

Rotherham
College



North Notts
College



Dearne Valley
College

Parent and Carer Guide

Welcome

We hope this guide answers the questions you may have about the support available for students at Rotherham College, North Notts College and Dearne Valley College.

Our Colleges are dedicated to making sure our students receive the very best support possible to help them achieve their goals and prepare them for the world of employment or further study.

Rotherham College, North Notts College and Dearne Valley College are part of the RNN Group, alongside RNN Training and other training providers.

If you have any further questions please feel free to contact us directly via email:

.....
Rotherham College
info@rotherham.ac.uk

.....
North Notts College
contact@nnc.ac.uk

.....
Dearne Valley College
learn@dearne-coll.ac.uk

Or for more information on our Colleges, please visit our websites:

.....
Rotherham College
www.rotherham.ac.uk

.....
North Notts College
www.nnc.ac.uk

.....
Dearne Valley College
www.dearne-coll.ac.uk

Published July 2022

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Support for Students

We are here to help your child/young person:

- Choose the right course even if they change their mind or are unsure
- Understand the financial assistance that college offers, (dependent on circumstances), including help with travel costs, meals, equipment and trips
- Settle into college life to ensure all questions are dealt with, including access to Google classrooms and virtual learning environments
- Be successful on their course through high quality teaching, training, resources and up-to-date facilities
- Access support/digital resources to aid their learning
- Access academic and personal support to help them regularly review their progress via their Vocational reviews, welfare support, counselling or mentoring
- Receive Additional Learning Support if they have learning difficulties or disabilities such as dyslexia, sensory impairments or physical difficulties
- Have new experiences e.g. through work experience, links with employers, gaining new insights and skills and taking advantage of our enrichment and extra-curricular activities
- Progress onto pathways such as Further Education, apprenticeships, Higher Education, personal independence or employment in their chosen industry sector.



Additional Learning Support (ALS)

If your child/young person has an Additional Learning Support (ALS) and/or SEND requirement and feels they would require support whilst at college, we have a dedicated and specialist support team who can work with you/them to create a bespoke ALS plan.

We support a variety of students linking to a wide range of learning difficulties and disabilities, as well as medical and/or health conditions, including Dyslexia, Dyspraxia, Dyscalculia, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), social, emotional, mental health concerns and specific physical or sensory needs (i.e. visually or hearing impairments).

Our aim is to ensure we do everything we can to help your child/young person access student life, have a positive and comfortable learning experience and ultimately, be able to achieve on their course.

Our dedicated and specialist support teams will support your child/young person by assessing their ALS requirements, including any exam access arrangements (subject to evidence being provided) they may need and developing a support plan to ensure they are able to make the most of their chosen learning opportunity. Some of the ways in which we may be able to support your child/young person include reasonable adjustments to teaching and learning, one to-one or shared in-class support, out of class

support/group workshop sessions, assistive technologies, and specialist support from teacher of the deaf/blind services.

We pride ourselves on the specialist knowledge and expertise we have within students support services and work closely with external professionals to ensure your child/young person get the right levels of support required to help them succeed.

Please discuss any individual support needs with us at any time; throughout your child/young person's application, interview or whilst they study with us. The earlier we are made aware of any ALS/SEND requirements, the sooner we are able to assess their support needs and ensure, where appropriate, support is deployed timely. This includes any evidence of diagnosis, along with exam access arrangements evidence they may have received at their previous school or setting. Without this could result in a delay in what support can be offered.

Financial Support

We encourage all students to apply for financial support* as they may be eligible for a contribution towards travel, meals at college, equipment, trips and childcare.

For students aged 16-18 and 19-25 with an EHCP**

Financial support is dependent on attendance, meeting the College high expectations and commitment to the course.

There is no deadline for applying to our support fund but we recommend that students apply as early as possible. Evidence of household income is required to assess eligibility.

For more information and to complete the online application form, visit our websites:

.....
Rotherham College
www.rotherham.ac.uk

.....
North Notts College
www.nnc.ac.uk

.....
Dearne Valley College
www.dearne-coll.ac.uk

Care to Learn

The Care to Learn scheme supports parents, who are aged under 20 when their course starts with childcare costs.

For more information on the scheme and to see if you are eligible, please visit:

www.gov.uk/care-to-learn

Child Benefit

Parents of 16 to under 20 year olds who are in full-time education or training (12 hours or above a week) are entitled to receive Child Benefit. However, you may require proof from college to complete your claim. Evidence of the programme of study and the number of hours can be obtained from the Learner Recruitment team at each campus.

* The fund is limited and help is not guaranteed

** EHCP is an Education Health Care Plan for students who have additional needs and/or learning disabilities/difficulties.



Student Expectations

Our students can expect to study in a safe environment that helps them to realise their ambitions and develop the knowledge, skills and behaviours that they need to succeed in life.

Our tutors are qualified industry specialists who create an environment in which students can focus on learning and building the confidence to achieve their goals. We offer a blended delivery approach, which includes remote online learning, work-related activity, face-to-face and practical sessions to ensure our students have access to the tools they need to excel.

Supported by extensive pastoral and health and wellbeing services our students can expect a positive and supportive learning experience.



College Expectations

We place high expectations on the behaviour and achievement of all of our students. Our aim is to support every student to fulfil their potential and ensure that they are prepared to successfully progress to further study or employment.

Our expectations apply whether the student is in college, on a trip or on a work placement. It is college policy that when poor conduct occurs we will explore the reasons, offer help and involve parents/carers/guardians at the earliest opportunity rather than impose sanctions.

Attendance

We expect 100% punctuality and attendance. Any time off can have a negative effect on longer-term progression and may affect bursary support.

Time off

We understand there are times when your child/young person will need time off, for example, emergency medical appointments, sickness, a religious holiday, bereavement or an interview. When this occurs a student or parent/carer must contact their curriculum admin office before their first lesson starts. These contact details are given to every student during induction. Alternatively, the student should contact the main switchboard and ask for the curriculum admin office. Poor attendance and unauthorised time off can result in financial support being withheld or delayed.

Behaviour

All students are expected to behave professionally and demonstrate respect and courtesy for others at all times. Where there are problems, a tutor will discuss their concerns with the student. If this does not result in improvement, the college behaviour intervention procedures will be followed. More detail on our behaviour intervention procedure is available on request.

Copies of any warnings or sanctions will be sent to you if your child/young person is under 18 years old. Thankfully such situations are extremely rare at college, however, we reserve the right to suspend students to carry out investigations when necessary.

Your support is appreciated, so if your child/young person is affected by the behaviour of other students please let their tutor know.

Should any student be subject to disciplinary action a copy of our policy and appeal procedure can be requested.

Progress Monitoring

Students can track their progress, review their attendance, set targets and communicate with their tutors remotely.

During the year, students will benefit from progress reviews which are designed to ensure that they are on course to achieve their goals and are making progress towards their career aspirations. During these reviews, tutors will discuss student's grade profile as well as the wider knowledge, skills and behaviours which they are developing.

To help plan for their future careers, full-time and part-time students also have access to a web platform called Navigate and here they can record all of their enrichment and work experience activities, including getting feedback from employers.

For apprentices, all of their learning activities and evidence of work with their employer, will be recorded in OneFile — their virtual learning environment.

During their time at college, all students will have access to an online Individual Learning Plan (ILP). This will track targets, behaviour and student reviews.

If attendance drops, letters will be sent to students to address the issue.

As parents/carers, we aim to keep you up to date with your child/young persons' progress throughout the year via consultation events and reports which will be sent home. We encourage all parents/carers/guardians to regularly monitor their child/young person's progress with them.

Should you have any questions or concerns at any point in the academic year, please contact the college to discuss these with your child/young person's tutor.

Safeguarding our Students

We aim to provide a safe and happy environment for all students so they can develop socially and academically.

To help with this we operate a strict lanyard and student identity system so that students and staff are easily identifiable on campus.

Please be aware that the following charges will apply for temporary and replacement lanyards:

Temporary Lanyard – £2.00

This will be refunded when the temporary lanyard is returned.

Replacement Lanyard – £5.00

This is non-refundable and all proceeds will go to the College's charity of the year.

We will not tolerate bullying, abuse or discrimination of any kind and will take appropriate action when it occurs. By law we are required to promote, report and monitor equality and diversity and inclusion. We welcome your support in encouraging your child/young person to report any incidents.

Campus Safeguarding Leads and Mentors are available for students to discuss and report any concerns. These members of staff are part of the safeguarding team and ensure students' wellbeing is monitored as well as their academic progress.

Should your child/young person experience discrimination outside of college we can put them in touch with organisations who can help.

We work closely with external services to provide wrap around support for learners and are part of Operation Encompass, which mean we are notified of domestic abuse incident relating to our young people, allowing us to be proactive in our offer of support.

Students will have access to the college's IT Acceptable Use Policy to refer to when using the college IT systems. The policy provides clear guidance for students on the use of IT equipment, websites and other internet services along with the student's individual responsibilities and information on the relative Acts of Parliament.

We have a monitoring system on all college devices, to support our safeguarding practices.

Any concerns can be reported directly to the Safeguarding Team via our dedicated email address:

safeguarding@rmngroup.ac.uk

Or our SafeguardingTeam number:

01709 722722

STUDENT VOICE

The voice of our students is important to us. We use a variety of methods to collect student views throughout the year and feedback is regularly shared with managers and the Student Union, who take any action required. The views of parents and carers are always welcome.

Drop us a line or call to discuss something that is going well or needs addressing:

.....
Rotherham College

info@rotherham.ac.uk
01709 362111

.....
North Notts College

contact@nnc.ac.uk
01909 504500

.....
Dearne Valley College

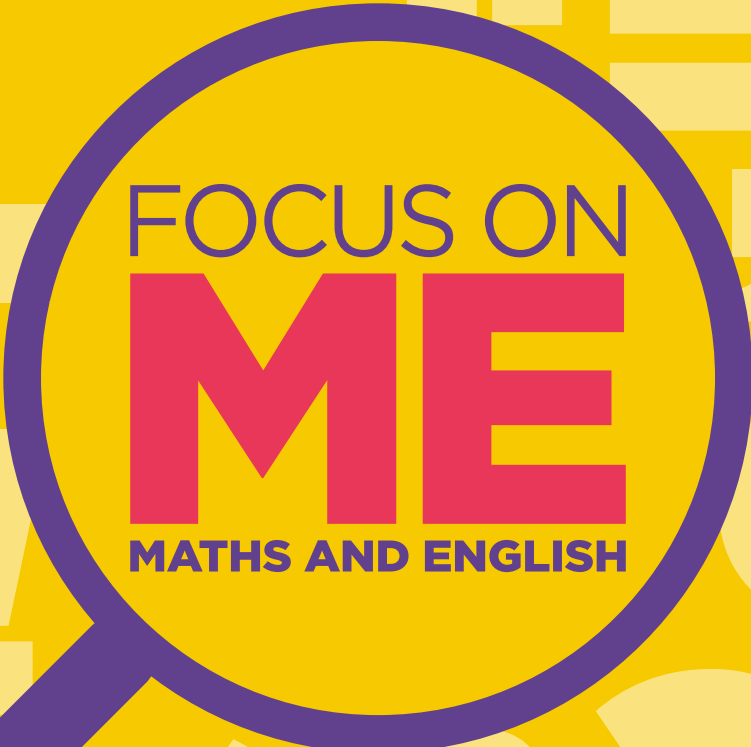
learn@dearne-coll.ac.uk
01709 513355

If you are concerned about something please raise this with the appropriate tutor. If this does not resolve your concern, then we have a complaints procedure that you can follow. Forms are available at Student Services on all campuses or via college websites.

English and Maths

English and maths are vital for employers and for our students' studies. If your child or young person has not achieved GCSE 9-4 they will undertake these qualifications alongside their main programme.

We work closely with our students to help develop their maths and English skills to help them in everyday life and achieve their aims and ambitions.



FOCUS ON
ME
MATHS AND ENGLISH

Course Information

In general, courses run Monday – Friday, 8.30am – 5.00pm. However, for courses such as Hair and Beauty or Catering, students will be asked to stay later to gain valuable work experience in our onsite salon and restaurant. For some courses, enrichment activities may also be offered which take place outside of normal timetabled hours.

For apprentices who participate in day-release programmes, attendance at college will be for one day per week and is usually between 8.00am-5.00pm.

We suggest you obtain a copy of your child/young persons timetable to help you support them with their studies and attendance.

College hours include class time, additional classes such as English and maths, work placement, self-directed study and enrichment activities.

All vocational study programmes and some Apprenticeships will include elements of a blended delivery that includes both learning remotely using online educational resources and attending college for face-to-face hands-on learning in a classroom.

Students have a six week window of opportunity to change their minds with regards to their chosen course. If they feel they have made the wrong course choice they should speak with their tutor as soon as

possible. All students have access to qualified Careers Guidance professional who can help them choose another pathway to support with their career choices.

The qualifications offered at college are nationally recognised and our student achievement rate is one of the highest in our region. Students can progress onto higher qualifications at college, university or as part of a Higher or Degree Apprenticeship.

Career focused learning

We provide a comprehensive programme of study in all of our curriculum areas which is locally designed in collaboration with employers. Support is tailored to each individual student's needs to help each child/young person achieve their career aspirations.

They will have the opportunity to discuss their career aspirations and work out a career development plan of action with their tutors throughout the year.

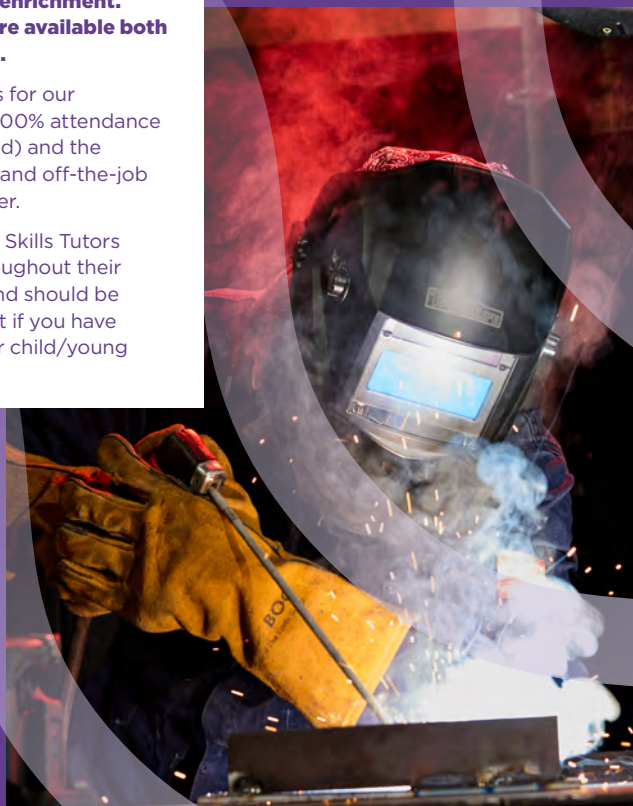
We offer a virtual, live careers lounge and face to face drop ins during term time where any student can talk to qualified Career Guidance professionals. Students can also access the Careers Google site for a range of support and resources regarding UCAS, employability and finding the right career pathway.

Apprenticeships

For students who are studying an apprenticeship, we will work closely with their employer to develop a bespoke programme which meets their career goals. All apprentices are supported to access the wider services of the college, from careers advice to mentoring, to personal finance and enrichment. Activities and support are available both virtually and on campus.

We set high expectations for our apprentices and expect 100% attendance at college (where required) and the completion of all studies and off-the-job training in a timely manner.

Our work-based learning Skills Tutors support apprentices throughout their entire learning journey and should be your first point of contact if you have any questions about your child/young person's progress.



Studying with us

Our study options

We offer a range of career pathways for all ages. Your child/young person can choose to study from Entry Level through to Level 3 and onto Higher Education across all of our colleges and at University Centre Rotherham.

We specialise in providing technical training and education as well as hands-on experience to develop the knowledge, skills and behaviors that you need for your future career.

In partnership with RNN Training we also offer apprenticeships from Level 2 (intermediate) to Degree Level. These provide on the job training, a wage and the opportunity to develop industry-leading skills and experience.

Google

Teaching and learning across each college is supported by Google Workspace and Google Classroom. All students have access to a college Google account to enable them to participate in a range of online learning and enrichment activities.

We are committed to equipping our students with the digital skills and competencies that they will need to be successful in their future careers and to this end, we plan for and encourage flexible and remote elements of independent, online learning.

Have you thought about enrolling onto a college course or changing your career?

If you would like to know more about our college courses you can view them on our websites. Our Learner Recruitment Team can advise you about financial support, course information, course fees and other support we offer.

Work Experience

For students aged 16-18 on full-time courses, work experience is an essential part of their course.

This helps your child/young person to gain a better understanding of the world of work and equip them with the necessary skills to pursue their career of choice. All students are expected to source their own work placement, however support will be provided by Work Placement Officers. Further information such as dates, will be shared in a timely manner at the start of the course.

Enrichment activities

Students will have the opportunity to gain further qualifications and skills which are relevant to the areas within which they wish to progress.

A range of activities are offered via the college enrichment programme, including sports, wellbeing, social action projects and employability experiences. Students are encouraged by their tutors to participate in a range of activities which will broaden their personal development.

The Student Union may also arrange trips and social activities including fundraising. Interested students can get involved in the Student Union, become a Governor or a Course Representative.



Personal Development

We aim to provide a high quality student experience so that all students can fulfil their potential.

The student support Team is made up of Personal Development Coordinators, Attendance and Pastoral Officers, Mentors, Counselling, Work Placement Officers and Student Bursary, all of whom are available to work with your child/young person to ensure that they get the most out of their college experience.

Personal Development Coordinators will create a schedule of exciting and engaging activities for your child to get involved with. These activities will enhance their experience while studying on their programme. They

also organise and facilitate a range of sports and fitness activities which students can opt in to. This could include football academies, Zumba and Yoga classes or inter-college sporting competitions.

Work Placement Officers support students to secure relevant work placements, provide opportunities to explore a range of career options and facilitate a variety of enrichment activities which will add value to your child/young person's course and/or personal development.



Term Dates

OUR COLLEGE TERM DATES

Autumn Term

4th September - 22nd December 2023

Autumn Half Term

23rd October - 27th October 2023

Christmas Break

25th December - 5th January 2024

Spring Term

8th January - 28th March 2024

Spring Half Term

12th - 16th February 2024

Easter Break

29th March - 12th April 2024

Summer Term

15th April - 28th June 2024

May Day Bank Holiday

6th May 2024

Summer Half Term

27th May - 31st May 2024

Summer Holiday

1st July - 30th August 2024

Travelling to College

We also have a number of student only bus routes making it easier to get to Rotherham College and Dearne Valley College from a range of areas. Each service will run first thing in the morning arriving at College in time for the first lesson and will return at the end of the College day.

For those studying at North Notts College we also have a mini bus service that travels between Retford and our Worksop campus. Tickets are available from Student Services.

There is a small charge of £1.95 per journey or multiple travel passes can be purchased for a discounted price. Students may be eligible for funding to pay for their journey to and from College.

For more information on our Student Bus Service and details on how to book once enrolled, please visit:

Rotherham College

[CLICK HERE](#)

North Notts College

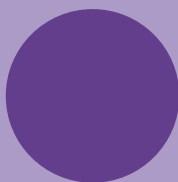
[CLICK HERE](#)

Dearne Valley College

[CLICK HERE](#)

College transport, made easy

Dearne Valley, Rotherham and North Notts College's student transport service



Share the love

Could this benefit another student?

Let them know about this service, it could make a big difference to their day.



For how to book tickets



Book your tickets here



Student Bus Services - Dearne Valley, Rotherham & North Notts College

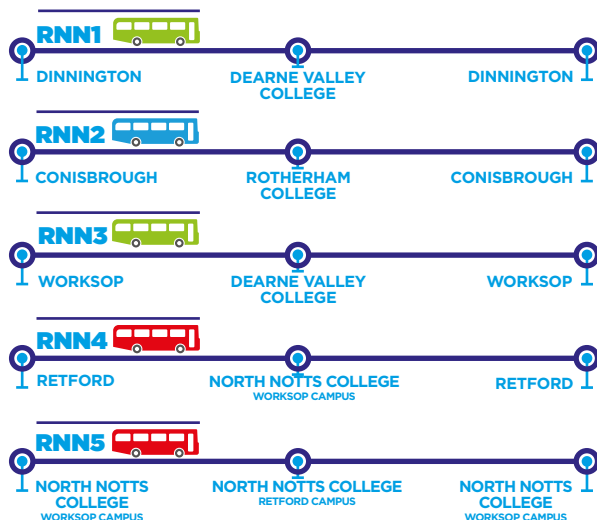
Our student only bus routes make it easier to get to college from a wide range of areas.

Each service will run first thing in the morning getting you into College for your first lesson and will return at the end of the College day.

There is a small charge per day or multiple travel passes can be purchased for a discounted price.

You may be eligible for funding to pay for your journey to and from College, more information on Financial Support can be found here.

Please note our bus timetables are subject to change.



**Scan the QR code to view
full bus timetable**



Parent/Carer Evenings

Throughout the year we will contact you to keep you up to date on your child/young person's progress. For full time learners under 18 we will send out reports and invite you to two parent/carer evenings per year.



Contact Us

ROTHERHAM COLLEGE

01709 362111
info@rotherham.ac.uk
www.rotherham.ac.uk

Town Centre Campus

Eastwood Lane
Rotherham
S65 1EG

Construction Centre

Rawmarsh Road
Rotherham
S60 1RU

CLICK HERE
TO VISIT
ROTHERHAM
COLLEGE
WEBSITE

NORTH NOTTS COLLEGE

01909 504500
contact@nnc.ac.uk
www.nnc.ac.uk

Workshop Campus

Carlton Road
Worksop
S81 7HP

Retford Campus

Retford Education Centre
Old Hall Drive
Retford
DN22 7EA

CLICK HERE
TO VISIT
NORTH NOTTS
COLLEGE
WEBSITE

DEARNE VALLEY COLLEGE

01709 513355
learn@dearne-coll.ac.uk
www.dearne-coll.ac.uk

Manvers Campus

Manvers Park
Rotherham
S63 7EW

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DEARNE VALLEY
COLLEGE
WEBSITE

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 **RNN GROUP**
SUSTAINABILITY