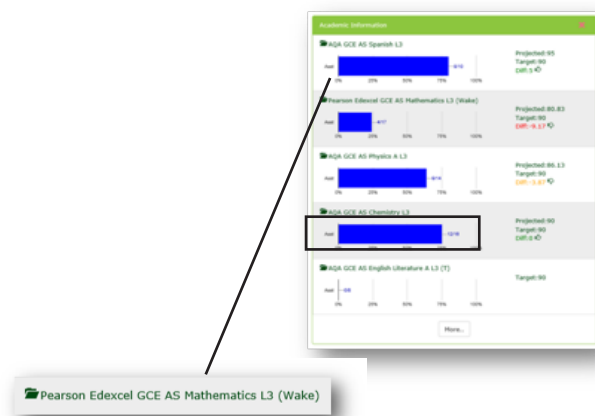
The blue progress bar indicates how close your son/daughter is to completing the units in their subject. At the side of this, you can see how they are performing against their target, based on the work already submitted.

For more detail, click on the subject name.

Academic Information

This page shows more detail about your son/daughter's progress. On the summary tab, you can see an overview of progress, including how your son/daughter is doing overall compared with their target

The Assessments tab shows more detail about the individual assessments, and mock exams which have been completed.

Please note, all grades are indicative and final grades may differ.

Attendance

The students you are authorised to access will be listed once you have logged in. Click on the student picture to see more details.
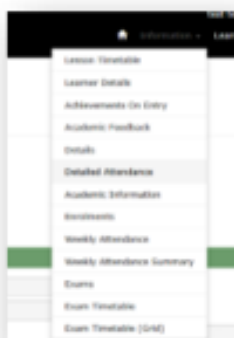
You will see their attendance on the dashboard. You can click on More for further details:
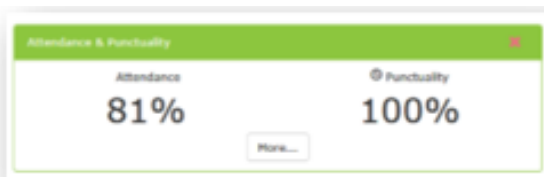
This page is a useful starting point to view your son/daughter's attendance, but this is a snapshot. You can see the date the data was last updated in the top corner of the page:

For more detailed (and live) attendance data, click on Information and then Detailed Attendance.

Detailed Attendance

This page will show you each mark on every register your son/daughter is attached to. There may be more than one register for a subject, for example, if a subject is delivered on different days.

Here's a quick overview of each register mark:

|		
/ = Present	**L = Late**	**P = Placement**
o = Absent	**A = Authorised Absence**	**Z = Left Class Early**
C = College Closure	**X = Class Cancelled**	**N = Notified Absence**
T = Transferred	**I = Individual Tutorial**	**W = Withdrawn**
V = Visit/Residential	**E = Exam or Assessment**	**# = Late enroller**
F = Completed		

The Weekly Attendance button will show you the same data as the detailed attendance section, but broken down by week, and the Attendance Summary section shows both of these combined together.

Lesson Timetable

This page will show you details of your son/daughter's timetable for the current week. The week can be changed by clicking on the date and then choose Refresh.
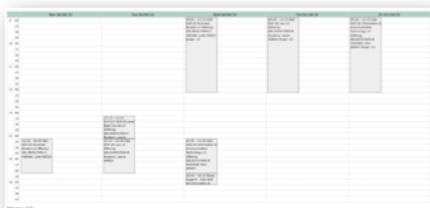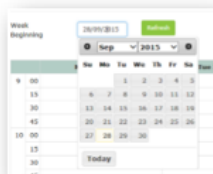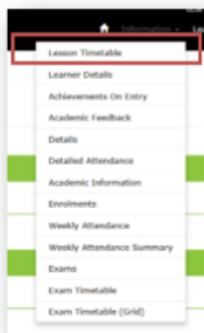

Exams

This page will show you details of your son/daughter's exam candidate numbers for their entries. Data does not appear in here until much later in the academic year.

Under the Exam Modules section, you will see the different modules your son/daughter has been entered for, as well as the dates and times for that exam.

This information is also shown under the Exam Timetable, which can be filtered for a particular week of the year.
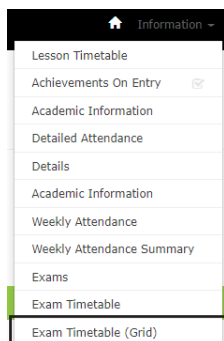
Please note that exam entries will not show in here until they have been made to the exam board. Please ask your son/daughter's Student Group Leader for more information.

Parents' Reports

Access this by selecting Miscellaneous > Published Reports to P/G:

Around Parents' Evening time, you can visit this area to view Parent/Guardian reports, which will be discussed at Parents' Evening.

Click the Download link to download your report in PDF. Your PC will need to have Adobe Reader or a similar PDF reader to view it. PCs usually have this installed, but if not, you can download it for free from: **https://get.adobe.com/uk/reader/**

Need any help?

If you are having trouble using the Portal, please email **helpdesk@wakefield.ac.uk** and we'll get back to you as soon as possible. If you have any questions about the information shown in the Portal, please contact your son/daughter's Student Group Leader.

Need to contact us?

If you need to make contact with a particular member of staff, please do so via the main telephone number on 01924 789789. If you need to speak to any of our staff in relation to the Student Experience or Student Services then please contact us in Student Central (our one stop shop for services for students). If you telephone switchboard on 01924 789789 they will direct you to the appropriate service or staff member within Student Central.

Term Dates

Autumn Term 2019

Classes	Tuesday 3 September to Friday 25 October
Half Term	Monday 28 October to Friday 1 November
Classes	Monday 4 November to Friday 20 December

Spring Term 2020

Classes	Monday 6 January to Friday 14 February
Half Term	Monday 17 February to Friday 21 February
Classes	Monday 24 February to Thursday 2 April

Summer Term 2020

Classes	Monday 20 April to Friday 22 May
Half Term	Monday 25 May to Friday 29 May
Classes	Monday 1 June to Friday 26 June

College will be closed on development days/national holidays:

Wednesday 23 October 2019

Friday 3 April 2020

Friday 8 May 2020

Progress Review Weeks take place during the weeks of 11th November 2019 and 16th March 2020. During these week, there will be an alteration to the student timetables and in-depth reviews take place with students and teachers.