

PARENT AND CARER GUIDE



**IT
STARTS
WITH
YOU**

www.kirkleescollege.ac.uk



WELCOME TO THE KIRKLEES COLLEGE COMMUNITY



WELCOME TO KIRKLEES COLLEGE FROM PALVINDER SINGH, PRINCIPAL AND CEO OF KIRKLEES COLLEGE.

“

As a parent/carer of a young person joining us at Kirklees College, I would like to welcome you to our Kirklees College Community.

Every year, we welcome around 3,500 16-18 students onto our full-time study programmes. We encourage them to take new opportunities to learn skills, meet lots of new people and immerse themselves into their studies to help them reach their career goals.

We will work closely with you throughout your young person's journey with us, keeping you updated on their progress and sharing their achievements.

This guide will help you to prepare for the academic year ahead and provide you with some key information and contacts. Our values are kindness, unity an excellence and we hope that your young person's time with us inspires them to do great things.

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WHAT CAN YOU DO TO HELP YOUR YOUNG PERSON IN COLLEGE?

- Please encourage your young person to wear their college lanyard at all times. All student lanyards have a student picture on them. This picture is stored on the college's computer system and staff will have access to the image. If you do not want their photograph taken, please let the college know in writing.
- Inductions will begin on Wednesday 6 September. Students will receive information letting them know what day their induction is, please encourage them to attend these. Classes then start w/c 11 September when full timetables will be in place.
- Encourage excellent attendance to help your young person achieve the best possible grade.
- If your young person is worried they are on the wrong course, please encourage them to talk to their tutor or Pastoral Mentor.
- If you have any concerns about your young person, then please don't hesitate to contact us. This can be if they are struggling with their course or if you have any concerns regarding anxiety, low confidence/self-esteem or anything you feel we should be aware of.
- Please ensure we have up-to-date contact details for you, including an email and a mobile number. These can be updated via parent portal.
- Check whether they are eligible for financial support. Students living in houses with an income lower than £30,000 may be eligible for our 16 - 19 bursary scheme.
- Celebrate their achievements and successes with them. All areas regularly reward and acknowledge student success and achievement, as well as participating in cross college celebrations.

HOW TO KEEP UP TO DATE WITH HOW YOUR YOUNG PERSON IS DOING

As a parent / carer we will continue to work closely with you to ensure that you know how your young person is doing at college. If you have any concerns then you can contact their Pastoral Mentor or Curriculum Area Manager (CAM). You will be invited to attend parents evenings twice a year and have access to parent portal, our on-line system. At enrolment, your young person will need to provide an emergency contact mobile and email address. We will use the email address provided to send your log-in details for parent portal. This system will also allow you access to your young person's timetable.

WHAT MAKES UP A FULL-TIME STUDY PROGRAMME?



Each student's study programme is tailored to their individual needs to help them achieve their education and employment goals.

Initially based on their entry qualification, a study programme will be a clear route to show how each student can progress from college to employment. Studying one subject does not disadvantage students, as a full study programme will ensure they gain employability skills that employers' value alongside their academic knowledge.

Subject Area

Students will choose one vocational area/subject that will develop the skills future employers are looking for.

English and maths

All students also complete self-led work on Century to continue to develop their English and maths skills. A skills assessment identifies the areas they are struggling with and helps them to work on them. If a student doesn't already have a grade 4 in their GCSE English, maths or both then they will continue to study for these qualifications. This is a legal requirement.

Digital

Digital skills are essential in all workplaces and we ensure that developing and enhancing digital skills is embedded into students' learning.

Employability

Our Employability Pledge includes a commitment to supporting students with work experience and interaction with employers in a variety of formats, including live projects,

company visits and guest speakers. Information on clear progression routes and access to careers guidance will support students planning their next steps. We also pledge to support them in the development of their professional skills.



Enrichment

We have a wide range of enrichment activities available for students to get involved in. This could be via one of our sports academies or by getting involved in a club or society. Students can get involved in the Student's Union or represent their course as a course rep.

Personal Development Programme

The Personal Development Programme has five different strands designed to support students' personal development alongside their curriculum knowledge. The five themes are: Keeping Safe; Wellbeing; Attitudes and Behaviours; Equity, Diversity and Inclusion, and Upskilling and Progression. All students have this programme built into their timetable.



CAREERS

Through our Employability Pledge, all 16 – 18 study programme students will have access to work placement and work experience during their time at college. Students will work with a dedicated Work Experience Coach, who will help them to find a placement suited to their course or chosen career, or complete work experience to achieve a Careers and Personal Development Passport Award.

We also have a dedicated team of Level 6 professionally qualified Careers Advisors at college who are all on hand to help students at any time.

The Matrix Accredited College Careers Service provides current and potential students with independent information, advice and guidance helping students make the best decisions on learning, training and work.

The team visit all our centres regularly, allowing students to access drop-ins and Job Shops, or they can book a confidential appointment at any centre. We can also arrange for a phone call, email or Teams meeting, whatever suits the student's needs.

The team have a dedicated area in the Atrium at our Huddersfield Centre, which is packed with the latest resources.

T: 01484 43700

E: Careers@kirkleescollege.ac.uk



GCSE ENGLISH AND MATHS

If your young person does not currently have a grade 4 or above in GCSE English or maths then they will still have to re-sit them alongside their study programme.

They will have two hours of taught time allocated to each subject as part of their timetable and attendance is compulsory. They will also have access to Century, an online tool that is personalised around your young person's areas for development.

Students who are currently with us and need to re-sit will have an option to re-sit in November. Students who are new to the college will re-sit in May or June. It is really important that your young person attends any English and/or maths lessons they may have timetabled and have the equipment they need to participate in lessons, including a scientific calculator for maths.

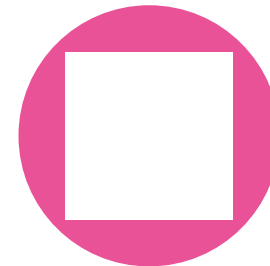
Re-sitting English and maths not only supports your young person's progression between courses when they are at college, but it greatly enhances their employment opportunities if they have GCSE English and maths at grade 4 or above when they leave us. Students who have a grade 4 in English Literature do not have to re-sit their English Language qualification. However, we would encourage them to do this especially if they are wishing to progress to university or higher-level courses as it is English Language that is required.



KIT LIST

For certain vocational courses, your young person will need to purchase a uniform. These include Hospitality and Catering, Uniformed Protective Services and Hair and Beauty.

To find out about kit lists and equipment, costs and how to pay, scan this QR code:



STUDENT EXPERIENCE AND CROSS-COLLEGE SERVICES

The Student Experience team at Kirklees College is here to help students achieve and succeed. We provide a wide range of services, including:

- Personal Development Coaches
- Mentors specialising in Student Engagement and Pastoral Support
- Care co-ordinators for care experienced young people
- Support for young parents, young carers and those without the support of a family (estranged)
- Careers advice
- Financial support
- Safeguarding
- Counselling
- Mental Health and Wellbeing support
- Additional Learning Support/Oasis Rooms

Reporting an absence

As a parent/carer, you can help us by ensuring your young person takes responsibility for reporting any absence, exactly the same as if they were in employment. Students can text 07860097457 before first lesson of the day to report an absence using ONE of the following buzz words:

E: absence@kirkleescollege.ac.uk
T: 07860097457

| Buzz word | Reason/Description |
|-----------|---|
| SICK | If unwell |
| STUCK | Problems with getting to college because of transport, or childcare |
| MEDICAL | Doctors/Hospital/Dental/Optician etc appointments |
| FORMAL | NUS work/probation/court appearance/job interview |
| RESPECT | Bereavement/Funeral of close family member |
| LATE | If delayed coming into college |

What if a student does not inform college of their absence?

When your young person receives an absence mark on their first register of the day, you will receive a text message informing you of their unauthorised absence from college. Any unauthorised absences will be followed up by their Pastoral Mentor, Study Programme Lead (SPL) or tutor.

Supporting Wellbeing and Mental Health

At Kirklees College, the health and wellbeing of your young person is very important. We have a range of free services available to students throughout the year.

We also understand the importance of a parent/carer partnership when supporting the wellbeing of young people and have strong links with local wellbeing services. Throughout the year, we will be hosting a number of parent/carer workshops. We will email you with further information about this.

The services available to students can be found on our website.

Counselling Service

The confidential counselling service, with BACP accredited counsellors is available to all students.

This service is accessible face-to-face, over the phone and online.

NHS Talking Therapies for Anxiety and Depression

Students living in Kirklees who are over the age of 17 can access our talking therapies service for help with problems like mild depression, anxiety, stress, panicking, nervousness, isolation and lack of sleep. The service offers guided self-help, which is based on Cognitive Behavioural Therapy (CBT) principles. These sessions can help students understand their symptoms, identify what is keeping their problems going and learn how to break the cycle using self-help techniques.

Student Health Guide

This magazine covers health and wellbeing and is free to all students online.

My Healthy Advantage App/Student Assistance Programme

A confidential programme designed to help with student-related and personal problems affecting home life, education, health and general wellbeing. The service includes a 24/7 confidential helpline offering support from trained counsellors and wellbeing practitioners.

Special Educational Needs and Disabilities (SEND)

We want to make sure everyone enjoys a fulfilling learning experience at Kirklees College.

As well as Quality First Teaching through differentiation, adjustments and personalised learning methods, we have teams dedicated to providing additional learning support if your young person requires it.

If your young person needs further support in their studies, please ensure they have written their specific needs on your application or enrolment so we can discuss any additional needs with the relevant team before they start college. We will also discuss their individual needs during their reviews to check their needs haven't changed.

Additional support for SEND (Special Educational Needs and Disabilities) is delivered according to the individual needs or provisions of your young person within an EHCP (Education, Health and Care Plan). The support available may include assistive technology, in class or out of class support, specialist equipment and personal care to best meet their needs and help them become more independent.

Our specialist Deaf and Visual Impairment Support Teams can assist students who are deaf/hard of hearing, blind or visually impaired by agreeing a support plan with them that can be regularly reviewed during their time at college.

We have specialist staff that are able to develop a support plan for students with physical difficulties and disabilities, ADHD, Autism, Asperger's Syndrome, Social and Emotional Mental Health (SEMH) and specific learning difficulties such as Dyslexia, Dyspraxia, Dyscalculia and Dysgraphia. The SEND team can also make recommendations for reasonable adjustment within teaching, learning and assessments.

For more information on the support services listed, please email SEND@kirkleescollege.ac.uk.

STUDENT FINANCE INFORMATION

If students have financial problems that may prevent them from studying, Kirklees College can help.

The 16-19 Bursary Scheme

Support is available to students in the following three categories:

- Students aged under 19 in receipt of Universal Credit, who are in care or are a care leaver, or in receipt of certain disability benefits
- Students with a household income of under £30,000
- Students with a household income of over £30,000, who demonstrate that money will be a barrier to completing their studies

Please apply as early as possible as funds are limited.

Free College Meals

All students at Kirklees College have access to a free breakfast from the refectory at their centre of study.

Students whose parents/carers claim certain benefits may also be able to access all college meals for free. Students will be assessed for this when they apply for the 16 – 18 bursary.

Care to Learn

If your young person is a parent under 20 at the start of their course, Care to Learn can help pay for your childcare and related travel costs while you're learning.

Please contact Care to Learn for more information on 0800 121 8989.

Financial Support Team:

T: 0800 804 6134 / 01484 437191

E: finsupp@kirkleescollege.ac.uk



PARENTS'/CARERS' EVENINGS

As a parent/carer you will be invited to attend an online Parents' Course Information Event in early October. These events will be curriculum specific and provide you with an overview of the department, expectations of behaviour, attendance and coursework, any trips and activities that take place on the course and support services available. The evening will also provide you with the contact details of relevant people in your young person's department.

Individual parents' evenings will then take place in late January and early February, where you will have an opportunity to be updated on how your young person is doing on their course and start to think about progression opportunities. If you have any concerns about your young person then we can contact their personal development tutor or study programme lead at any point to discuss this.

HEALTH AND SAFETY FORM



In line with our commitments and duty of care to safeguard the Health, Safety and Welfare of our students please find a QR code to this year's Student Health Declaration below. Please make your young person aware of it, as we request all students complete and return it.

All answers will be treated with the utmost of confidence and will only be shared with those teaching and supporting your young person whilst in college. Dependent on their answers we may arrange an additional meeting to discuss things further to ensure we have put the correct support in place, if this is the case we will contact them at the start of term.

Please scan the QR code to go directly to the form.

NATIONAL ONLINE SAFETY

The online world poses an ever-increasing risk to the safety and wellbeing of young people. At Kirklees College, we recognise our duty of care to our students and believe that parents and carers working together to teach young people about online dangers is vital. Learning how to act safely when using the internet is an incredibly important part of safeguarding our children.

We work with National Online Safety, who have created a range of resources about online safety for parents and carers. As a parent/carer of a Kirklees College student, you have access to their online video resources and weekly guides covering a wide range of topics, including:

- Online Relationships
- Fake Profiles & Social Bots
- Online Bullying
- Online Grooming
- Child Sexual Exploitation
- Sexual Harassment & Violence
- Sexting
- Live Streaming
- Online Identity
- Screen Addiction
- Online Challenges
- Overspending
- Social Media Platforms
- Online Gambling
- Radicalisation, Terrorism & Extremism
- Age Inappropriate Content
- Copyright & Ownership
- Hacking
- Fake News
- Online Fraud
- Online Reputation
- Personal Data
- Pornography
- Targeted Adverts & Pop-Ups
- The Dark Web
- Games & Trends

To create your account, please follow nationalcollege.com/enrol/kirklees-college and complete your details. When you're set up, you'll be able to set 'Parent/Carer' as your user type.

You can access National Online Safety online on any device, including via the app. To download the app, open the App Store on your iPhone, or the Google Play Store on android and search for 'National Online Safety'.



TRAVELLING TO COLLEGE

There are plenty of easy ways to travel our centres.

Bus

Our Huddersfield Centre is less than a five-minute walk away from Huddersfield Bus Station, where you can catch buses to Halifax, Leeds, Wakefield and other surrounding areas. Dewsbury Bus Station is also just a short walk from Springfield Sixth Form Centre and Pioneer Higher Skills Centre.

If you live over two miles from your centre of study, your young person may be issued with a West Yorkshire Metro Monthly bus pass. They can apply for a travel pass before they start college, or they can collect a form from college.

Train

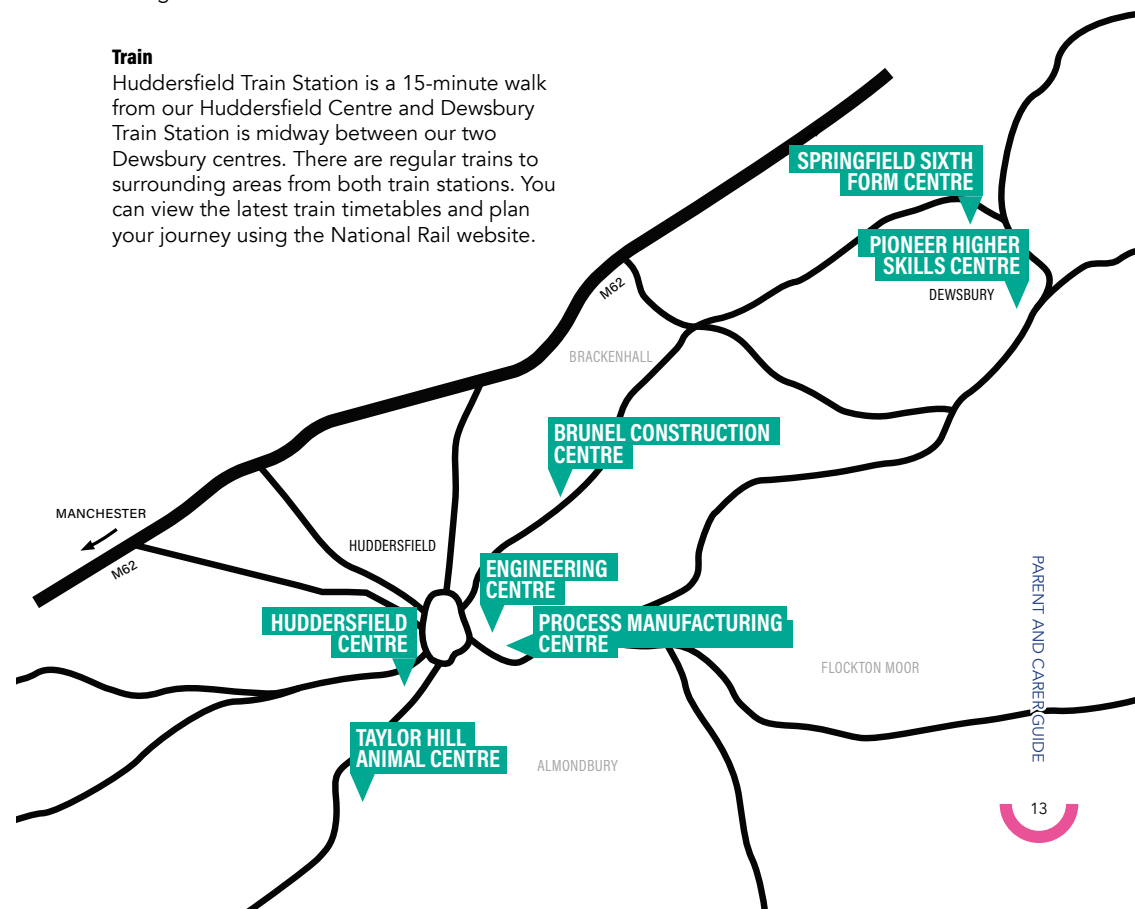
Huddersfield Train Station is a 15-minute walk from our Huddersfield Centre and Dewsbury Train Station is midway between our two Dewsbury centres. There are regular trains to surrounding areas from both train stations. You can view the latest train timetables and plan your journey using the National Rail website.

Bike

There are bike shelters at all of our centres for students to safely store their bicycles.

Car

Students are welcome to drive to college if they have a car but please be aware that there is no free parking available at any of our centres. Therefore, parking charges may apply.





TERM DATES

AUTUMN TERM 2023

Term starts:

Wednesday 6 September 2023

October half term:

Wednesday 27 September - Friday 6 October 2023

Term ends:

Friday 22 December 2023

SPRING TERM 2024

Term starts:

Monday 8 January 2024

February half term:

Monday 12 February - Friday 16 February 2024

Term ends:

Friday 22 March 2024

SUMMER TERM 2024

Term starts:

Monday 8 April 2024

Half term:

Monday 27 May - Friday 1 June 2024

Term ends:

Friday 28 June 2024

Student ID Number:

Course:

Personal Development Coach:



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