



Buckinghamshire  
College Group

Buckinghamshire College Group

# PARENT GUIDE

2025/2026





College Group

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# WELCOME TO BUCKINGHAMSHIRE COLLEGE GROUP

## DEAR PARENTS AND CARERS,

It is my great pleasure to welcome you to Buckinghamshire College Group and to thank you for placing your trust in us as your young person takes this exciting next step in their educational journey. We understand that the transition from school to college is a significant one—not just for students, but for families too.

This guide has been created especially for you, to provide insight into college life, the support we offer, and how we work in partnership with you to help every student thrive. At Buckinghamshire College Group, we are proud to offer a vibrant, inclusive, and ambitious learning environment where students are encouraged to grow in confidence, develop new skills, and prepare for their future—whether that's university, an apprenticeship, or entering the world of work.

Our dedicated staff are committed to nurturing each student's potential and ensuring they feel supported, challenged, and inspired at every step of the way. We know that strong communication between college and parents/carers is key to student success and this guide outlines many of the ways we will stay in touch with you.

I hope you find this guide helpful and informative, and I encourage you to stay connected with us throughout your young person's time here. Please let us know what you love about college and where we are not yet getting it right. We actively encourage feedback and use it to continually improve our provision.

Thank you once again for being part of our college community.  
We look forward to working with you to support your young person's success.



## JENNY CRAIG

**Principal and CEO**  
Buckinghamshire College Group



# COLLEGE COMMITMENTS

At Buckinghamshire College Group, students, staff, employers, parents, carers and beyond, aspire to work together to create a thriving, respectful, and ambitious learning community. These ten commitments guide how we learn, teach, support, and grow together.

**As a member of the Buckinghamshire College Group community, we commit to:**



## 1. EMPOWER THROUGH LEARNING

We will engage in all aspects of college life, driven by integrity, ambition, and a commitment.



## 2. STAY SAFE AND WELL

We will prioritise the physical and emotional wellbeing of every member of our college community, ensuring a safe and supportive environment.



## 3. KEEP LEARNING FOR LIFE

We will create and embrace opportunities that inspire a passion for learning.



## 4. MODEL RESPECTFUL BEHAVIOUR

We will lead by example, build trust through relationships, and represent our college with pride and professionalism.



## 5. CELEBRATE IDENTITY & DIFFERENCES

We will celebrate what makes us unique and make sure everyone feels included.



## 6. WORK TOGETHER & CELEBRATE SUCCESS

We will help each other learn, share ideas, and be proud of what we achieve.



## 7. USE TECHNOLOGY RESPONSIBLY

We will use digital technologies, including mobile phones, respectfully and in line with college guidance to support learning, well-being, and communication.



## 8. SPEAK UP AND LISTEN

We will share our thoughts, listen to others, and help make college better for everyone.

# COLLEGE COMMITMENTS



## 9. LEARN FROM MISTAKES

We will embrace mistakes as learning opportunities, taking time to reflect and build our resilience.



## 10. LIVE OUR COLLEGE VALUES

We will follow our college values—Ambition, Innovation, Integrity, and Respect—in everything we do.



# WHAT YOU CAN EXPECT FROM US:

'You can be confident that we will provide the opportunities, guidance and support that students need to develop the skills and qualifications required for their chosen next steps.

- **The opportunity to meet and work with local employers** so that students can develop their technical, vocational and employability skills to get them ahead of the competition.
- **Progress Review Evenings to discuss students' progress** with course leaders, tutors and managers.
- **A timely response** to any query or concern.
- Advice and support to help your young person succeed and grow.
- **Contact from the College should we become concerned** about their attendance, progress or welfare.



# WHAT WE ASK OF YOU:

Please encourage your young person to have high attendance and to be punctual. There is a direct link between attendance and achievement, and good attendance is crucial to success. College differs from school as the start and finishing times vary so it might be helpful to have a copy of their timetable to ensure they are on time for their lessons.

- **Help them with their time management.** You could ask if they are keeping their notes up to date and getting their assignments in on time, taking an interest in their course and encouraging them to achieve especially if they are finding work a challenge.
- **Encourage them to ask for help** if the need arises or inform us if you become concerned about any aspect of their progress or wellbeing.
- **Ensure they are attending all parts of the Study Programme**, including Maths & English, 'WISPA' Tutorial programmes, enrichment, employer led projects and work placements.



# READY, RESPECTFUL, SAFE

**Ready, Respectful, Safe** refers to the way in which our whole college community works together. Buckinghamshire College Group is committed to embedding a trauma informed approach throughout the College. Trauma informed approaches prioritise relationships, empathy and feeling safe above discipline and other behaviour management principles where possible.

## READY

- Maintain excellent attendance and punctuality
- Arrive prepared every day with the right equipment and attitude to learn
- Be ready to be the best you can be

## RESPECTFUL

- Meet behavioural expectations and communicate professionally
- Value and respect others' beliefs, opinions and contributions
- Act with kindness and integrity
- Contribute positively to the learning environment

## SAFE

- Follow Health & Safety policies, raising concerns when needed
- Wear your ID badge at all times
- Seek and use support for well-being and mental health

The College promotes a sense of community and belonging and actively encourages restorative conversations, at a point where the young person is calm enough to reflect on triggers, thoughts, feelings and what might help in the future. Buckinghamshire College Group takes individual circumstances into consideration and recognises the need for differentiation in consequences.

# READY, RESPECTFUL, SAFE

## READY, RESPECTFUL, SAFE SUPPORTS OUR COLLEGE VALUES:

- **Ambition** – we are highly ambitious and support everyone to achieve more than they ever thought possible.
- **Innovation** – we are continuously improving and embrace the power to think differently about how we learn and work.
- **Integrity** – we operate with honesty and fairness and deliver on our promises.
- **Respect** – we value diversity and the opinions and contributions of others, acting with kindness and respect for all.

## MOBILE PHONES AT BUCKINGHAMSHIRE COLLEGE GROUP

At Buckinghamshire College Group, we aim to create a respectful and safe learning environment and build positive relationships for all. In work environments such as healthcare, aviation, construction sites or emergency services personal phones may not be used at all, due to safeguarding or health and safety issues.

This often depends on the employer. At Buckinghamshire College Group we want to maximise learning opportunities, reduce anxiety and promote responsible use of digital technologies for wellbeing.

## TO SUPPORT WORKPLACE EXPECTATIONS THE FOLLOWING GUIDANCE IS IN PLACE:

- **Phone Storage:** Upon entering a learning environment, students will be asked to place their mobile phones in a secure "phone hotel."
- **Use for Learning:** Phones may only be used during lessons when a member of staff instructs students to do so for a specific learning activity. Devices are returned to the phone hotel once the activity is complete. The full mobile phone/device guidance can be found on our website.
- **If you would prefer your young person not to use this facility,** we kindly ask that they leave their phone at home.
- **Please note that the college cannot accept responsibility** for any loss or damage to mobile phones while they are stored in the Mobile Phone Hotel.

# ATTENDANCE AND PUNCTUALITY

We know that good attendance is key to student success – both academically and personally. That's why we work in partnership with students, parents/carers and employers to promote strong attendance habits that prepare learners for the world of work or further study.

All students and apprentices should aim for at least 90% attendance, with the aspiration to exceed this wherever possible.

To support this, attendance is automatically monitored and colour-coded through our online portal:

**95% AND ABOVE**

**90% AND ABOVE**

**80% AND ABOVE**

**70% AND ABOVE**

Students falling below 70% attendance are considered at high risk of not completing their course successfully. In these cases, attendance will be reviewed through our Supportive Performance Management Procedures, and we will work with students and their families to agree achievable targets for improvement.

Where attendance is consistently high or shows significant improvement, this will be recognised and celebrated.

Students (and their parents/carers) can view their attendance records via their online portal.

## REPORTING AN ABSENCE

If a student or apprentice is going to be absent, they should call the Attendance Line between 8:00am and 9:30am, and ideally at least 30 minutes before their first timetabled lesson.

Attendance Line: 01296 588649 (Open 8:00am – 9:30am) After 9:30am, please contact your campus's main reception by clicking **here**.

When calling, please provide:

- Full name
- Student number
- Reason for absence

Calls should be made each day of absence. A parent/carer may call on a student's behalf only in exceptional cases (e.g. if the student is too unwell to make the call themselves).



# APPRENTICES

If an apprentice is absent due to a planned commitment (such as a holiday or work-related event), their employer should contact the Apprenticeships Team in advance at: [apprenticeships@buckscollegigroup.ac.uk](mailto:apprenticeships@buckscollegigroup.ac.uk)

If an apprentice is unwell on their college day, they should follow the same process as above and contact the Attendance Line between 8:00am and 9:30am.

## WHY ATTENDANCE MATTERS

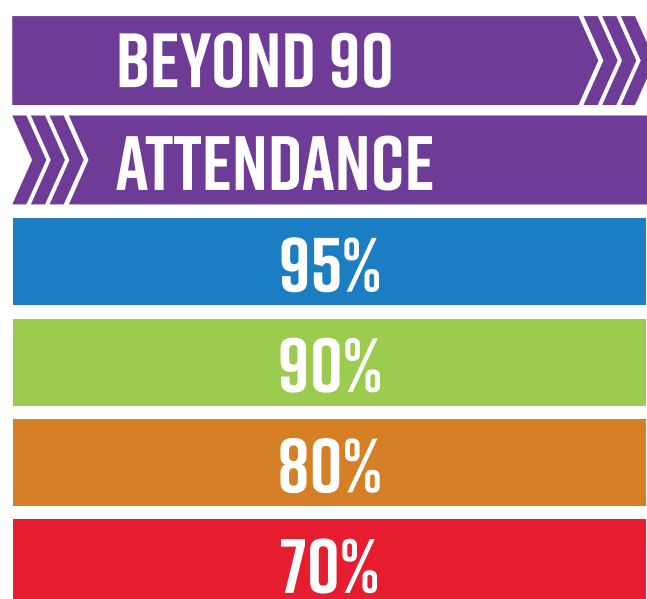
Strong attendance helps keep students on track with their learning and is a vital part of our safeguarding duty.

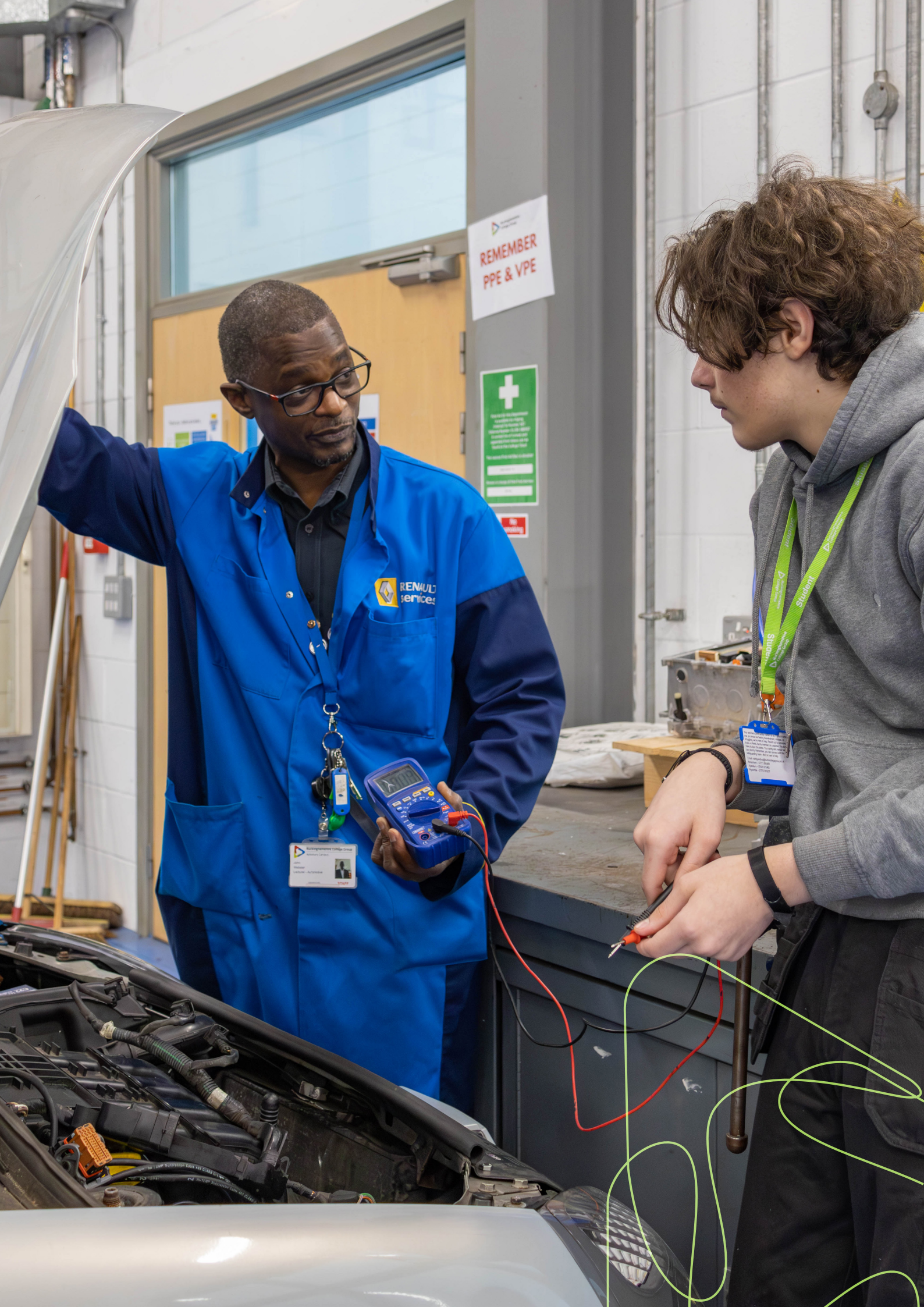
If a student or apprentice is expected in college but has not been seen or heard from in any given week, we may need to contact external agencies as part of our responsibility to keep them safe and well.

By working together, we can ensure your young person has the best possible chance of success at college.

## ATTENDANCE LINE

 01296 588 649





# THE STUDY PROGRAMME

**All our full-time students, aged 16–18, are enrolled onto our purposefully designed 'Study Programme'.** We are ambitious for your young person to succeed, so our study programme has been formulated to prepare them for the future. This means that, as well as studying their chosen qualification, they will also work on important skills to help them progress positively in life and their future career.

## VOCATIONAL OR TECHNICAL QUALIFICATION(S)

We offer a range of educational choices, from entry level to pre-degree, supported by modern resources, inspirational teaching, and purpose-built facilities. Our technical and applied qualifications involve studying both the theory and practical elements of a subject. This allows your young person to develop their occupational skills, knowledge and work ready behaviours to successfully progress in their chosen industry.

The way we deliver each qualification has been developed in collaboration with employers so that the content meets the needs of the industry and prepares students for work or further study. At Level 3, students might take a T Level or Applied General route, both will provide the knowledge and experience needed to open the door to highly skilled employment, a Higher Apprenticeship or University.



## ENGLISH AND MATHS

We know that strong English and maths support future careers and life skills, and we will support your young person to continue to develop these throughout their programme of study. If a student has yet to achieve their GCSE English and/or Maths at grade 4 or above, we will enrol them onto a GCSE resit or functional skills course which will be integrated into their timetable.

## ENRICHMENT

Your young person's learning experience will be enriched with a range of exciting opportunities. This includes day visits and residentials, employer led projects, skills-led masterclasses from occupational experts, sports activities, Duke of Edinburgh Awards, social action projects with the local community, clubs and societies.

## WISPA SESSIONS

(Wellbeing, Inclusion, Sustainability, Professionalism and Ambition)

All students will be timetabled as a group to attend the WISPA tutorial programme and one-to-one progress sessions. Both these sessions are mandatory. Within these sessions they will:

- **Set ProPortal skills development targets** for attendance, punctuality, academic assessments and homework tasks.
- **Develop a ProPortal Individual Learning Plan** (ILP) including their careers and progression action plan.
- **Study topics to enhance and enrich** their personal development.
- **Undertake one-to-one progress discussions** relating holistically to personal development behaviour and attitudes throughout their learning journey.

# THE STUDY PROGRAMME

## WORK READINESS

All students are expected to engage in work-related activities to support the development of their work readiness skills. This supports their progress towards completing a set number of hours of Work Experience or Industry Placement appropriate to their development needs, career aspirations and achievement of their qualifications. Together with their Progress Coach, students will make informed judgements on whether they are meeting their targets. We also have a qualified careers advisor who can provide free, confidential, impartial advice to all students.

## SUPPORTING YOUR YOUNG PERSON'S FUTURE: WORK/INDUSTRY PLACEMENTS

### Why Work Experience Matters

Work placements are a vital part of your learner's time at Buckinghamshire College Group. It offers real-world experience, helping learners to:

- Develop practical skills that complement their studies
- Build confidence in professional environments
- Explore career paths and clarify their aspirations
- Make valuable connections with employers and industry professionals

These experiences can lead to apprenticeships, job offers, or further training opportunities, giving learners a head start in their chosen career.

## T LEVEL INDUSTRY PLACEMENT

An industry placement is a compulsory part of the T Level qualification. Each learner must complete the equivalent of at least 45 days in the workplace over two years, giving them meaningful real-world experience alongside their classroom learning.

This extended placement is what makes T Levels different, helping students apply their knowledge in professional settings, build employability skills and gain a real advantage for the future.

As a parent or guardian, your support is vital in encouraging your young person to succeed in both their studies and industry placement.



## ENCOURAGING ASPIRATIONS

We encourage all learners to think about their future and explore placement opportunities that align with their interests and career goals. As a parent or guardian, you can help by:

- Talking with your young person about their ambitions
- Helping them research industries or roles they are curious about
- Supporting them in applying for placements or attending interviews

Together, we can help learners take confident steps toward their future.

## SAFETY AND DUE DILIGENCE

Before any learner begins a placement, we carry out thorough checks to ensure their safety and wellbeing. This includes:

- Health and safety compliance assessments
- Employer's Liability Insurance verification
- Safeguarding checks
- Risk assessments tailored to the learner's needs

We work closely with employers to ensure every placement is a safe, supportive, and meaningful experience.

## WANT TO OFFER A PLACEMENT?

If you or someone you know would like to offer a work placement to a learner, we would love to hear from you! Whether it is for your own young person or others in the community, you can help shape the future workforce.

To get involved:

1. Contact our Work Placement Team – [placement@buckscollegigroup.ac.uk](mailto:placement@buckscollegigroup.ac.uk)
2. Provide details about your business or organisation
3. We will guide you through the process and complete all necessary checks

**Your support could make a lasting difference in a young person's life.**

# SEND SUPPORT

SEND Support is a service for students who might need some extra help while studying with us. We can provide additional support for your young person if they have a learning difficulty, disability, medical condition, literacy, numeracy or language need. It is available to all students subject to assessment and agreement of need and resources.

A SEND Support Questionnaire should be completed at enrolment for in-class support and/or access arrangements.



**If in doubt, please complete a questionnaire.**

SEND Advocates are committed to providing tailored support to students, with an Education, Health and Care Plan (EHCP), both in and outside the classroom. Our goal is to empower students to thrive academically and prepare confidently for their future careers.

We may offer in-class assistance where needed at Level 1 with a focus on gradually transitioning this support to out-of-class sessions over the academic year. This approach helps students build independence and develop strategies that will serve them well beyond their studies.

Out-of-class support is available for all SEND learners. Students are invited to attend sessions alongside their timetabled lessons. These include workshops on developing strategies to manage their own SEND needs and study sessions.

A key part of our support includes helping students engage with assistive technologies—tools that are not only valuable in education but also widely used in the workplace. By fostering familiarity and confidence with these technologies, we aim to ensure students are well-equipped for progression into employment or further study.

If your young person has an EHCP, their support will be carefully tailored to meet the specific provisions outlined in their plan. We are committed to working closely with students throughout the academic year, regularly checking in to see how they're progressing and to discuss any challenges or adjustments that may be needed to ensure their support remains effective for progression into employment or further study.

To further enhance their learning experience, each campus has an Inclusion Hub—a welcoming space where they can access additional help with coursework, upcoming assignments and study strategies. Our team is here to support their academic journey and help them build the skills and confidence needed for success.

## EXAM ACCESS ARRANGEMENTS:

All exam access arrangements must meet the strict criteria of the Joint Council for Qualifications (JCQ). As a college, we are subject to annual JCQ inspections to ensure we are correctly following the most up-to-date guidance.

Access arrangements are agreed before an assessment and are designed to support candidates with specific needs – such as special educational needs, disabilities, or temporary injuries – so they can demonstrate their knowledge and skills without changing the demands of the assessment. The purpose of these arrangements is to remove barriers to learning while maintaining the integrity of the qualification. They are also the principal way in which awarding organisations comply with the duty under the Equality Act 2010 to make 'reasonable adjustments'.

We want to reassure parents, carers and students that Buckinghamshire College Group is fully committed to supporting learners in gaining the access arrangements they are entitled to. However, in line with JCQ guidance, **we are unable to accept previous arrangements agreed at school.** This means that when a student first joins us, no exam arrangements are automatically in place.

We can only consider access arrangements once we have received the necessary information. There was an opportunity to provide this during the application process and again at enrolment. If this has not yet been shared with us, please complete our SEND Support Questionnaire so that we can ensure the right support is considered in line with JCQ requirements.



# PARENT GUIDE: EXAM ACCESS ARRANGEMENTS

Exam Access arrangements (EAA) are pre examination adjustments for candidates based on evidence of need and normal way of working

## WHAT ARE REASONABLE ADJUSTMENTS?

Reasonable adjustments help ensure students with disabilities can fairly show their knowledge in exams without being disadvantaged by the format of them.

## WHAT ARE REASONABLE ADJUSTMENTS?

- Extra time
- Rest breaks
- Use of assistive technology
- Modified exams papers
- Alternative assessment methods

## PREVIOUS ARRANGEMENTS

- Access arrangements from a previous school cant be automatically accepted
- JCQ regulations require current evidence and confirmation that the arrangement reflects the students usual way of working at the College

## NORMAL WAY OF WORKING

- Students must regularly use the arrangement in lessons and assessments
- For example, extra time must be consistently used in class and mock exams

## HOW TO APPLY FOR EAA

- Students must complete a SEND Support Questionnaire (SSQ) at enrolment
- Tutors then fill out an Evidence of Need (EON) form to confirm the students usual way of working
- A signed Data Consent form allows the College to apply for Exam Access Arrangements

## DOCUMENTS REQUIRED

Relevant documents include a format diagnosis from a registered specialist, not a GP (JCQ do not accept a dyslexic diagnosis to support an EAA application), form 8 from the student's previous setting and/or EHCP

All relevant documents need to be sent to: [sendsupport@buckscollegegroup.ac.uk](mailto:sendsupport@buckscollegegroup.ac.uk) upon completion of SSQ

# FINANCIAL SUPPORT

We understand that some prospective students may be worried about the costs relating to coming to college. We would like to reassure you that there is a range of financial support options available for students of all ages as part of the College Support Scheme (CSS). The College Support Scheme is available to give financial assistance with costs associated with a course such as uniform, kit, books, DBS check, trips and transport as well as supporting you with Free College Meals, if you are eligible.

**You can find out what support is available to you and apply [here](#)**



# TRAVEL AND TRANSPORT

**Aylesbury Campus:** Located within walking distance to the bus and train stations.

**Amersham Campus:** Located within walking distance of the train station. A Motts coach runs from Aylesbury town to Amersham Campus. A bus pass for the Motts coach can be purchased via the College online store. Timings for this service are available on the College website.

We currently also offer a minibus service for students attending Amersham Campus as well as a minibus from Amersham to Wycombe Campus. A bus pass for the minibus service can be purchased via the College online store. Timetables for these services can be found on the College website.

**Wycombe Campus:** A minibus service is provided from Amersham Campus to Wycombe Campus daily. A bus pass for the minibus service can be purchased via the College online store. Timetables for these services can be found on the College website.

## PUBLIC BUS

Each campus is well-served by the local bus services, to see and plan routes and timetables, visit: [here](#).



[Carousel Buses – Keeping the people of Buckinghamshire moving](#)

[Bus Travel in Beds & Bucks | Bus Routes & Tickets | Arriva Bus](#)

## TRAIN TRAVEL

Aylesbury campus is a 7-minute walk from the main Aylesbury train station.



Amersham campus is a 15-minute walk from the main Amersham train station.

Wycombe campus – the nearest train station to the Flackwell Heath campus is in Wycombe town centre. Transport to the campus is via the number 36 bus.

Full routes and timetables can be found on the Chiltern Railways website [here](#).

## PARKING

Parking is currently available at all three campuses with a valid permit. To apply for a permit, please visit the online store via our website [here](#). Each student is entitled to one parking permit. Permits are only valid for the campus they attend.

Parking at our Amersham and Wycombe campuses is free of charge, but a valid permit is still required.

Parking at our Aylesbury campus requires a permit costing £45 for the full academic year.

# SAFEGUARDING & WELFARE

We are committed to the safeguarding and welfare of our students. We provide and maintain a friendly and safe learning environment for all our students.

To help maintain a safe and secure environment for everyone, we kindly ask all members of the college community to always wear their ID badges while on site. This simple step helps us ensure that everyone on campus is accounted for and that our shared spaces remain welcoming and protected.

All students have a right to be safe and protected both within the College, online and whilst engaging in college-related activities. Their safety, welfare and well-being are of paramount importance.

We act immediately on any concerns that you or a student may have. The College is committed to safeguarding the welfare of your young person. To meet those responsibilities, the College will ensure that relevant and effective safeguarding practices exist and are actively promoted within the College.

We encourage students to raise a concern regarding themselves or others via their student portal or by visiting student services (available on each campus) On the back of everyone's ID badges are safeguarding contact details.

Our Student Services can also help by signposting to external agencies such as counselling.

If you or your young person has any concerns, these can be raised by speaking to a Progress Coach, Course Leader, a member of Student Services or raising a concern via the Student Intranet "Student Space". Contact details can be found at the end of this guide.



# CAMPUS SAFETY & SECURITY

## ID CARD BADGES

At Buckinghamshire College Group, the safety and wellbeing of our students and staff is a top priority. One of the key measures we have in place is the requirement for all individuals on campus to wear a valid College ID badge. This helps us maintain a secure environment by ensuring everyone on site is easily identifiable. Please note that if a student forgets, loses, or damages their ID card, a replacement can be issued. A charge of £3 will be made from the third reprint onwards, payable at the time of reissue.

## LOCKDOWNS

### What is a Lockdown?

As a college, we must also plan for those unexpected and extremely rare situations where the College must 'lockdown'.

A lockdown involves the College preventing threats and intruders from gaining access into college buildings and preventing them from moving through the building. We follow the Government guidance of Run – Hide – Tell.

Usually, a lockdown situation will be declared on the recommendation of police or emergency personnel. If this occurs, parents will be notified as soon as it is practical to do so.



# REFECTORY AND SOCIAL SPACES

There is an on-site refectory at each campus offering a Grab and Go selection along with hot choices, during the term time. Students can use these spaces not only to eat but also socialise with friends. There is an App to pre-order food and drinks, the App can be pre-loaded with money and points can be collected for hot drink purchases which will then provide the 10th drink free.

Links for the free app are below.

## Food at BCG – Apps on Google Play



## Food at BCG on the App Store



# LEARNING CENTRES

At each of our three campuses, the Learning Centres are a key part of your young person's academic experience. They're more than just places to borrow books, they're welcoming spaces designed to support students at every stage of their learning journey.

A wide range of technology is available, including computers, laptops, photocopiers and printers, making it easier for students to complete assignments, conduct research, or collaborate on projects.

Whether students prefer exploring print materials or using digital resources, they'll find a wide selection to suit their learning style. Our collection includes books, eBooks, audiobooks, journals, online databases and a variety of magazine titles, and it continues to grow.

We offer a wide range of resources to help students with research, referencing, and study skills. Our friendly and knowledgeable team is always around to offer support and point students in the right direction, helping them feel more confident and become more independent in their learning.

The Learning Centres also provide a range of study environments, including quiet areas for focused reading, spaces for group work and collaboration, and dedicated zones for independent study and research. Each area has been thoughtfully designed to help students stay engaged and make the most of their time.

In collaboration with our Digital Learning team, we help students navigate online platforms, make effective use of digital tools and explore exciting technologies like virtual reality to enhance their learning.

Throughout the year, we also arrange themed events and wellbeing activities designed to help students relax, mix with others, and maintain a positive balance alongside their studies. We encourage students to get involved, as these events are a great way to connect and feel part of the college community.

Whatever your student needs to succeed in their studies, the Learning Centres are here to support them every step of the way.



Introducing our new  
**COMIC COLLECTION**

VENOM  
X-MEN  
ARRIVAL!

VENOM  
OMEGA MEN  
CIVIL WAR  
FANTASTIC FOUR

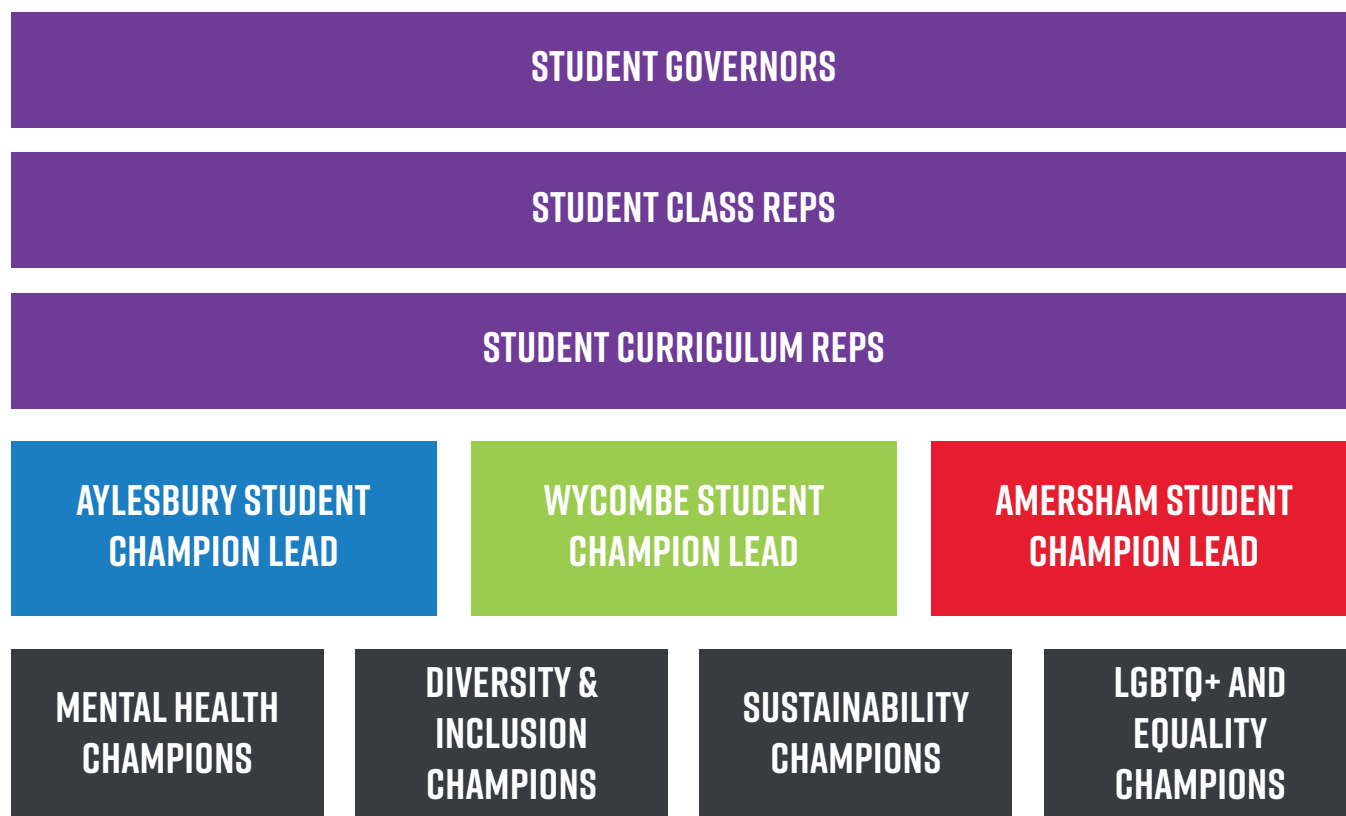
ROIC AGE  
FANTASTIC FOUR  
HELL  
IT'S A MYSTERY BOX SET

# STUDENT VOICE AND ENGAGEMENT

Buckinghamshire College Group values its student voice, and this is reflected through the work of the Student Engagement Team (SET). Every student's voice is important to us; however, the following student groups comprise the SET team.

Students can get involved with key decisions and the direction of the College by taking part in several student roles. We are always keen to listen to our student views and ideas; their voice really does matter.

The SET structure is outlined below:



# PARENT PORTAL

## HOW WE WILL COMMUNICATE WITH YOU:

Buckinghamshire College Group's Parent Portal has been designed to enable parents and carers to monitor a young person's progress at the College.

The Parent Portal is updated every day and allows for a current view of progress to be seen on demand. The portal displays a student's attendance, academic progress, timetable, targets and meeting records.

The portal can be used to view a copy of a student's timetable and examination results. Attendance and punctuality data is updated daily following the marking of registers. Academic Progress is updated in line with the Assessment Schedule as course work is received and marked by tutors. Several times a year a "Progress Report" is compiled by tutors and is available to download on the portal. We provide a 'Parent Portal User Guide' on the home page of the portal with more detail on how to make use of the system.

## AUTOMATIC REGISTRATION

We send out login details to the parent/carers email address provided during the enrolment process. Details are sent out normally within two weeks of a course starting. Most parents and carers access the system using this method, further information on how this process works can be found in the Parent Portal section of the College website.

Progress Review Evenings are planned throughout the College year along with progress reports available on the Parent Portal.

**Study Programme Progress Review Evening**  
w/c 24th November 2025

**Study Programme Progress Review Evening**  
w/c 23rd February 2026

Dates for Progress Reviews and publishing of reports will be shared on our website.

# IMPORTANT DATES

## AUTUMN TERM 2025

Start of Term	Monday 8th September
Whole College Half Term	Thursday 23rd October – Friday 7th November
End of Term	Thursday 18th December

## SPRING TERM 2026

Start of Term	Monday 5th January
Inclusive Practice Half Term	Monday 9th – Friday 20th February
Whole College Half Term	Monday 16th – Friday 20th February
End of Term	Friday 27th March

## SPRING TERM 2026

Start of Term	Tuesday 14th April
Early May Bank Holiday	Monday 4th May
Inclusive Practice Half Term	Monday 18th – Friday 29th May
Whole College Half Term	Monday 25th – Friday 29th May
End of Term	Friday 3rd July

## PARENT WEBINAR

Introduction to the College and faculty for parents and carers taking place w/c 22nd September. Dates and times will be emailed. Please ensure your email address is correct by checking on ProPortal.

## PROGRESS REVIEW EVENINGS

Study Programme Progress Review Evening - w/c 24th November 2025

Study Programme Progress Review Evening - w/c 23rd February 2026

## GCSE EXAM DATES

November 2025 Resits

English Paper 1	Tuesday 4th November 2025
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English Paper 2	Thursday 6th November 2025
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Maths Paper 1	Wednesday 5th November 2025
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Maths Paper 2	Friday 7th November 2025
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## SUMMER 2026 RESITS

Maths Paper 1 - 14th May 2026

English Paper 1 - 21st May 2026

Maths Paper 2 - 3rd June 2026

English Paper 2 - 5th June 2026

# CONTACT INFORMATION

## ATTENDANCE LINE

01296 588649

## SAFEGUARDING

**Aylesbury:** 07920 072463

**Amersham:** 07772 839482

**Wycombe:** 07772 89235

## STUDENT SERVICES

studentservices@buckscollegigroup.ac.uk

## SEND SUPPORT

sendsupport@buckscollegigroup.ac.uk

## FACULTY DIRECTORS

Construction and Technology

**Rhiannon Hankins**

rhankins@buckscollegigroup.ac.uk

01296 780284

Creative Enterprises

**David Gordon**

dgordon@buckscollegigroup.ac.uk

01296 780219

Health & Life Sciences

**Kiran Bharj**

kbharj@buckscollegigroup.ac.uk

01296 780274

## INCLUSIVE PRACTICE, ESOL AND SERVICE INDUSTRIES

**Claire Gray**

cgray@buckscollegigroup.ac.uk

01296 588539

English and Maths

**Penny Kelley**

pkelley@buckscollegigroup.ac.uk

01296 588608

## CURRICULUM MANAGERS

### CONSTRUCTION AND TECHNOLOGY

**Aylesbury campus**

**Leon Smith**

leon.smith@buckscollegigroup.ac.uk

01296 588588 ext. 8832

**Wycombe campus**

**Andrew Spencer**

aspencer@buckscollegigroup.ac.uk

01494 585555 ext. 5549

## CREATIVE ENTERPRISES

### Amersham campus

Business, Computing & Art and Design

#### Saffron Clark

saffron.clark@buckscollegegroup.ac.uk

01494 585273 ext. 5283

### Media & Music

#### Tim Day

tday@buckscollegegroup.ac.uk

01494 585273 ext. 5481

### Aylesbury campus

Business & Computing

#### Sean Bastow

sbastow@buckscollegegroup.ac.uk

01296 588588 ext. 8257

Creative & Digital Arts

#### David Storer

dstorer@buckscollegegroup.ac.uk

01296 588588 ext. 8246

## HEALTH & LIFE SCIENCE, SPORTS & PUBLIC SERVICES:

Public Services & Sports

#### Marlese Levermore

mlevermore@buckscollegegroup.ac.uk

01296 588627

Health & Life Sciences

### Aylesbury campus

#### Christine Osborne

cosborne1@buckscollegegroup.ac.uk

01296 588628

Health & Life Sciences

### Wycombe campus

#### Michelle Ludgate

mludgate@buckscollegegroup.ac.uk

01494 585555 ext. 5220

## INCLUSIVE PRACTICE, ESOL AND SERVICE INDUSTRIES

### Wycombe campus

#### Kylie Gultig

kgultig@buckscollegegroup.ac.uk

01494 585555 ext. 5256

### Aylesbury campus

#### Claire Gray

cgray@buckscollegegroup.ac.uk

01296 588539

## ENGLISH AND MATHS

Head of English

#### Amy Joicey

ajoicey@buckscollegegroup.ac.uk

01494 585555 ext.5634

Head of Maths

#### Penny Kelley

pkelley@buckscollegegroup.ac.uk

01296 588608



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# PARENT GUIDE

2025/2026