

**School Partnerships**  
**Parent & Carers' Handbook**  
2021/2022

# Welcome to Wakefield College

Dear Parent/Carer

I would like to welcome you and your son/daughter to the School Partnerships provision at Wakefield College.

I am delighted that your child has chosen to study at the College and this handbook has been designed to provide information to parents/carers about the College, our facilities and the School Partnerships programme of study your child has embarked upon.

The provision available for Year 11 students at Wakefield College is always evolving and we are committed to providing a stimulating and challenging alternative curriculum for learners and schools in and around Wakefield.

We also aim to prepare students for the transition to College and are extremely proud that over 75% of our cohort from last year have progressed with us post-16.

At Wakefield College, our aim is to challenge our students to realise their full potential and to provide them with a high level of support to ensure that they are successful. We have a strong team who provide a range of support mechanisms for school age learners studying at the College.

We trust that your child will enjoy their time at Wakefield College and that the experience will encourage them to continue their education with us when they leave school.

Your involvement and support in this process would be most welcome and if you have any questions or concerns about your child's time at Wakefield College, please do not hesitate to contact me, or Sandra Lockett (Programme Coordinator) on 01924 789742.

Yours faithfully,



**James Pennington**  
**Head of Alternative Curriculum and School Partnerships**



## The Early College Transfer Programme

Early College Transfer (ECT) students work towards an accredited vocational qualification during their final year of school. This includes the core subject itself alongside Maths and English GCSE's.

GCSE English and Maths are a compulsory element of all ECT courses and are essential to help your child progress into further study at College, an apprenticeship or employment with training.

ECT students may spend the remainder of the week in school or another alternative provision.

## Student ID Cards

To ensure that College remains a safe and stimulating environment, all students, including ECT's, will be given a College Student ID card when they enrol.

Students **MUST** wear their ID whenever they are in College and if it is not visible will be asked to produce it for inspection. All students should keep their Student ID card safe and bring it into College for every session.

If your child loses their Student ID Card, they must report this to Sandra Lockett or Rachel Wilby in the School Partnerships team who will organise a replacement. There may be a £2 charge for the replacement card.

## Student Attendance

Wakefield College expects learners to attend all scheduled lessons. All absences are reported by the School Partnerships team directly to the learner's home/school. If your child is unable to attend a lesson, we require you to notify us on the first day of absence, with the reason for the absence. You should telephone the team on **01924 789742** or **01924 789743** or email the School Partnerships mailbox: **schoolpartnerships@wakefield.ac.uk** to inform the College of any absences.

All students at Wakefield College are expected to:

- Make every effort to attend all timetabled sessions promptly.
- Attend all other additional course commitments undertaken, for example, work experience, field trips and educational visits.
- Arrange medical/dental appointments outside College hours.
- Take holidays at times that do not clash with their College commitments.

Where students are unable to attend for an extended period of time, it is vitally important that parent/carers maintain regular contact with the College to update staff on the situation.



## Wakefield College Support Services

### Additional Learning Support – ECT Students

The Additional Learning Support Service provides classroom support to learners with an identified additional learning need. If you disclosed an additional learning support need on your child's application form, then the ALS team are aware, and support will be arranged for when your son/daughter starts College. If you wish to discuss any aspect of learning support, please do not hesitate to contact Sandra Lockett on **01924 789742**.

### Counselling and Welfare Services

College students can make an appointment to see a College Counsellor.

Our counsellors are trained and experienced in helping students through issues such as bereavement and loss, concerns about College work, self-image/esteem, eating problems, depression, anxiety and stress, alcohol and substance abuse, bullying or difficulties in getting on with others.

All consultations are confidential. Phone **01924 789226** or email **counselling@wakefield.ac.uk**

## Achievement and College Expectations

### Ensuring Success

Students are advised to spend time working outside the classroom on any work set by the course tutor. They are given the opportunity to undertake this private study at home, or to make use of the College's facilities, for example, the Learning Centres at each campus.

### Assessment

All learners will be assessed throughout their course at Wakefield College. Assessment will take the form of unit tests which may be written or practical-based. Tutors will work with learners to prepare them for their assessments.

### Standards of Work

To ensure the development and success of our students, we ask them to:

- Make every effort to achieve and maintain a high standard of work that is compatible with their target grades. Complete all homework, coursework, projects and assignments on time.
- Make systematic use of study time to follow up and consolidate work covered in class.

### Changing Courses

If your child feels that they have chosen the wrong subject/course, we will consider a request for a transfer to another course, provided that the request is submitted before the end of September 2021 and their home/school is in agreement. We firmly believe that it is unrealistic to change subject/course after this date. Any changes after this period will only be allowed if there are compelling reasons to do so.

### Personal Property

Students must keep valuable belongings with them at all times. Students are strongly advised not to bring expensive electrical equipment into College. The College cannot accept responsibility for the loss of, or damage to, students' personal property. If items of property go missing, then students are advised to report this immediately to security staff, reception staff or the staff in the School Partnerships team.

### Student Progression

We are proud of our Progression Agreements that offer successful and hard-working ECT students guaranteed progression onto a full-time programme of study in Year 12. Students who successfully complete their ECT course and have attendance over 85% and who have demonstrated good behaviour and a commitment to learning will be guaranteed automatic progression to an appropriate course within their subject area.

### Wakefield College Open Events:

In addition, ECT learners are encouraged to attend Wakefield College Open Events which provide young people and parents/carers with an ideal opportunity to speak to teaching staff in the areas of study that interest them. Dates for 2021-22 Open Events are available on the College website.

# Student Code of Conduct and Disciplinary Procedures

All students who enrol at the College agree to accept the Student Code of Conduct issued during induction week at the beginning of term. The full Code of Conduct is available to view on the College website.

## At all times, students are expected to:

- Behave in a thoughtful, caring and courteous manner to all staff and students.
- Behave in a mature, respectful and responsible manner, whether on College premises or on educational visits, industrial or commercial placements.
- Work to the best of their ability and meet assignment deadlines.
- Adhere to the Code of Conduct and all other policies and regulations including the health and safety, equality and diversity and no smoking policy.

The College's disciplinary procedures are there to ensure that any disciplinary matters are dealt with in a consistent and fair manner. You can view the full Disciplinary Procedure on the College website.

The School Partnerships Team will work with the learner's home/school to ensure any disciplinary matter is dealt with promptly and in the best interests of all parties.

Deliberate failure by a student to comply with a Formal Stage 3 contract will result in the student being returned to the home/school. Incidents of gross misconduct may result in a 3-year exclusion from the College.

## Year Planner 2021/2022

Autumn Term 2021	Start	Finish
Classes	Monday 6th September 2021	Friday 22nd October 2021
Half Term	Monday 25th October 2021	Friday 29th October 2021
Classes	Monday 1st November 2021	Friday 17th December 2021
Spring Term 2022	Start	Finish
Classes	Tuesday 4th January 2022	Friday 18th February 2022
Half Term	Monday 21st February 2022	Friday 25th February 2022
Classes	Monday 28th February 2022	Friday 8th April 2022
Summer Term 2022	Start	Finish
Classes	Monday 25th April 2022	Friday 27th May 2022
Half Term	Monday 30th May 2022	Friday 03 June 2022
Classes	Monday 6th June 2022	Wednesday 29th June 2022

## College Closure Days:

### College Development Days:

Wednesday 6th April 2022  
Thursday 7th July 2022

### Public Holidays:

Monday 3rd January 2022  
Friday 15th April 2022  
Monday 18th April 2022

### Public Holidays:

Monday 2nd May 2022  
Thursday 2nd June 2022  
Friday 3rd June 2022