



Bradford College



GUIDE FOR PARENTS OR CARERS OF
SCHOOL-AGED LEARNERS AT
BRADFORD COLLEGE





FOR SCHOOL
AGED LEARNERS



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**FOR SCHOOL
AGED LEARNERS**

INTRODUCTION

The following guide has been produced to provide parents or carers with important information whilst their child is studying at Bradford College.

Within this guide you will find information relating to a number of important issues, however, if you have further questions please feel free to contact us using the details provided on the next page.

We look forward to welcoming your child to the College.

14-16 Team
Bradford College



CONTACT INFORMATION

For a school-aged learner to participate at College, we encourage parents or carers to contact their school in the first instance. However, we appreciate that sending your child to College is a big step for both them and you and you may need further advice and guidance. If so please contact us using the information to the right side of the page.

14-16 Team

General Office:

☎ 01274 433309

☎ 01274 431657

✉ 14-16provision@bradfordcollege.ac.uk

Progress Coach (Progress and Pastoral)

☎ 01274 431651

Office hours are:

Monday to Thursday, 8.30am - 5.00pm

Friday 8.30am - 4.30pm.



FOR SCHOOL
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COLLEGE TERM DATES 2019/20

Autumn Term:

Monday 9th September to Friday 25th October 2019

Monday 4th November to Friday 20th December 2019

Spring Term:

Monday 6th January to Friday 14th February 2020

Monday 24th February to Friday 3rd April 2020

Summer Term:

Monday 20th April to Friday 22nd May 2020

Monday 1st June to Friday 3rd July 2020



SAFEGUARDING STUDENTS

Bradford College is committed to safeguarding and promoting the welfare of students. There are a number of designated Safeguarding Officers who are available throughout the year to support learners who may be experiencing difficulties.

Bradford College's 'Safeguarding Students' policy applies to all of our students and in particular students who are children (under the age of 18) or vulnerable adults.

Bradford College is committed to ensure that every student has the right to learn, free from fear and safe from abuse.

You will be notified in advance if your child needs to be sent home for reasons such as illness, disciplinary or college closure (e.g. in adverse weather conditions).

ID Cards

In order to ensure student safety the College operates an ID card system which gives students access to college buildings. It is important that students bring their ID card with them every day that they attend College.

Students who fail to bring their ID card to college (or lose it), are issued a replacement card. However, replacement cards are only offered a maximum of three times, thereafter, a charge of £8 will be payable.

If a student does not bring their ID card to college they must report to a member of the Registry Team or Security immediately. Students should not leave College without speaking to a member of staff.



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FREE SCHOOL MEALS

If you are in receipt of free school meals you will be provided with a meal whilst attending your College course. Your school will have informed us if you are entitled to a meal. However, if your circumstances change during the academic year and you become eligible for free school meals, please contact us, using the contact details on page 4, as soon as possible, so we can ensure you are catered for whilst in college.

For Electively Home Educated learners, you will need to provide your own lunch when attending college.



PROGRESS AND REQUIREMENTS

Attendance Requirements

To allow your child the opportunity to undertake a programme of learning at the College it is important that attendance is consistent. Data shows that learners who fail to attend for the majority of their programme are unlikely to successfully achieve their qualification.

The College operates a challenging 95% attendance rate for all students. 14 - 16 year olds are set individual targets based on school data.

Students who fail to meet the College's attendance tier will be withdrawn from their programme of learning for the remainder of the academic year. Attendance is reported to schools on the day for all learners.

Parents will be notified in writing if their child is failing to meet these attendance requirements.





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Progress Reporting

The College will provide progress reports for your child five times per year. These are usually provided at the end of each half term. Copies of progress reports are also sent to the school or local authority.


You are welcome to request updates on your child's progress at any point during the year, however, please allow up to 14 days for information to be provided.

Additionally, if concerns have arisen regarding your child whilst at College, it may be necessary for progress monitoring to be applied more frequently.

Behaviour Requirements

As members of the College community, your child is expected to behave in a way which supports the College ethos of mutual respect and support. It is important that the College promotes and celebrates positive behaviour through various means which include:

- Everyday interaction to commend positive behaviour in the classroom, around the college or any environment where the student is learning or training
- Specific recognition of positive behaviour through awards/certificates
- Whole college periodic promotion of positive behaviour through campaigns

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- All staff modelling the behaviour they would expect to see in their students.

Your child will be in breach of that expectation if they act in any ways prejudicial to the safe and effective functioning of the College, or to their own or others' learning in the following ways:

- They disrupt their own learning and disrupt the activities of teaching staff and fellow students
- They upset any of the legitimate activities of fellow students and members of the public, on or near College premises or in premises associated with their learning
- They disrupt the operation of College procedures and activities
- They break Health and Safety requirements
- They bring the name of the College into disrepute
- They indulge in bullying and other forms of harassment
- They carry out any illegal activities, either at College or off site, including the use of, or supply of, illegal substances.

A copy of the 'Positive Behaviour Policy is available on the college website.





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If your child fails to meet these basic requirements they may be subject to disciplinary action; this can include a cooling-off period, withdrawal, suspension or exclusion. The following defines these terms:

Cooling off

It may be appropriate for your child to be asked to leave College as a very short term measure (no more than 24 hours) in order to diffuse a situation. This would be part of the informal stage of the process.

Withdrawal

Withdrawal is normally for a failure to meet the academic requirements, including attendance requirements, of the programme.

This would apply for the remainder of the academic year.

Suspension

Your child will not be allowed into any College buildings or premises associated with their learning, pending an investigation. The exception being a written invitation to help the investigation process.

Exclusion

Exclusions are usually reserved for dealing with either a single extreme behavioural incident or a pattern of persistent behavioural problems that have resulted in a series of escalating warnings. Exclusion will be fixed term or permanent.



PARENT OR CARER SUPPORT

The College will make every effort to support your child whilst they undertake a course at Bradford College. To ensure the success of your child it is important that the support of parents or carers is also received. Therefore, we ask the following of you:

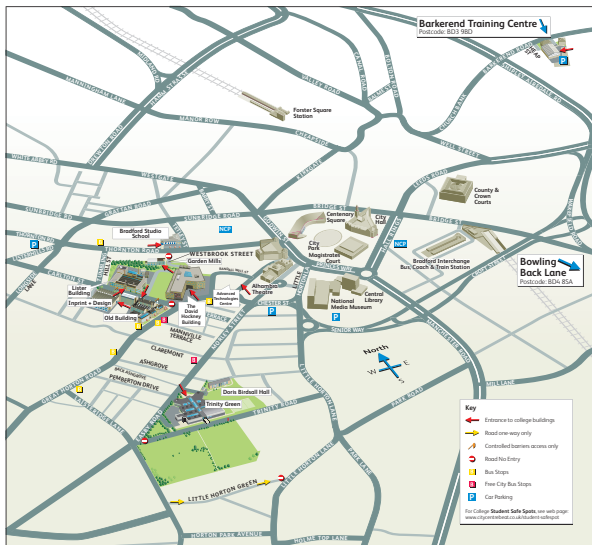
- Send your child to College each day punctually. To notify College on each day of any absence
- Help ensure your child follows reasonable instructions from staff
- Ensure College staff are aware of any SEN related factors or other personal factors which may result in your child displaying behaviours outside the norm

- Be prepared to work with College to support your child's positive behaviour
- Support the College in its use of sanctions
- Attend meetings with the College, if requested, to discuss your child's behaviour
- Monitor your child's behaviour and progress via the Class Dojo Parent Portal

By signing the School-aged Learners Application Form, you consent to the above.

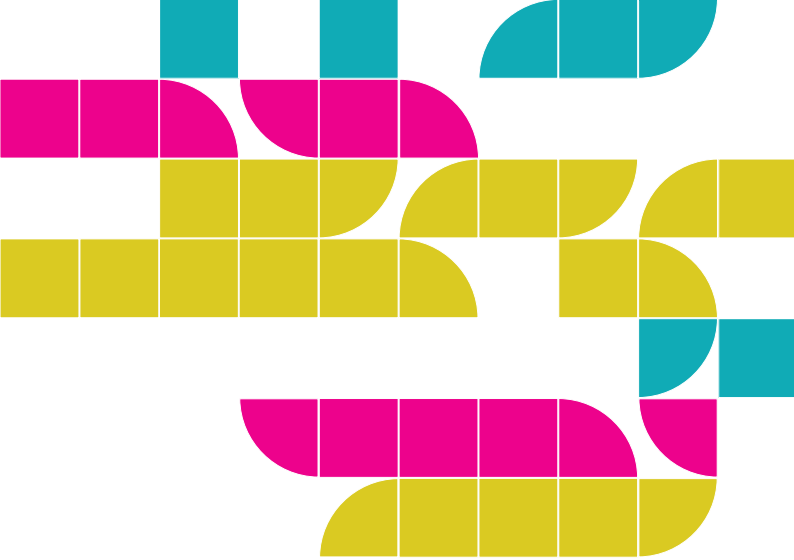
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CAMPUS MAP



01274 088088

www.bradfordcollege.ac.uk



OPEN DAYS

2019

- 22nd August 2019
- 16th November 2019



For further information please contact:



14-16 Team

Tel: 01274 433309/431657

or email: 14-16provision@bradfordcollege.ac.uk

Bradford College,
Great Horton Road, Bradford BD7 1AY