

THEM READY

PARENT AND GUARDIAN HANDBOOK 2024-25

WITH THE COLLEGE FOR TECHNICAL EXCELLENCE

WELCOME

Welcome to Wigan & Leigh College.

We're looking forward to working together to make sure your child achieves their full potential with us here at the college for technical excellence.

Your involvement is crucial to their success, as we get them work ready. Together we can support them to make the most of their time here.

We have expectations in terms of their behaviour, timekeeping and attitudes to learning. This booklet sets out those expectations, so that you're aware of them and can help to reinforce them too.

Communication is very important for our relationship to work. We'll keep you up to date through the college website and our social media platforms, by email and with letters. You can always contact the Head of Studies team if you have any concerns. You'll find out more about our staff, their roles and contact details as you read on.

Thank you in advance for your support. We look forward to meeting you at our new student parent meetings.

Anne-Marie Francis Vice Principal Curriculum



STUDY WITH US

The transition from school to a new adult environment can be both challenging and exciting. Our job is to set boundaries, guidance and expectations to develop young people into valuable, contributing members of society.

Your child will have a timetable of lessons and we expect high attendance levels.

Some lesson periods on the timetable are for selfstudy. This is when we expect them to use our Learning Resource Centres to complete their work. If your child is struggling with aspects of college life, like self-study, being organised or meeting deadlines, we encourage them to speak to their Personal Tutor or the Additional Learning Support team.

We offer support for those with identified learning needs, or those who need help to adapt to different expectations and ways of working. You can find out more on page 16.

We'll get your child work ready through industry relevant experience as part of their programme of learning. While we understand that many gain valuable life skills, and income from taking on extra part-time jobs while at college, we recommend you discuss with them the number of hours they work. They may need to limit their time at work to make sure they have enough time for study.





BEHAVIOUR AND STANDARDS

As a student, your child becomes a valued member of our college community and an ambassador for our values.

We expect them to follow our Code of Conduct – set out on page 5 of this guide.

Please read through so you're aware of our expectations, of how they engage with the wider community as a volunteer, on a placement, on a college trip or during breaks.

BRITISH VALUES

Our values align with Fundamental British Values. This is a term used to describe democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.

We'll help your child develop and demonstrate skills and attitudes to make a positive contribution to life in modern Britain.

We support the Prevent agenda, a government initiative to pursue, protect, prepare and prevent people from becoming involved in terrorism.

We challenge extremist beliefs and encourage your child to make informed choices to protect themselves from extremism and radicalisation.

And we have a truly inclusive culture aligned to the FREDIE values of Fairness, Respect, Equality, Diversity, Inclusion and Engagement.





There may be times when you have concerns you want to raise with us.

In the first instance, you should contact your child's Personal Tutor, who they'll meet on a weekly basis in tutorial sessions. At these sessions they'll discuss getting work ready and how your child feels about college, as well as monitoring progress and completing their individual learning plan. Your child can arrange a time for you to meet them as part of the tutorial session.

If you have serious concerns, you or your child can make an appointment to speak to one of our Heads of Studies, who provide a pastoral support system



Maxine Mealey Assistant Principal



Dawn Coles Head Of Studies



Richard Hughes Head Of Studies



Chris Gandy Head of Studies

We also have a team of Student Liaison Officers and Specialist Personal Tutors, who provide help and guidance outside of studies. They may contact you if they have any concerns about your child's attendance, behaviour or engagement with their course.

HEAD OF STUDIES TEAM

PARSONS WALK CAMPUS Richard Hughes PW-HOS@wigan-leigh.ac.uk

PAGEFIELD CAMPUS

Dawn Coles PF-HOS@wigan-leigh.ac.uk

THE SKILLS ACADEMY

Chris Gandy c.gandy@wigan-leigh.ac.uk

LEIGH CAMPUS

LC-HOS@wigan-leigh.ac.uk

PARSONS WALK CAMPUS Specialist Personal Tutors

Jessica Harrison j.harrision@wigan-leigh.ac.uk Kim Etchells k.etchells@wigan-leigh.ac.uk Tia Rogers t.rogers@wigan-leigh.ac.uk

Student Liaison Officers

Melanie King m.king@wigan-leigh.ac.uk Lisa Ling l.ling@wigan-leigh.ac.uk

PAGEFIELD CAMPUS Specialist Personal Tutors

Sarah Hardcastle s.hardcastle@wigan-leigh.ac.uk Victoria Zakis v.zakis@wigan-leigh.ac.uk Catherine Blake c.blake@wigan-leigh.ac.uk

Student Liaison Officer

Mirriam Borer m.borer@wigan-leigh.ac.uk

LEIGH CAMPUS

Assistant Principal Maxine Mealey m.mealey@wigan-leigh.ac.uk

Student Liaison Officer Emma Olondo e.olondo@wigan-leigh.ac.uk

THE SKILLS ACADEMY Student Liaison Officer

Cassie Seddon c.seddon@wigan-leigh.ac.uk

YOUR CONTACT WITH US

Your child must provide their consent for us to contact you. We'll ask them to provide one named contact at enrolment with your home and/or mobile number and email address.

We'll contact you throughout the academic year to let you know about relevant events and activities. We may also call you to discuss support for your child, or matters where your intervention will have an impact.

We may need to contact you if:

- We have nominated your child for an award, or they've won a competition.
- Your child hasn't attended college and they haven't let us know in accordance with our absence procedure.
 We'll call you in the first instance and if we can't get through, or the absence is persistent, we'll write to you.
- There are behaviour or engagement issues with your child.
- · We've serious academic achievement concerns.
- \cdot We've concerns about safety and welfare.

If your child is absent, you may receive a text message from us informing you.

STUDENT PORTAL

Your child will have access to their own student portal, which holds information about their attendance, achievements, grades and goals. They can access this from home so you'll be able to go through it with them and discuss their progress.

PROGRESS REVIEWS

We have progress reviews with your child throughout the academic year, which we record on their Individual Learning Plan, accessed through the student portal.

We'll invite you to monitoring meetings to make sure that your child is on track to succeed.



CODE OF CONDUCT

When your child joins our community, they automatically become an ambassador representing the college and its values to the wider world. They sign up to agree to a set of standards that we expect them to follow, as they go about their business inside and outside college.

As part of these standards, they agree to the following:

- Attending all college lessons punctually and meeting assignment deadlines.
- Reporting all absences, or lateness on the absence reporting number 01942 761 600 option 4 before first class, or by 10am on each day of absence.
- Understanding that all absences affect their attendance score and that we expect them to attend every class on the timetable.
- Completing assignments without cheating, copying or plagiarising (using someone else's work from the internet, another student or a book or magazine, and pretending it's their own).
- Wearing student identity cards with the photograph on view at all times, and if asked, show them to staff and never let anyone else use them.
- Not smoking (including vapes), anywhere on college premises except designated smoking areas. This includes entrances and exits.
- Respecting the wellbeing of others and treating college property with care.
- Keeping mobile devices on silent and non-vibrate, or switched off in learning areas, using only with permission of the staff.

- Respecting students and staff, behaving in a thoughtful, caring and responsible manner.
- Being responsible online and not sharing images of anyone else without consent.
- Avoiding violent or discriminatory behaviour, harassment, bullying or foul and abusive language. This includes wearing or displaying logos or slogans that could offend other people.
- Safeguarding the reputation of the college both on and offline.
- Agreeing to the IT User Policy, using computer facilities only to support learning.
- Observing Health & Safety regulations, paying attention to their own and other people's health and safety, and following staff instruction.
- Not possessing drugs or their paraphernalia including legal highs, alcohol or weapons on college premises.
- Following the wider college rules, responding to reasonable requests from staff about behaviour and standards.

If your child fails to follow this Code, we may take disciplinary action in accordance with the Student Disciplinary Procedure. This may lead to us excluding them from college.

If in receipt of Learner Support Funding (i.e. 16- 19 Bursary, 19+ Discretionary Learner Support, 20+ Childcare or Advanced Loans Bursary) and attendance drops significantly below 100 per cent, or they fail to meet the terms of the Code of Conduct, we may stop their funding



IT user policy





Student Disciplinary Procedure

WHAT YOUR CHILD CAN EXPECT



- A safe, welcoming and supportive environment.
- Impartial guidance to make sure they're on the right course at the right level.
- A period of induction for an insight to the course and college life.
- A quality course delivered by qualified, experienced tutors who have passion for their subject and a wealth of industry experience.
- Regular setting of work, prompt marking and relevant feedback.
- A variety of teaching and learning styles, which may include small group tutorials, individual tutorials, assignments, project work and other methods of supported self-study.
- Programmes that meet relevant assessment requirements, providing a sound and logical course of study, leading to a qualification of value.
- Regular reviews to assess and monitor progress, record achievements and plan actions.
- Additional learning support if they have a difficulty or disability.
- The opportunity to develop skills, knowledge and understanding to get them work ready, including good quality work experience, work simulation, industrial awareness, conferences and work shadowing.
- Accurate and impartial advice for a successful progression route.
- Opportunities to enrich studies through trips, visits, competitions, social and charity events and volunteering.
- Opportunities to have their say on the course and the college to support our planning.
- An approach to learning that takes into account the impact of any trauma experienced in childhood.

STUDY DAYS

Study days form an important part of your child's weekly timetable. It's time set aside for them to:

- Attend enrichment and work ready activities.
- Get online with Pathways, National Online Safety and Blended Learning Consortium platforms.
- Practice, revise, reflect and be creative.
- · Complete coursework.

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- · Attend work placements.
- Take part in Duke of Edinburgh or IDEA programmes.
- Run their own club or group and join in with existing ones.

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DIGITAL

We use the following online platforms to connect with your child. We'll help them access if they're unfamiliar.



Microsoft Teams

An app and website for online groups connecting your child's classes. They can share and access files, chats, assignments and a variety of other apps. They also make group and individual audio/video calls, usually at the start of each lesson.

Access through college log in (Microsoft 365) account details. We recommend your child download the MS Teams app to their phone, so we can keep in touch throughout the academic year.



Nearpod - For interactive presentations

An app and website for lesson presentations. Lots of interactivity - questions, drawings, 360-degree field trips, video and matching tasks.

Access wil be provided by tutors and they will share a unique code for your child to join the session.



VLE - Virtual Learning Environment

A web page for course resources which also has additional interactive elements.

Your child will be able to access the VLE from the college website. They will use their college username and password to log in.

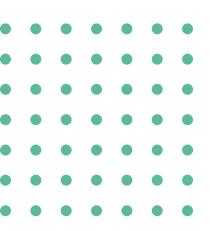


ProPortal

A web page to view and edit assessment grades and individual learning plans.

Your child will be able to access this from the college website, using their usual college username and password to log in.

NETIQUETTE



Netiquette is a set of guidance principles for acceptable and polite online behaviour.

It's important that your child's interactions are respectful, considerate, and appropriate across various digital platforms, so we encourage them to follow these simple guidance principles in online communication.

THE HUMAN ELEMENT

Everyone who read your words, or sees your photos or videos online deserves respect.

So before you press send or submit, ask yourself whether you would have a problem if someone else had written it.

IF NOT IN REAL LIFE, THEN NOT ONLINE TOO

Hopefully, you wouldn't stand in front of a stranger and be rude to them face-to-face, so keep the same standard online. And remember to respect people's privacy.

CYBERSPACE IS A DIVERSE PLACE

The online space is geographically and culturally dispersed, so think carefully about the word choice and topics you upload.

EXTINGUISH FLAME WARS

Flaming is when people are emotive when expressing their annoyance on a subject. Flame wars, however, is when two or more people exchange angry and explicit posts between each other. This must be controlled before it escalates to compromise the integrity of the group. Don't feed the flames; extinguish them by guiding the discussion back to a more productive direction.

FORGIVE

At some point, you'll see a stupid question, read an unnecessarily long response, or encounter misspelled words. When this happens, practice kindness and forgiveness, as you would hope someone would do if you had committed the same offence. If it's a minor offence you might want to let it slide.

STUDENT REPRESENTATIVES (REPS) Student Reps are the link between students thoughts and ideas and feed back to Student

Student Reps are the link between students and the college. They listen to thoughts and ideas and feed back to Student Council. Student Reps represent students at every level of the decision-making process, so they really are their voice in shaping the future of the college. If your child tells their Student Rep how they are feeling about their course, or other areas of college life, it can drive positive change to make sure students are getting the best experience you can.

ABSENCE

There is a proven link between your child's attendance and their success. We set the bar high and challenge them to attend college every day that is set out on their timetable. Those who achieve high attendance rates reap rewards not only in exam success, but also in developing an attitude essential to becoming work ready.

ABSENCE PROCEDURES

Poor attendance often leads to underachievement and may result in disciplinary action. You can find out more about this in our college disciplinary policy.

Being late to class is disruptive for other students. While we understand that sometimes being late is unavoidable, if your child is persistently late, we may also resort to disciplinary action.

They, or you, may have to pay a fee for missed exams and they may have to pay back financial awards or bursaries. But it's not just their pocket that's hit, poor attendance may jeopardise their success in becoming work ready. Employers request information about attendance, as part of a job reference request, so there's a lot at stake.

We expect your child to book holidays outside term time. There are many weeks throughout the year to choose from, but if they do take holidays during term time we'll record them as unauthorised absences.

REPORTING ABSENCES AND LATENESS

Your child should let us know if they're going to be late or absent from college before the start of the first lesson, or no later than 10am on the day. If they're 16-18 you may let us know instead.

Tell us why they're going to be late or absent on

01942 761600 (option 4) before 10am.

If they're absent from a work placement they must let them know too.

If your child is absent, you may receive a text message from us informing you.

If we don't hear from them, we'll contact you to find out why they're not in college.

If they don't let us know when they're going to be late or absent, they're breaching the college Code of Conduct and may be subject to the disciplinary process.

LATE ARRIVALS

If your child is late for college and has told us in advance, they should speak to their tutor at the end of the lesson to make sure we've recorded a late mark and not an absence mark for them.

UNAUTHORISED ABSENCE

We expect them to make routine doctor, dental, orthodontic or optician appointments outside timetabled classes. If they do occur during your college day, we also record them as unauthorised absences. Even if your child tells us they're going to be off sick, we record this as an unauthorised absence.

AUTHORISED ABSENCE

We record some absences as authorised, but your child should tell their Personal Tutor in advance to get approval.

They'll need to provide evidence of these types of absences:

- university open days (3 an academic year)
- interviews for university, apprenticeships or full-time jobs
- hospital appointments or admissions supported by a doctor's note or hospital letter
- bereavement or a funeral
- religious holidays.

We don't expect prior notice of serious medical emergencies or a sudden unexpected bereavement.

FABFUTURES

Our team offers impartial advice to help your child make decisions about how to get work ready and plan further study options after their course.

They can meet us to find out more about:

- How to change course or get an apprenticeship.
- UCAS applications.
- Student Finance applications.
- Applying for higher education at our University Centre.
- $\cdot\,$ Job searches, CVs, letters and job applications.
- · Co-ordinating work placements.
- · Identifying and building the skills to get ahead.
- Researching and planning to support your career ambitions.
- Funding and welfare.
- Support agencies.

HARVEY KNOWLES

Former school: Albany Academy Course: T Level Civil Engineering

Harvey had a fantastic experience on his placement with VolkerWessels UK applying the skills he learned on his course.

Specialising in flood defence systems in the Preston area, he's had a hands on experience.

"My knowledge of equipment has improved - taking readings with the total stations, setting up lasers, and helping out the engineers. I got to work on my own top soil section along the River Ribble, where I had to work out the surface area.

"I've also helped with general surveying on a flood risk management scheme in Penwortham. They've really made me feel part of the team."







CAREER PLANNING

We provide experiences to support your child in achieving their dream career.

We hold guest speaker sessions from industry experts, visits to workplaces and opportunities to work on employers' live briefs and projects.

We use up to date labour market information to help them explore careers in their chosen industry, find out more about salary and earnings, growth opportunities and the skills they need to get work ready.

All on the website: wigan-leigh.ac.uk

Your child can book an appointment

through the reception team or call:

Parsons Walk Campus: 01942 761 681

Pagefield Campus: 01942 761 819

Leigh Campus: 01942 761 487

WORK EXPERIENCE

As a full-time student, your child will do a placement or work experience to get work ready.

Work placements vary depending on the course. They'll find out more about the type of work experience they'll have during their induction period.

A work placement can help them decide on the careers or industries they want, or don't want to work in. It can also help to:

- Develop skills for careers
- Develop professional behaviour.
- Discover new talents.
- Strengthen CVs.
- Improve industry knowledge.
- Put learning into practice.



MEET THE EMPLOYER EVENTS

You and your child can meet local, regional and national employers who are recruiting for apprentices, or jobs, at events held at our Centre for Advanced Technical Studies and Pagefield Campus

DISCIPLINE

We want to make the transition from school to college as smooth as possible. Your child's independence will start to develop and there'll be lots of new experiences and some challenges.

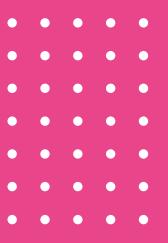
We all work together to create an environment of mutual trust, respect and confidence. We achieve this when we assert our legal and moral obligation to act against unacceptable behaviour or practice.

We'll challenge any form of discrimination, harassment, vandalism or disruption against people and or property, if appropriate. We'll take disciplinary action and involve the Police or other external agencies when appropriate.

We'll also take disciplinary action if your child is involved in illegal activities outside college, if they put our premises, staff, students, or ours or partners' reputations at risk.

We expect that all of our students are responsible online and don't share images of anyone else without consent.

You can visit our website for details of our college rules and regulations and the full disciplinary procedure.



ENRICHMENT

There are lots of clubs and groups for your child to enrich their college experience, meet people with similar interests and have some fun along the way.

They can choose from:

ACADEMIC

BE ACTIVE SPORTS



GETTING WORK READY

- Duke of Edinburgh scheme
- · Job Club

LOOK GOOD FEEL GOOD

- Fashion
- Nail Art



SOCIAL AND COMMUNITY

- Equality and Diversity Forum

VOLUNTEER OR CHARITY WORK AT:

- The Brick
- · Charity shops
- Trust in Leigh
- · Veteran's Society
- Wigan Leisure and Culture Trust
- · Wigan Youth Zone



MENTAL WELLBEING

BE CREATIVE

- Arts, cinema, comedy, music and drama at the Old Courts
- · Chess
- Photography
- Choir



PROMOTIONAL AND FUNDRAISING **EVENTS**



WELLBEING

If your child struggles with anxiety, depression or other mental health issues, we've got their back. We've an inclusive approach to respecting those with mental ill health. We challenge associated stigma through our teaching, and promote wellbeing through tutorials and enrichment, offering targeted support.

Our wellbeing team can help with:

- \cdot tips to help develop confidence and self esteem
- \cdot strategies to develop resilience
- meditation and breathing exercises
- mindfulness techniques.

We recommend apps, online tools and live web chat support. However if social media is contributing to their difficulties, your child may benefit from our Digital Detox sessions to promote positive mental health without the use of technology.

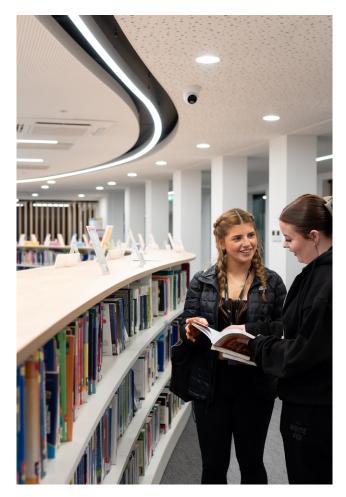
We have links with local health and voluntary sector groups and may refer students for support if we are unable to meet their needs.

ADDITIONAL LEARNING SUPPORT

We offer Additional Learning Support (ALS) at all our campuses on a regular basis or just occasionally, for those who disclose a learning difficulty or disability.

We have a team of specialist tutors who can offer a support plan for your child following a confidential assessment.

If your child just needs extra help with their studies, they can access this in Additional Learning Support Study Rooms, without booking. We can help them with skills like planning and organisation, structuring assignments, research and proofreading.





Each of our three campuses have a library service and access to a wide range of technology, resources and services to support learning.

Your child also has access to a growing collection of online resources including thousands of e-books, e-journals and e-databases. These are all accessible on the College VLE and available on and off campus on any device with an internet connection.

At the start of their course, your child will have their own college computer network account and secure storage space on the network. They're also provided with a printing allowance which they may top up if they need to.

COLLEGE BURSARY

You may be eligible for help **if you meet certain criteria** on a full-time, fully-funded course and are:

- 16 and over but under 19 on 31/08/2024 or
- 19 on 31/08/2024 and continuing into a second year of study on the same course or
- 19 24 and have an Educational, Health and Care Plan (EHCP)

AND

- Meet the Discretionary Bursary Criteria (household with an income up to £32,000) and 19 - 24 with (EHCP) living independently or
- Meet the Vulnerable Bursary criteria (household income of £32,000 and aged 16 and over but under 19 on 31/08/2024) 16 and over but under 19 on 31/08/2024).



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Scan the QR code to apply

If you need any further assistance please speak to a member of the Funding Team **thefundingteam@wigan-leigh.ac.uk**

WE CAN HELP YOU WITH

Vulnerable Bursary

You may be entitled to help towards travel support, equipment, materials, uniforms and trips based on financial assessment.

Discretionary Bursary

You may be entitled to help towards travel support, equipment, materials, uniforms and trips based on financial assessment.

Free College Meals

On attendance days, free college meals may also be available for students dependent on financial assessment.

Funding is subject to attendance and behaviour. 2024/25 bursary offer which may be subject to change for 2025/26. Further terms and conditions apply.

BUS PASS

FOR 16-18 YEAR OLDS

FOR STUDENTS WHO LIVE OUTSIDE GREATER MANCHESTER

Your child can get a free student bus pass if they're enrolled at Wigan & Leigh College on a full-time course up to Level 3.

They must live outside of Greater Manchester and aged 16-18 before the 31 August. They will also need 90% attendance to get your spring and summer passes.

Bus passes will be issued at the start of term in September. If they lose it they'll have to pay for a replacement.

FOR STUDENTS WHO LIVE WITHIN GREATER MANCHESTER

Your child can get an OURPASS if they live within Greater Manchester.

They'll pay a £10 admin fee to Transport for Greater Manchester, if they're eligible for our college bursary we'll give them back that money in their first term.

Apply for Our Pass www.ourpass.co.uk

If they live outside Greater Manchester they can apply for our college student bus pass instead.



wigan-leigh.ac.uk/free-bus-pass

FIND OUT MORE

PARKING

Students at our Wigan campuses can park at Water Street Car Park.

Parking at college is only for staff, as we are currently undergoing a campus re-development, and parking is limited.

Passes can be obtained from receptions.



ID CARDS

When they enrol, we'll give your child a Student ID card free of charge. It will show their photo and unique college number. We encourage you to support us in making sure that they wear their ID badge every day they are in college

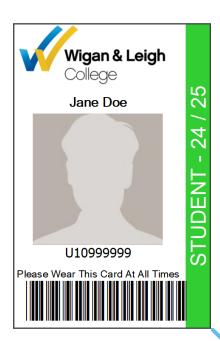
ID cards are important for everybody's safety, because we can see that the people on our premises are supposed to be here.

We expect them to take care of their ID card and always wear it so it's visible when they're in college.

It helps them feel like a part of our community and recognisable to the wider one. It also gets them work ready, as employers expect their staff to wear ID cards.

There are sanctions for your child if they forget their ID card. They can get a temporary one for the day at reception, but won't be able to move around through access controls, so will have to stay on site for the rest of the day.

They may also have problems using travel passes on local transport, as bus drivers recognise the student ID badge. They won't be able to access credits electronically implanted in the card, like print credits or free college meals.



STUDENT VOICE

Your child can make their voice heard in lots of ways while they're a student here. Their feedback helps to shape our planning, so it makes a real difference to us in terms of our continuous improvement.

They can make their voice heard as:

- a student rep
- a student ambassador
- a student council member
- a student governor.

They can also attend events including the Student Conference and Haigh Hall motivational days.

If your child wants to find out more, they can speak to the Head of Study, a Student Liaison Officer, the Chaplain or Personal Tutor.



AUTUMN TERM	Monday 02/09/24 – Wednesday 18/12/24
Classes Start	Monday 02/09/24
Half Term Holiday	Monday 21/10/24 to Friday 25/10/24
Classes Finish	Wednesday 18/12/24
Winter Holidays	Thursday 19/12/24 to Friday 03/01/25
SPRING TERM	Monday 06/01/25 – Friday 4/04/25
Classes Commence	Monday 06/01/25
Half Term	Monday 17/02/25 to Friday 21/02/25
Classes Finish	Friday 04/04/25
Easter Holidays	Monday 21/04/25 - Monday 21/04/25 Good Friday – 18/04/25 Easter Monday – 21/04/25
SUMMER TERM	Tuesday 22/04/25 – Wednesday 02/07/25
Classes Start	Tuesday 22/04/25 Early May Bank Holiday – 05/05/25
Half Term	Monday 26/05/25 to Friday 29/05/25 Bank Holiday - Monday 27/05/24
Classes Finish	Wednesday 02/07/25
HOLIDAYS DURING TERM TIME ARE NOT PERMITTED	

PARENT/GUARDIAN EVENING - ALL CAMPUSES AND BY INVITATION

Monday 30/09/24

01942 761 111 wigan-leigh.ac.uk



