

THE
**PARENTS'
AND CARERS'**
HANDBOOK



WELCOME

We are absolutely delighted that your young person has chosen to study with us next year. The college is a vibrant, exciting place to be, where all of us are 100% committed to ensuring they succeed and achieve their dreams.

Parents and carers often have many questions about the transition to college and what college life looks like for their young person. This booklet hopefully answers many of those and gives you an idea of what they can expect, how you can support them and key information on services such as the West Notts College Travel Pass and finance.

We recognise and understand that sometimes we all need a little extra help; every student probably has a range of emotions about starting or returning to college, a mixture of excitement, anxiety, fear – that is normal and we are here to try make their transition to us as stress free as we can possibly can and ensure their journey with us at the college is as successful as it can be.

Our past students tell us about the high-levels of support they receive from staff across the college and are hugely grateful for the friendly, welcoming and supportive environment that we have. They have also told us that they would have welcomed some information about our support services before they started so they knew who to go to when they need some help. This handbook provides that information and we hope you find it useful.

I have the privilege to lead an amazing team of dedicated, compassionate and experienced staff who are here to help each student through their journey with us. Whether that's providing extra help in their classes or workshops, working one-to-one with students on issues that may be stopping them from reaching their potential, arranging counselling if it is needed, looking at future next steps or making sure that everyone is safe, we are here to help. The support we offer can be brief to help overcome some short-term challenges, or longer-term depending on what our students need.

If you require further information on any of the topics covered within this handbook please contact us via the online form and our teams will be happy to help.



wnc.ac.uk/supportrequests

We are incredibly proud of the college and even prouder of the awesome things our students achieve with a little helping hand.

If there's anything you'd like to discuss, get in touch with us and we will do our best to help you or pass you onto the relevant team who can discuss with you further.

In the meantime, please take the time to read this handbook and I very much look forward to welcoming you and your young person to the college in September.



Louise Knott

Vice Principal: Communications,
Engagement and Student Experience

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MEET OUR LEARNER ENGAGEMENT CO-ORDINATOR

Hi, I'm Rachel!

I'm a learner engagement co-ordinator here at West Notts College and one of my roles is to ensure applicants have a smooth and enjoyable journey from the moment they apply with us.

I will keep in touch with applicants throughout their journey by sending lots of updates through email, text and in the post, as well as on the college's Facebook and Instagram pages.

We've made this handbook for parents and carers to show what life at college will be like for your young person and to help answer some of those questions you may have.

In this handbook we'll look at everything from the West Notts College Travel Pass, the support services on offer, the application process and what applicants can expect on their first day at West Notts College.



I'm here to help!

If you do have further questions you can always contact me

☎ **01623 900 990**

✉ **learner.engagement@wnc.ac.uk**

WHY WEST NOTTS?

Here are a few reminders of what makes us a great college and why this is the best place for your young person:

- Students can experience unique learning opportunities by joining a learning company to gain experience in working in a real business, all while completing their course.
- Students learn from experienced teachers who specialise in their industry and have worked for leading companies.
- We have state-of-the-art facilities, including our multi-million-pound engineering and construction centres, a real-life aeroplane cabin, an industry-standard hair and beauty salon, a 150-seat theatre, a professional restaurant and kitchen, and more!
- We create experiences that inspire, including delivering talks and tutorials by industry speakers and local business owners.
- We have an inclusive and all-encompassing support offer; including financial support, careers advice, additional learning support, wellbeing support and more.
- We provide the chance to gain valuable employability skills by completing up to 40 hours of work experience at either local or national businesses.
- Everyone can make friends through a range of enrichment activities.
- We offer bespoke learning programmes shaped by local employers.
- We create exciting employment opportunities with local partners such as Mansfield Town Football Club, Nottinghamshire Police, the NHS and many more.
- We have partnered with local bus operators to provide students with a flexible and great value Travel Pass.

THE ENROLMENT JOURNEY

Application

1

If your young person has applied online, they are able to track any progress using myVISION; our online portal which stores those important details and provides you with information relating to their application. Whilst waiting for updates, applicants can also visit The Applicants' Zone on the college's website for up-to-date information and fun activities to do before joining college. Visit wnc.ac.uk/applicants

2

Offer

If your young person meets the entry requirements for their chosen course, they will be sent an automatic conditional offer via email. (Except Foundation Studies and MTFC course).

3

Meet the tutor/parent information event

All applicants and their parents/carers will be invited to two different events. Applicants must attend a meet the tutor event where they can find out more about their course, meet the teaching staff and learn about the next steps.

Parents/carers will be invited to a parent/carer information event which is an opportunity to ask questions and find out more about the student's journey and the available support services at college.

4 Keeping in Touch

In between now and their first day, we will continue to send out key information on finance, support, transport and advice on making a smooth transition into college.

5 Acceptance

As soon as your young person receives their offer, they can accept their place either by text, email or through their myVISION account.

If your young person does not achieve the grades required as part of their offer, do not worry. Speak to us immediately on **0800 100 3626** as an alternative course or level may be available.

6 Enrolment

All applicants must enrol before starting their course. An invitation containing key details will be sent out at the start of summer, providing their enrolment date and time of their chosen course.

If your young person is on holiday on the day of enrolment, do not worry; just ensure they contact the college and arrange an alternative time and date with us.

This can be done via telephone or email:

 **0808 100 3626**

 **enquires@wnc.ac.uk**

7 Induction and Transition

We put together a week-long induction programme with the aim of assisting their transition in joining college. This programme will include careers fairs, fresher fairs, induction sessions, tutorials and much more.

For more information on the enrolment journey please visit:

 **wnc.ac.uk/journey**

SUPPORTING YOUR YOUNG PERSON TO SUCCEED

Student Welfare Team

This team consists of support, attendance and behaviour coaches, a mental health co-ordinator, The Wellbeing Centre and student financial support.

The team are here to help students overcome the barriers that are preventing them from progressing on their course and also in their personal life. This support could begin with gathering transition information and providing specialist support to meet the needs of the student.

Ultimately, the coaches will support the students all the way through to them gaining employment once their course has finished and they are ready to leave college.

Each support coach has specialist knowledge in various support areas which are; young carers, young parents, students not in parental accommodation, looked after/care leavers, students with historic and current involvement with the criminal justice system and mental health and wellbeing. We work with curriculum staff such as teachers, heads of departments and various other staff from the college to ensure that students receive the right support across college.

HOW TO CONTACT US

Student Welfare Team

 01623 627 191

 wellbeingcentre@wnc.ac.uk

 wnc.ac.uk/support



Feel supported at college

The college works hard to support students who may have personal circumstances which could prevent or hinder their progress in education. This includes:

- Transition support into college
- Supporting care experienced students
- Helping with any exam stress
- Supporting mental health issues
- Providing support relationships
- Helping young carers
- Advising on emotional wellbeing
- Assisting those not in parental accommodation
- Advising on sexual health
- Supporting young parents at college
- Discussing attendance issues
- Supporting with financial difficulties.

If you require further information on any of the topics covered within this handbook please contact us via the online form and our teams will be happy to help.

 wnc.ac.uk/supportrequests

MENTAL HEALTH AND WELLBEING TEAM

We have a team dedicated to supporting students, parents and carers to support and maintain students' mental health and wellbeing.

We work closely with the support and attendance coaches and teaching staff to help students overcome barriers to their education.

Our mental health and wellbeing co-ordinator triages referrals from the support coaches, attendance coaches and the college's safeguarding team. Referrals received by the team will either be allocated to our dedicated mental health support staff or our work-based counsellors.

Our mental health and wellbeing team welcome input and offer support to parents and carers to ensure our students' mental health and wellbeing is supported in and out of college.

Mental health and wellbeing support colleagues and work based counsellors support students with a range of barriers which include:

- Anxiety
- Stress
- Low mood
- Self-harm
- Eating disorders
- Bereavement

- Gender identity
- Anger management
- Self-esteem
- Transition between school and college.

We can offer parents and carers support, advice and information regarding their young person's mental health and wellbeing via:

- Telephone conversation
- Email
- Drop-in sessions
- Meetings in college.



Students who require counselling support are offered an initial meeting and assessment followed by six sessions for the issue they are presenting with. Students and counsellors sign a counselling agreement at the assessment. We then work around the student's timetable to offer the sessions to disrupt their education as little as possible. Students can also access their counsellor during the half-term breaks via a telephone conversation if agreed with the work based counsellor assigned to them.



ATTENDANCE COACHES

We have a team of dedicated attendance coaches at West Notts College. Their focus is to support our students in overcoming the barriers to good attendance.

How are students referred?

When a student's attendance drops down below 90% in a 4-week period they are referred to the attendance coach for the appropriate area. The attendance coach will support this learner with the barriers that are affecting their attendance, so this support is not a just a quick phone call.

Attendance coaches will exhaust all communication methods to support the learner. This data comes from registers, so as long as they are complete we can work with that student, please note that this is a 4-week ongoing issue with attendance, not a day absence response.

Barriers to attendance

Attendance coaches work with support coaches, the mental health co-ordinator, safeguarding team and teachers to overcome the barriers to good attendance that they might be experiencing. Some of the most common barriers currently are:

- Mental health issues such as anxiety, low mood and poor self-esteem
- Health concerns
- Financial difficulties and lack of equipment
- Course choice
- Lack of support at home.

FINANCIAL SUPPORT

At West Notts College, we pride ourselves making education accessible to all and providing a wide range of financial support. From support with childcare to free meals, you can be confident that your young person is joining a college that cares about financial needs.

There are various sources of financial help available to students depending on individual circumstances.

Online applications can be made by visiting the blue financial support box on the main college web page.



Financial support

HOW TO CONTACT US

Student Finance Team

📞 01623 900 455

✉️ studentfinance@wnc.ac.uk



If you require further information on any of the topics covered within this handbook please contact us via the online form and our teams will be happy to help.

🌐 wnc.ac.uk/supportrequests

THE INCLUSION SERVICE

The Inclusion Service is made up of several teams that provide additional learning support to our learners. By working closely with students, schools and outside agencies they provide an individual support package which is regularly reviewed with the aim of guiding the learner towards independence.

The service has a growing reputation and the team is delighted to link and work with key organisations such as:

- Nottinghamshire Personality Disorder Development Network
- NAIP (Nottingham Auditory Implant Programme)
- Nottinghamshire Asperger's Team
- British Dyslexia Association
- Autism East Midlands
- Communications and Interaction Team
- (ADVIS) Adult Deaf and Visual Impairment Service
- RNIB
- Physical disability support service
- Speech and Language Therapy services
- Probation Service.

Our five specialist teams supporting students with:

- Autistic spectrum disorder, emotional behavioural difficulties and mental health conditions
- Deaf/hearing impairment
- Dyslexia and Dyscalculia
- Physical disability and complex needs
- Visual impairment.

Providing a number of services to students who may need additional help during their studies, the teams work closely with students, schools, outside agencies and teachers to provide an individual support package.

If you require further information on any of the topics covered within this handbook please contact us via the online form and our teams will be happy to help.

Each team offers tailored support and a wide range of specialist services, including:

- Initial assessment of support needs
- Specialist classroom support eg. communication support workers, visual impairment IT, learning support assistants, sign language professionals and advanced learning support practitioners
- Assistive technology eg. specialist software, specialist auditory equipment
- Specialist support for Dyslexia and Dyscalculia
- Assessment via normal way of working processes for exam access arrangements
- Support with personal care needs
- Advice and guidance regarding local authority transport for learners with special educational needs and disabilities
- Formal consultation and review of a student's education, health and care plan (EHCP).



HOW TO CONTACT US

The Inclusion Service

- ☎ Dyslexia: **01623 900 610**
- ☎ Hearing Impaired: **01623 900 611**
- ☎ Physical Disability: **01623 900 612**
- ☎ Visual Impairment: **01623 900 613**
- ☎ EBD: **01623 900 614**
- ✉ **theinclusion@wnc.ac.uk**

CAREERS ADVICE AND GUIDANCE

If you are unsure if your young person is on the right course, you can arrange for them to meet with our careers team. They can provide unbiased guidance on a one-to-one basis to ensure they are on the right track to their chosen careers.

You could also use Career Coach (available on the college website **wnc.ac.uk**) as a useful way to explore a range of careers.

The careers team are on hand throughout a student's time at the college, offering support with all aspects of careers and employability including:

- One-to-one guidance interviews
- Group information classes
- Making career choices
- College and university options and applications
- Searching for and applying for jobs
- Completing online applications and profiles
- CV and letter writing
- Support completing UCAS applications.

- Interview preparation
- Online resources and assessments
- Funding for university and Higher Education studies.

The team also have their own section on our website, where you can find out more about:

- Labour Market Information (LMI)
- Higher Education
- Apprenticeships
- The Job Shop - search for jobs or find work placement opportunities and so much more.

HOW TO CONTACT US

 **01623 413 325**

 **careers@wnc.ac.uk**

 **wnc.ac.uk/careers-advice**

If you require further information on any of the topics covered within this handbook please contact us via the online form and our teams will be happy to help.

 **wnc.ac.uk/supportrequests**

WORK PLACEMENT

Employers regularly tell us that for students to be 'work-ready' it is important for them to have some degree of work experience.

The college runs a successful work experience programme where students must undertake work placements with employers as part of their course which are meaningful for their career aspirations.

Our strong links with businesses in the local area means we've been able to provide work experience at places such as Glenair, King's Mill Hospital, Keepmoat Homes, Willow Tree Farm, Mansfield Palace Theatre and more.

If a student is studying on a T Level qualification, they will have to complete a 45-day industry placement. Throughout summer and their first-term, a dedicated work placement advisor will be on hand to support them with building links with employers so they can secure their placement.

It's never too early to start supporting your young person to find out about work placements and help if you have contacts in the industry that will offer a placement. Or you may be in the position to support young people in your workplace, please contact the team for more information.



*Experience life as an
employee*

HOW TO CONTACT US

Work Placement Team

 **01623 900 616**

 **workplacement@wnc.ac.uk**

 **wnc.ac.uk/workplacement**

THE COLLEGE STUDY PROGRAMME

Studying at West Notts means far more than just gaining a qualification. We'll help prepare you for your next steps – whether this be employment, an apprenticeship or Higher Education.

QUALIFICATION

ENGLISH AND MATHS

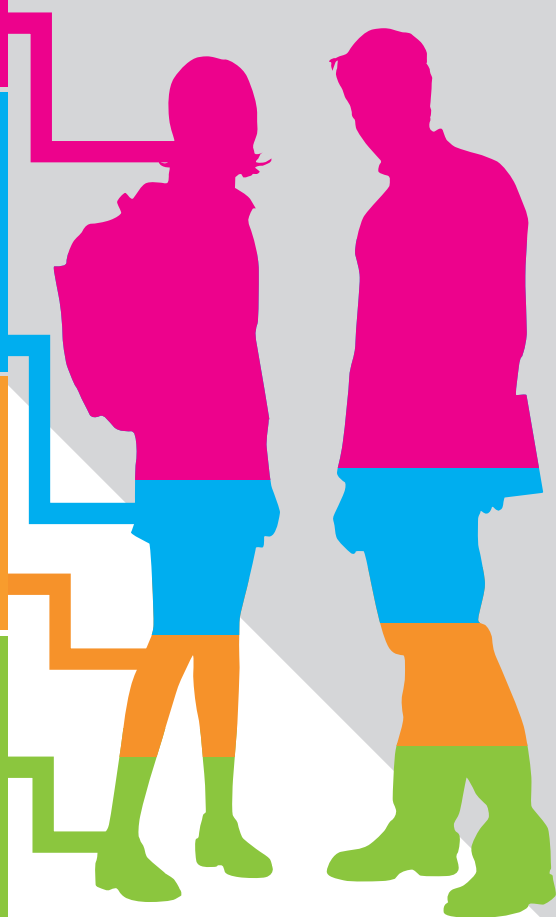
In today's working environment, it's essential that you have at least a grade 4 in GCSE English and maths. If you didn't achieve this at school, don't worry, you can continue studying these key qualifications alongside your course.

WORK PLACEMENT

It's mandatory to undertake a work placement at an employer relevant to your course. Level 2/Level 3 vocational course – 35 hours (over 1 year) T Level course – 315 hours (over 2 years)

ENRICHMENT ACTIVITIES

All of the enrichment activities have been designed to enhance your experience, while also helping to develop key skills including confidence, teamwork and communication. It's these kind of opportunities which look great on your CV or UCAS applications.



INTERNET SAFETY

We regularly work with students on how they can use social media and other online means of communication safely and responsibly. You can also help us with this:

- Talk to your young person about the right time and place to use social media (not in a formal classroom setting unless it is part of their coursework)
- Encourage them to check the privacy settings on their social networks
- Discourage them from sharing inappropriate videos, pictures or comments online or via text message
- Discourage them from sharing their personal details online
- Talk to them about the dangers of meeting someone they have only met online
- Let us know if you're worried about what your young person is doing online.

Social media has many good points and as a college we actively use it to communicate with our students. However, what you post online will stay with you for life and can affect employment – please help us by emphasising this at home.

A number of resources and tools are available to you as parents or carers which will provide you with a little more information. Two of them are listed below.

Childnet

Childnet International is a non-profit organisation that works in partnership with others to help make the internet a great and safe place for children. They have a range of resources and fact sheets specifically developed for parents and carers.

 childnet.com

UK Safer Internet Centre

One of the partners of Childnet and set up by the European Commission. It organises a range of activities including Safer internet day and has a wealth of resources for parents and carers.

 saferinternet.org.uk

SAFETY AND SAFEGUARDING

Anti-bully Policy

The college operates a zero-tolerance policy against bullying and harassment (both on and offline). Any student found to have engaged in this activity will be in breach of the student code of conduct, and will face appropriate disciplinary action.

If you have any worries about bullying at the college, you can speak to a member of staff or one of our student coaches, confidentially.

Safeguarding

The safety, wellbeing and health of our students and staff is of paramount importance and at the very core of the college business. Our commitment to and the promotion of safeguarding is outstanding and we have developed a highly effective policy that is embedded and recognised throughout the college.

If you have a concern for your young person please contact the safeguarding team directly.

 01623 900 950

 safeguarding@wnc.ac.uk

British Values

The college is a values-led organisation and as such we will actively promote values that enable our students to live and work in a multi-cultural and diverse community.

Our students are guided to not simply tolerate difference but to celebrate it in all its forms. We firmly believe that when people are enabled to be themselves they are more productive and more able to meet their own potential.

The college has five organisational values of **respect, integrity, collaboration, high expectations** and **responsibility** and these are well-embedded across the college.

The college has undertaken an exercise with all teaching staff linked to the promotion of values and this work will be continued within curriculum areas with students.



Prevent Duty

Prevent is a strand of the government's counter terrorism strategy. As a college, we have an integral part to play in helping to prevent terrorism, and protect young people who may be vulnerable to being drawn into terrorism.

If you have any concerns of this nature, and would like to speak to a member of our staff, please call us:

 **01623 900 950**



If you require further information on any of the topics covered within this handbook please contact us via the online form and our teams will be happy to help.

 **wnc.ac.uk/supportrequests**

TRANSITION AND PROGRESSION

We really do see time at college as a three-way partnership between us, our students and you.

As a parent or carer you can help in a number of ways:

- Support learning at home – provide encouragement and sometimes a gentle nudge to ensure that work is being completed
- Ensure that your young person is coming to college with the right equipment for study – for some courses this means ensuring they have the right safety gear
- Get involved in college life yourself – attend events and parents' and carers' evenings
- Support our goals for 100% attendance and no lateness
- Let us know what we do well and what we need to improve
- Let us know if your young person cannot attend college by calling on one of the following numbers:

0808 100 3616 (Derby Road)

0808 100 3646 (Construction Centre)

0808 100 0476 (Engineering Centre)

0808 100 3616 (Sixth Form College)



WORKING TOGETHER

When anyone becomes a student at West Notts, we guarantee to provide them with the education and support they need in order to make the most of their time here.

In return, we expect them to adhere to certain rules, regulations and policies and behave in a manner that promotes mutual respect.

Students' promise to us

We expect your young person to:

- Turn up to class on time
- Wear appropriate safety clothing and equipment in workshops
- Wear their lanyard and ID card visibly at all times
- Not use bad language
- Respect others and college property
- Keep the college clean and not throw litter
- Always consider their safety and the safety of others
- Tell someone at the college if they experience any problems during their time here
- Not bring drugs or alcohol onto college premises
- Not smoke or vape on college property
- Only use mobiles in class when their teachers says it's ok
- Listen to music through headphones only.

Our promise to them

We will provide:

- A safe learning environment
- Information, advice and guidance on their health and wellbeing
- Continuous support throughout their time here
- Teachers with subject experience
- Timely marking of work
- Careers advice and support for their next steps after leaving us
- Modern and extensive resources specific to their course
- Up-to-date facilities and equipment
- Confidential advice and support should they need it.

DON'T MISS OUR PARENTS' AND CARERS' ZONE

Find out more about what your young person can expect on their journey to becoming a West Notts student, how you can support, details of information events and much more.

Information events

Book on to our upcoming events held especially for parents and carers during the academic year.

College calendar

View key dates and holidays for the upcoming academic year.

Travel pass

Whether it's travelling to college, a trip to catch-up with friends or visiting family, a West Notts College Travel Pass can help save your young person money on their bus journeys.



**Scan to visit the
parent zone**



PARENTS' AND CARERS' FAQs

As a parent or carer it can be very confusing when it comes to helping your young person make that all-important decision on their next step in education. We hope that these FAQs will help with those decisions.

Q: Is it now law that my young person has to stay in school until they are 18?

A: In 2013, the age of compulsory education rose to 18. The intention of this move was to tackle the problem of young people leaving school unskilled and unprepared for the world of work.

Young people can choose to stay at school, go to college, become an apprentice or be in employment with training.

Q: What are the entry requirements for college?

A: Each course has its own entry requirements. We offer a variety of qualifications at different levels, so we have something to suit all abilities.

Q: What are the entry requirements for college?

A: It is not possible to study more than one full-time course at the same time. Students who choose to study A Levels can take up to four A Level subjects or choose to study two A Level subjects and a vocational qualification.

Q: Will my young person require any kit or uniform for college?

A: Some courses require students to have specialist equipment/resources. For some courses students may also need safety equipment. Kit lists can be found at wnc.ac.uk/kit-list or call **0808 100 3626** and ask for the kit list for their course.

View more FAQs



GETTING TO COLLEGE

We're here to help your young person get to college using the various transport options available, whether that's by bus using the West Notts College Travel Pass, taking the train, car, bike or on foot.

By bus

The college benefits from two main bus services; Stagecoach and Trentbarton which both cover the Nottinghamshire area. Travelling by bus is generally the cheapest option for getting around especially when using the West Notts College Travel Pass.

By train

Our campus has great connections with the Robin Hood Line which runs regular trains from Nottingham to Worksop (via Mansfield). If you're planning on regularly using the train, a Railcard may save you up to a third off fares.

By bike

If you live within five miles of your campus, you could cycle to college in around 30 minutes. Our campus has secure bike storage.*

On foot

The college is accessible on foot, so if you live within a two-mile distance of your campus, you could walk there in around 30 minutes – helping you to keep fit and healthy too.

By car

While we would encourage you to choose more environmentally-friendly forms of transport, all our campuses have free on-site parking, although spaces do fill up quickly!** Don't forget, car sharing with friends/colleagues might be an ideal way to reduce the costs of fuel too.

*The college does not accept responsibility for damage or theft of any bicycles whilst left on college premises.

**Both the Adult Learning Centre and Mansfield and Ashfield Sixth Form College have limited parking onsite.

TRAVEL PASS



We have partnered with local bus operators to provide students with a flexible and great value bus travel pass.

Why get one?

**UNLIMITED
TRAVEL**



**FLEXIBLE
PAYMENTS**



GREAT VALUE



MULTI-USE



CRITERIA	COST
Studying a course for two or more days per week and in receipt of a bursary (any age)	Free (see points (1) and (2))
LEARNERS AGED 16-18	Subsidised price of £18 per month for 10 months - September to June (see point (2))
T-LEVEL STUDENTS	Free - this is to enable students to attend their mandatory placements with employers.
APPRENTICES (any age)	£38 per month - all year round.

To find out more including journey planners and FAQs, please visit wnc.ac.uk/travel-pass

* If you live within a walking distance of 2km (1.24 miles) or less from the college, you will still be able to purchase a West Notts College Travel Pass but will pay the standard price of £38 per month (irrespective of whether you qualify for a bursary). However, if there are legitimate reasons preventing you from walking to college, you may be eligible to pay the subsidised price of £18 per month. If you study at two campuses and one is more than 2km (1.24 miles) walking distance from your home, then you will pay £18 per month. These prices/rates are 2023/2024 and may change slightly for 2024/2025.



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Mansfield
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NG18 5BH

-  **0808 100 3626**
-  **enquiries@wnc.ac.uk**
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