



KIRKLEES
COLLEGE

PARENT AND CARER GUIDE

www.kirkleescollege.ac.uk

WELCOME TO THE KIRKLEES COLLEGE COMMUNITY

WELCOME TO KIRKLEES COLLEGE FROM DALVINDER SINGH, PRINCIPAL AND CHIEF EXECUTIVE 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.

This year we will welcome nearly 4,000 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 in 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 and Excellence are embedded in everything we do and we hope that your young person's time with us inspires them to do great things."



OUR VALUES

As part the KC Community, students are expected to uphold our college values of Kindness, Unity and Excellence. These are our guiding principles of the college and by joining us they agree to follow these values in and out of the classroom.



HOW CAN YOU SUPPORT YOUR YOUNG PERSON WHILST THEY'RE AT 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.

- **Make sure they engage in induction**

Classes will begin on Wednesday 4 September. Students can access their timetables from Friday 30 August and they will receive a text to let them know their timetable is available. Induction is spread across the first six weeks of their course and not only provides them with an overview of key college information but includes activities and events to help them settle into college.

- **Encourage them to speak to their Pastoral Mentor**

If your young person is worried they are on the wrong course, please encourage them to talk to their tutor or Pastoral Mentor. In the first few weeks of term, it is still possible to move students to another course or level. In the meantime, please encourage them to keep attending class.

- **Contact us if you have concerns**

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.

- **Ensure we have correct contact details for you**

There may be occasions where we need to contact you to discuss your young person. 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 if they can get financial support**

Students may be eligible for financial support. Please encourage them to pick up or download an application for the college bursary from the website. If they were eligible for free school meals, they may be eligible for free college meals. All students can access a free breakfast each morning.

- **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.

OUR STUDY PROGRAMMES

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 a vocational area (one subject) that will help them develop the skills future employers are looking for.

ENRICHMENT

We have a wide range of enrichment activities available for students to get involved in.

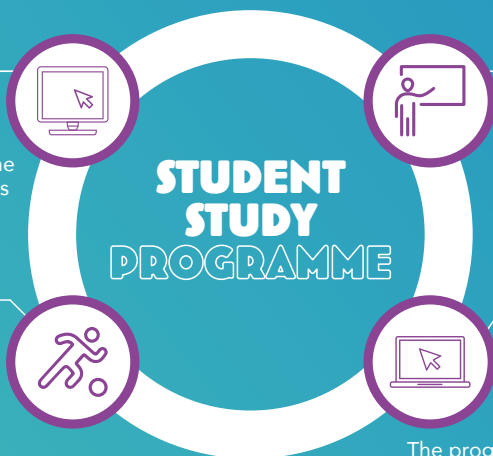
ENGLISH AND MATHS

If students don't already have GCSE grade 4 or above in English and maths, they will continue to study towards these qualifications.

PERSONAL DEVELOPMENT PROGRAMME

Students will have a 1.5 or 1 hour tutorial with their Personal Development Tutor.

The programme covers careers guidance, preparation for next steps, skills development, enrichment, health and wellbeing and citizenship.





T LEVELS

A T Level is a two-year technical education course that is the equivalent of three A-Levels and is designed for post-16 students who intend to progress directly to employment, a higher apprenticeship or Higher Education.

T Levels also include a mandatory industry work placement with an employer. Over the two years, learning is divided into 80% classroom learning and 20% placement. Placements are at least 315 hours (45 days) and we have a dedicated Work Placement team to support students with securing these.

How are T Levels structured?

T Levels require students to undertake both a technical qualification and an industry placement with an employer and they will usually attend college for three or four days a week. The industry placement takes place across the two years with most scheduled for the end of your first year or second year.

Year One:

- Two core units that are exam assessed covering core theory, concepts and skills for that industry/sector
- Employer set project (standard to the T Level) which includes a professional discussion

Year Two:

- Controlled assessments and moderated observations
- Continue to develop knowledge, skills and behaviours for occupational specialism

T Level Foundation Years

If your young person has applied for one of our T Level Foundation Years, they will spend one year on a Level 2 study programme at college that will prepare them to start the T Level in second year. As T Levels are two-year programmes, they will be studying at college for a total of three years.

If your young person doesn't currently have a grade 4 in your GCSE English and/or maths, they will automatically have these classes built into your timetable to help them pass before starting the T Level.

During the T Level Foundation Year, your young person will receive a full qualification, enhanced work experience, research and project opportunities and visits from guest speakers.

APPRENTICESHIPS

If your young person has applied for an apprenticeship at Kirklees College, it is their responsibility to find an employer. If they fail to find an employer or suitable vacancy before September, they should also apply for a full-time course at the college in a similar subject as a backup option. They can continue to look for apprenticeship vacancies throughout the year.

How can you help your young person secure an apprenticeship?

- Encourage them to be proactive in looking for a vacancy: send CVs to local companies, speak to family and friends and look at the vacancies on the college website with them
- Tell them to contact our Training & Recruitment Coordinators who are on hand to support them in finding vacancies and applying for jobs, preparing for interviews and writing CVs

What happens when your young person secures an apprenticeship?

- Once they have been offered an apprenticeship, our Business Development team will be in touch with them to help them enrol using our eSign-Up process
- The team will also be supporting your young person's employer to sign up and be fully compliant to take them on as an apprentice

CONTACT THE TEAM:

T: 0800 781 3020

E: apprenticeships@kirkleescollege.ac.uk

W: www.kirkleescollege.ac.uk/meet-the-team-employers



CREATING
OPPORTUNITIES
CHANGING
LIVES

CAREERS

We have a dedicated Careers Team at college who are 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 in all areas related to careers.

The team visit all our centres regularly, allowing students to access drop-in, Job Shop and our resources.

The team have a dedicated area in the Atrium at our Huddersfield Centre, which is packed with the latest resources, access to careers guidance software and allows students the opportunity to book individual confidential appointments with Level 6 professionally qualified careers advisors.

T: 01484 43700

E: CareersGuidance@kirkleescollege.ac.uk



Attend + Behave + Commit = Success

As members of the KC Community, students agree to Attend, Behave and Commit the whole time you are with us.

As part of the ABC pledge, we expect all students to:

- **Attend** all timetabled sessions
- Consistently **behave** in line with our values: Kindness, Unity and Excellence
- Fully **commit** to your learning by coming to college prepared, with all necessary learning materials and uniforms (if applicable)

At Kirklees College, we have high expectations of our students and each lesson they attend builds on their learning so their understanding is better cemented. This means your young person will be able to produce better work for their assignments and be more confident in their exams, making them more likely to achieve their target grades.

Did you know?

- For the average student timetable, missing one lesson per week would reduce attendance by around 12%
- Being late by five minutes three times per week equates to nine hours of lost learning per year
- Employers, other education providers and universities, ask us for information about students' attendance and punctuality

It's never too late to improve and we will always comment on improvements when making references for students.

If your young person has genuine reasons for not attending college, we will support them and adjust where possible, to ensure they are able to access all their learning. If they are unable to improve their attendance, we have the right to decide this is not the right time for them to be in full time education with us.

Where poor attendance is a chosen behaviour, we will follow our disciplinary procedure. We will always speak to our students about their attendance to see if we can help them to improve and we will always keep parents/carers informed. If you are concerned about your young person being able to attend fully, you should tell them to speak to their Pastoral Mentor or tutor.

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. Please use the following methods to help us accurately record student absence:

Email:

Text: 07860097457 plus ONE of the following buzzwords and enrolment number:

Buzz word	Reason/Description
SICK	If unwell
STUCK	Problems with getting to college because of transport, or childcare
MEDICAL	Doctors/Hospital/Dental/Optician 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 or tutor.

STUDENT SUPPORT

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 Tutors
- Support for young parents, young carers, care experienced 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

Scan this QR code
to see our full
range of student
support services



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 Support 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**

FINANCIAL SUPPORT

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

16 – 18 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 childcare and related travel costs while they are learning.

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

FINANCIAL SUPPORT TEAM

T: 0800 804 6134/01484437191

E: finsupp@kirkleescollege.ac.uk



PARENTS AND CARERS' EVENINGS

As a parent/carer, you can always see how your young person is doing at college via the parent portal. If you have any concerns, you can contact their Pastoral Mentor or tutors. We work very closely with parents/carers to support our students to achieve the best results they can.

TRAVELLING TO COLLEGE

SCAN THE QR CODES FOR
A TOUR OF EACH CENTRE

7



PIONEER HIGHER SKILLS CENTRE

Halifax Rd, Dewsbury, WF13 1BD

1



HUDDERSFIELD CENTRE

Waterfront Quarter, Manchester Road,
Huddersfield, HD1 3LD

7

PIONEER HIGHER
SKILLS CENTRE

6

SPRINGFIELD SIXTH
FORM CENTRE

DEWSBURY

5

BRUNEL CONSTRUCTION
CENTRE

3

ENGINEERING
CENTRE

4

PROCESS MANUFACTURING
CENTRE

HUDDERSFIELD

1

HUDDERSFIELD
CENTRE

2

TAYLOR HILL
ANIMAL CENTRE

MANCHESTER

M62

GLOSSOP

2



TAYLOR HILL ANIMAL CENTRE

Close Hill Lane, Taylor Hill,
Huddersfield, HD4 6LE



3



ENGINEERING CENTRE

Turnbridge Road, Off St Andrew's Road,
Huddersfield, HD1 6AG

6



SPRINGFIELD SIXTH FORM CENTRE

Bradford Road, Dewsbury, WF13 2NP

5



BRUNEL CONSTRUCTION CENTRE

Old Fieldhouse Lane, Off Leeds Road, Huddersfield, HD2 1AG

4



PROCESS MANUFACTURING CENTRE

Turnbridge Road, Off St Andrew's Road, Huddersfield, HD1 6AG

There are plenty of easy ways to travel to your centre of study.

BUS

All of our centres are located on major bus routes and main roads. If you live over one mile from your centre of study, are under 19 and have a household income under £30,000 you can apply for a free West Yorkshire bus pass.

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

Why not cycle to college to improve your health, reduce your carbon footprint and save money? There are bike shelters at all of our centres for you to safely store your bicycle.

CAR

You are welcome to drive to college if you have a car but please be aware that there is no free parking available at any of our centres. Therefore, if you do choose to drive, you may have to pay for parking nearby.

TERM DATES

AUTUMN TERM 2024

Term starts:

Wednesday 4 September 2024

October half term:

**Monday 28 October – Friday 1
November 2024**

Term ends:

Friday 20 December 2024

SPRING TERM 2025

Term starts:

Monday 6 January 2025

February half term:

**Monday 17 February – Friday 21
February 2025**

Staff Training Day:

Wednesday 19 March 2025

Term ends:

Friday 4 April 2025

SUMMER TERM 2025

Term starts:

Wednesday 23 April 2025

Half term:

Monday 26 May – Friday 30 May 2025

Term ends:

Friday 27 June 2025

Student ID Number:

Course:

Personal Development Tutor:



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