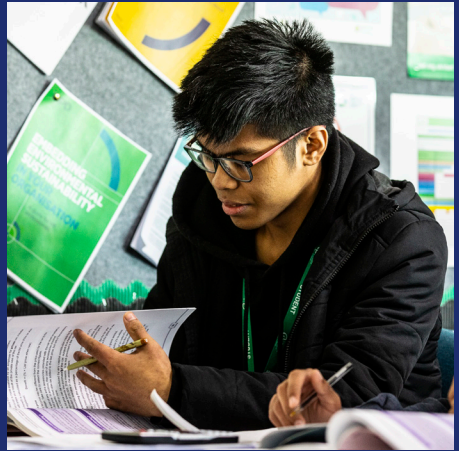


SUCCESSFUL PARENTS & CARERS COLLEGE PARTNERSHIP

ACHIEVING AMBITIONS TOGETHER

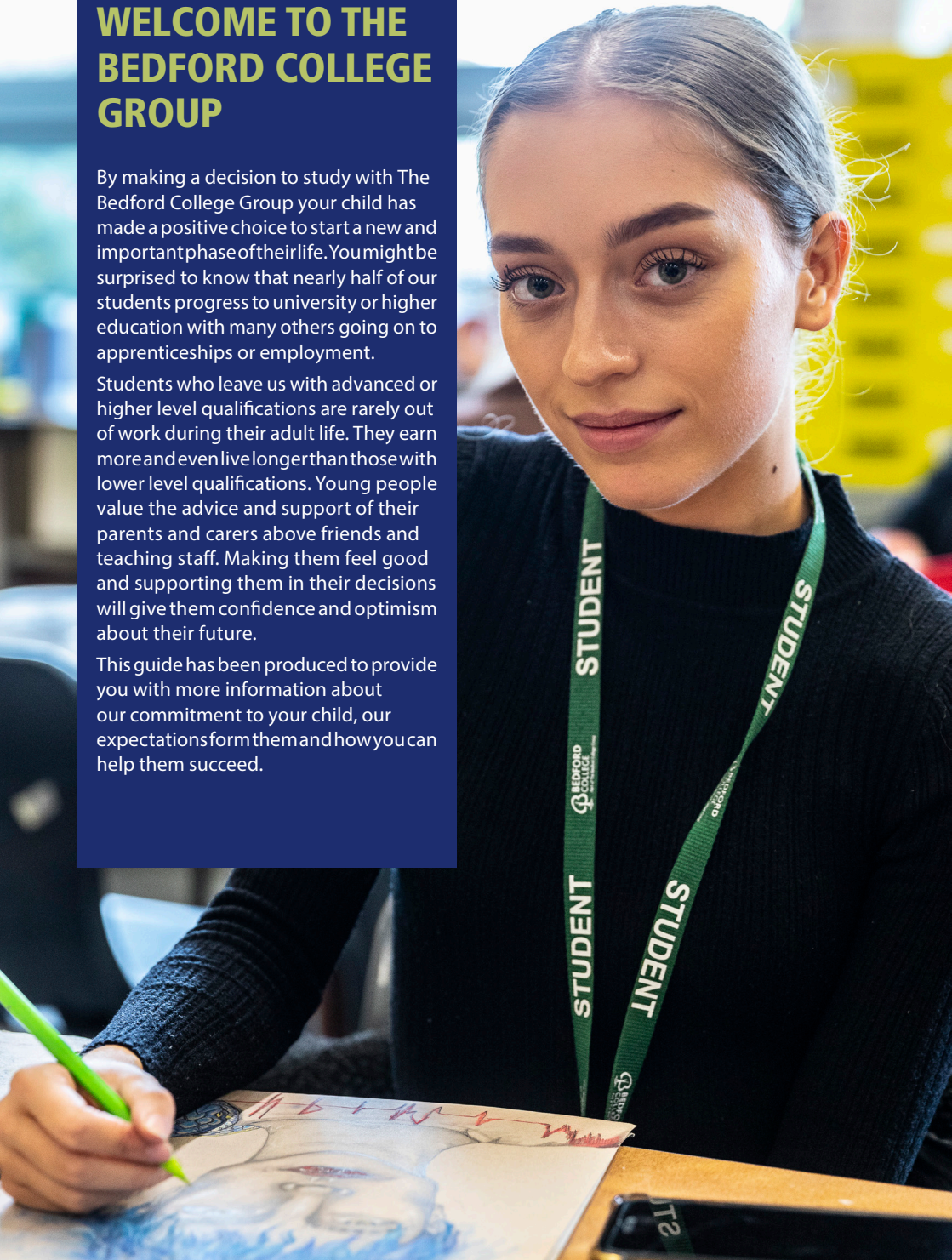


WELCOME TO THE BEDFORD COLLEGE GROUP

By making a decision to study with The Bedford College Group your child has made a positive choice to start a new and important phase of their life. You might be surprised to know that nearly half of our students progress to university or higher education with many others going on to apprenticeships or employment.

Students who leave us with advanced or higher level qualifications are rarely out of work during their adult life. They earn more and even live longer than those with lower level qualifications. Young people value the advice and support of their parents and carers above friends and teaching staff. Making them feel good and supporting them in their decisions will give them confidence and optimism about their future.

This guide has been produced to provide you with more information about our commitment to your child, our expectations for them and how you can help them succeed.





WHAT POSITIVE OUTCOMES DO WE WANT FOR OUR STUDENTS?

The Group provides education and training to young people so that when they leave us they are described as expert and skilled in their subject; resilient, reliable, caring, well-mannered, articulate and fully rounded individuals; good citizens able to take control of their destiny and able to navigate the world confidently.

You can see we have very high expectations and we believe every one of our students is capable of maturing in this way.

HOW CAN PARENTS AND CARERS HELP US PRODUCE OUTSTANDING STUDENTS?

Educational research tells us that your child will perform at a high level if you as a parent or carer:

- ensure there is clear structure, rules and discipline in the home
- support the College if your child is subject to any disciplinary penalties. It is important students believe the College has your support
- support their reading by buying them books or encouraging them to use our excellent libraries
- ensure they have a good night's sleep
- ensure they attend College every day, including when they have common ailments such as colds
- take a genuine interest in their College life. Use parents' evening to make sure you know how well they are doing and how you can help with progress
- support College events in which they are involved
- raise any concerns you have with their Personal Achievement Tutor
- praise their hard work when they perform well rather than the result. Students praised for hard work tend to work even harder. If you are praised for "being clever" you tend to believe you are naturally gifted and stop working hard
- resist the urge to do their homework for them
- do not take holidays in term-time.

KEEPING YOU INFORMED

If a student is 18 or under at enrolment, we will ensure that parents and carers receive full information about the study programme, College support and their progress.

If a student is over the age of 18 at enrolment, the College needs their permission to discuss issues regarding their studies with you.

PROGRESS REPORTS

Each student will have their own Personal Achievement Tutor who will review their progress throughout their study programme.

Parents and carers of those students aged 18 or under will be invited to parent sessions throughout the year to discuss progress.

ATTENDANCE

We expect 100% attendance and if this drops below intervention levels then possible disciplinary action could take place. Students are required to attend every lesson, unless they are ill or there is another genuine reason. If a student is unable to attend, they should let the College know in advance. A register is taken at every class and any absences will be followed

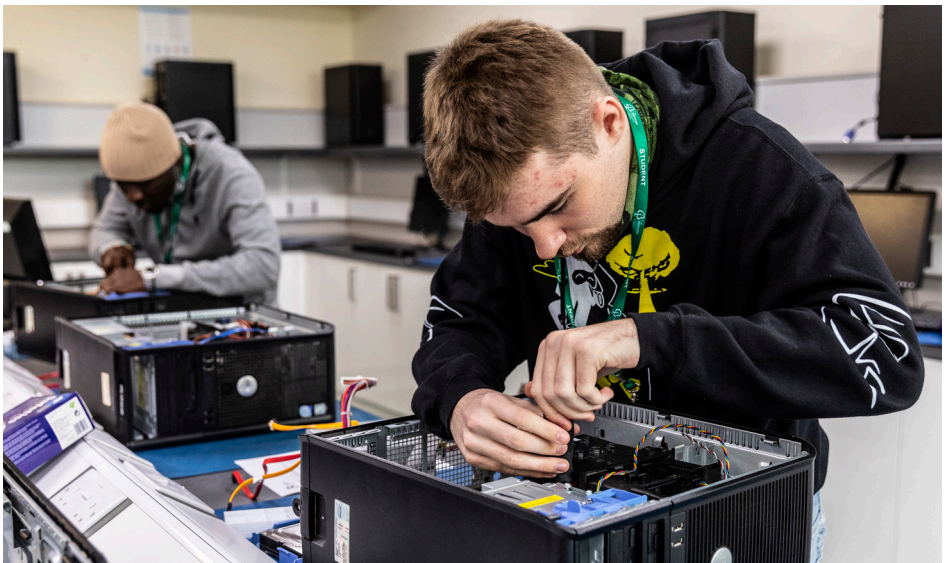
up by the Course Tutor. Please note: Some financial support schemes including academic bursaries are based on 100% attendance.

The College has a system in place so that if a student's academic work is slipping or they're not attending, parents and carers of students under the age of 18 (on 1 September each year) will be informed.

EQUALITY AND DIVERSITY

We are committed to supporting and promoting equality of opportunity in all aspects of college life. We encourage everyone to embrace the differences they encounter here. We welcome people from many cultures and backgrounds with a range of beliefs and identities.

Our college is strongly opposed to discrimination, unfairness and injustice. We believe in treating everyone fairly and celebrating our differences, and do not tolerate language or behaviour that makes others uncomfortable. This includes being treated differently because of any of the 'nine protected characteristics', which are protected by law from discrimination (age, disability, race, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, and sexual orientation).



KEEPING YOUR CHILD SAFE

Student safety is a key priority and all students will receive general health and safety advice. Students on programmes such as agriculture, construction, animal sciences or outdoor education will receive very specific health and safety training.

We need to know about any medical conditions or medication and will have asked students for these details at enrolment. We expect parents to make sure their child never take illegal drugs.

The College monitors student access to the internet closely while they are in College. On rare occasions students can be the subject of cyberbullying or try to access inappropriate material.

For students If a student is 18 or under at enrolment, we expect parents to supervise their access at home to the internet including using filters to block inappropriate search terms. If you have any concerns about your child(ren) safety, happiness, mental health or think they are being bullied or subject to harassment you must report this to us as soon as possible by talking to your child's Personal Achievement Tutor or the Student Services team.

ALTERNATIVELY, YOU CAN TELEPHONE OR EMAIL THE COLLEGE'S SAFEGUARDING TEAM.

Bedfordshire: 01234 291888
Northamptonshire: 01536 413004
email: safe@bedford.ac.uk



BRITISH VALUES AND PREVENT DUTY

The government requires colleges to promote British values and to help prevent radicalisation. The core British values are defined as:



EDIT
DEMOCRACY

BALANCE SCALE LEFT
THE RULE OF LAW

INDIVIDUAL LIBERTY

MUTUAL RESPECT FOR AND TOLERANCE OF THOSE WITH DIFFERENT FAITHS AND BELIEFS AND FOR THOSE WITHOUT FAITH.

The College expects parents to help us promote these values. In particular, we expect parents to promote the importance of registering to vote and participating in national and local elections. We also expect parents to promote these values and not exhibit racist, discriminatory or bad language or behaviour.

The Prevent Duty requires colleges: "To prevent people being drawn into terrorism, which includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit."

College staff receive specialist training to spot radicalisation or extremism but students spend only part of their life with us. If you have any concerns you must feel able to talk to us in confidence about these matters.

CONTACTING THE COLLEGE

If you have any issues you wish to raise, the best initial contact is your child's Personal Achievement Tutor. You will also be able to talk to our staff at parents' evenings or open days too. Because tutors and teachers spend most of their time with students the best communication is usually email.

Personal Achievement Tutors contact details can be found on our Student Services website:

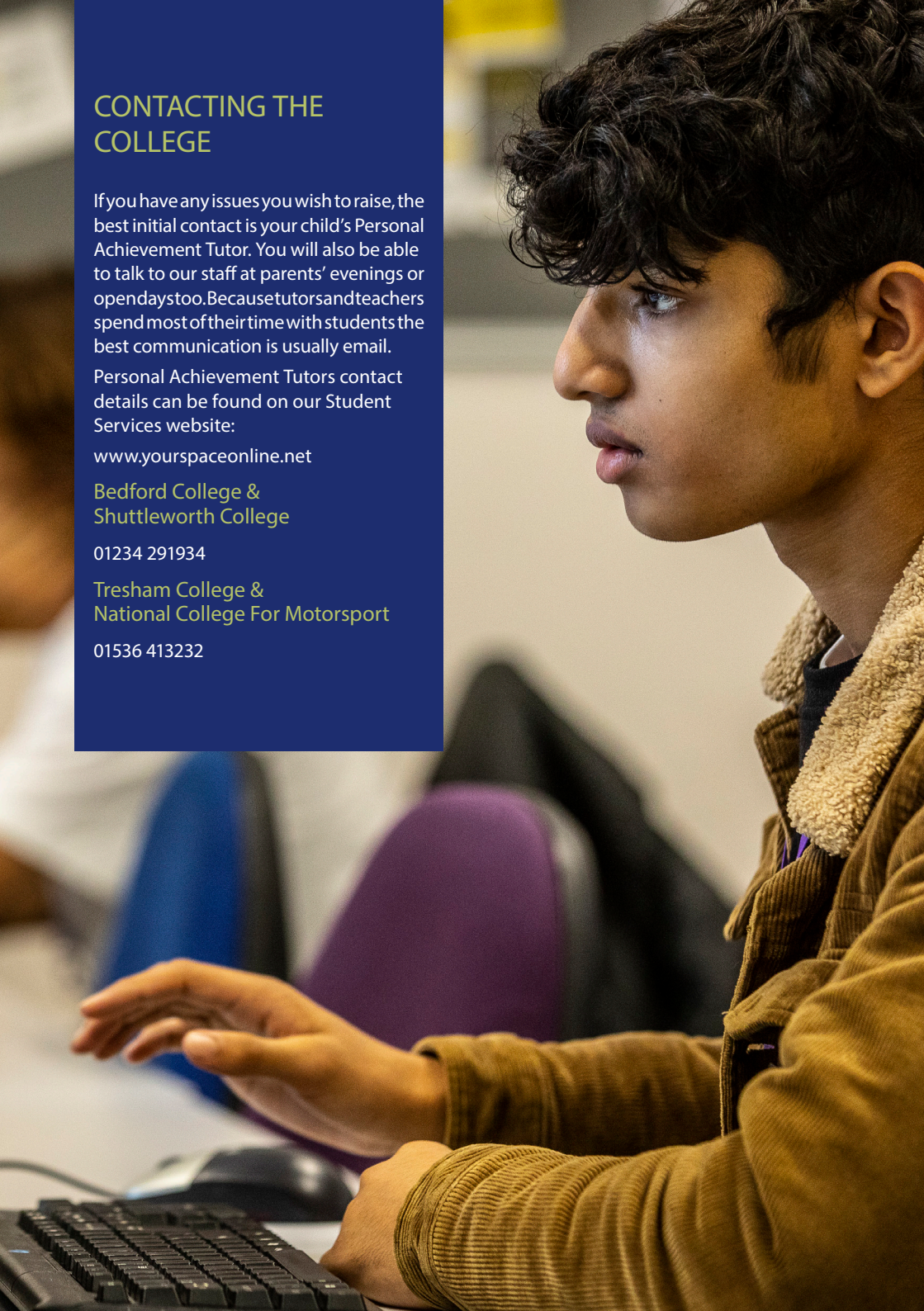
www.yourspaceonline.net

Bedford College &
Shuttleworth College

01234 291934

Tresham College &
National College For Motorsport

01536 413232



FREQUENTLY ASKED QUESTIONS

Please find below responses to some frequently asked questions. If you have any other queries please do not hesitate to get in touch.



My child is unwell – How do I let you know?

Please contact us as soon as possible by calling the following number:

0345 658 8990

I am concerned about my child's progress – who do I contact and how?

Please contact their Personal Achievement Tutor in the first instance. You can call reception or email staff.

My child has lost their ID badge – what do they need to do?

For the student who has forgotten their ID badge they will be asked by the member of staff if they have means to pay for a temporary badge. This will cost £1, non-cash payment. If they say they have the means to pay they will be guided to the front desk for a temporary badge. This will last for one day and will state the day of the week. When staff are checking temporary cards throughout the day, check the day is valid and if not inform the student they will need to pay for a new one.

Where students do not have the means to pay the member of staff will take their name and course details where they will be advised they need to leave the campus.

I am unhappy about something – how do I feedback?

Feedback is important to the College as it assists with the continuous improvement of the services we offer. In order to ensure that we deal with your concerns as quickly as possible please in the first instance speak to your child's personal tutor or teacher. If it can not be resolved then you can complete an online feedback 'Have your say'.

What is Moodle?

Moodle is our online virtual learning portal where students can access resources and submit their work.

I think my son or daughter is entitled to free college meals – how can I set this up?

You can check if your child is eligible for free college meals by completing our eligibility checker on the Student Support section of our website. An application for financial support can also be made online. Alternatively, contact our Student Services team for more information.

Is there funding available to help pay for equipment or trips?

Students can apply for the Learner Support Fund to cover essential costs to support them completing their course. The Learner Support Fund is based on the household income of students. If your household income is below £30,000 per annum or you are claiming a means tested benefit then you may be entitled to some support towards costs. Ask your child to collect an application form from Student Services. Please note that funding is only available for essential trips and not enrichment activities.

Student Services Contact details:

Bedford College & Shuttleworth College

Telephone: 01234 291934

Email: studentservices@bedford.ac.uk

Tresham College & National College of Motorsport

Telephone: 01536 413232

Email: studentservices@tresham.ac.uk





Bedford College

Cauldwell Street, Bedford MK42 9AH

Tel: 0345 458 8990

www.bedfordcollegegroup.ac.uk



Shuttleworth College

Old Warden Park, Biggleswade SG18 9DX

Tel: 0345 458 8990

www.bedfordcollegegroup.ac.uk



Corby Campus

Oakley Road, Corby NN17 1NE

Kettering Campus

Windmill Avenue, Kettering NN15 6ER

Wellingborough Campus

Church Street, Wellingborough NN8 1BJ

Tel: 0345 458 8990

www.bedfordcollegegroup.ac.uk



National College for Motorsport

Unit 8 & 2285, Silverstone Park, Towcester,
Northants NN12 8GX

Tel: 0345 458 8990

www.bedfordcollegegroup.ac.uk



THE
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