

PARENT & CARERS GUIDE

2026/2027

2026/27



Buckinghamshire
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.

Warm regards,



JENNY CRAIG

Principal and CEO

Buckinghamshire College Group





OUR VISION AND VALUES

Delivery of the 'Beyond Ambition' Strategic Plan is underpinned by the following core values which drive our actions and behaviours:



Our Vision

We deliver excellence in employer-focused, technical, vocational and professional education improving life chances for individuals and supporting communities throughout Buckinghamshire and beyond to realise their career ambitions.

Ambition



We are aspirational and forward-thinking; setting high goals and empowering our learners and colleagues to achieve their full potential.

Innovation



We are agile and creative; embracing change and technology to deliver modern, relevant and impactful education and services.

Integrity



We are honest, open and accountable; doing the right thing and building trust through our actions and decisions.

Respect

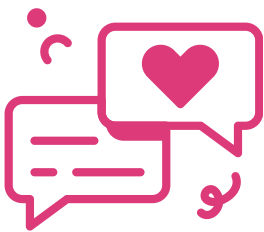


We value every individual; creating an inclusive, supportive and collaborative environment where everyone is heard, valued and treated with dignity.

THE COLLEGE COMMITMENT

Together, we created a respectful, welcoming and ambitious College community where everyone can succeed.

We ask all Buckinghamshire College Group students to:



Attend and engage in their learning



Behave respectfully and safely



Commit to their progress and take responsibility



Develop by learning from mistakes and improving

WHAT YOU CAN EXPECT FROM US:

- 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:

- Encourage your young person to have high attendance and to be punctual to all their lessons. 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 ask to see their timetabled views on Microsoft Teams 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.



MOBILE PHONES

By following these guidelines, we can ensure a respectful and safe learning environment and build positive relationships for all. In work environments such as healthcare, construction 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 College we want to maximise learning opportunities, reduce anxiety and promote responsible use of digital technologies for wellbeing.

EXPECTATIONS

When their tutor greets them at the classroom or workshop, they will be asked to put their phone on silent, and place it in the phone hotel. They can collect it at the end of the session.

USING THEIR PHONE FOR LEARNING

A member of staff will instruct them when they can use their mobile phone for a learning activity. The phone will be returned to the phone hotel once the activity is complete.

LAPTOPS AND TABLETS

They may use laptops and tablets in class for learning purposes only.

URGENT CALLS

If they are expecting an urgent call, they must let the member of staff know at the start of the session. They will agree together how to answer the call.

STAFF USING MOBILE PHONES

Our staff will model the expected behaviour by not using their own phones in sessions unless it is for teaching and learning. They will explain to the class when they need to do this.

HEADPHONE AND EARPODS

In some cases, students may be allowed to listen to music through headphones in class to help with concentration, self-regulation or as part of a Support Plan. This must be agreed by the member of staff and, in some cases, recommended by the central SEND Support Team. This will only be during self-study times and not when working in a group or listening to a tutor. This might not be possible in practical sessions due for Health and Safety reasons.

RESTORATIVE PRACTICE

When a student or apprentice's behaviour does not meet agreed expectations as outlined in the College Commitment, the member of staff should implement the Supportive Performance Management Procedures (SPMP) to re-set expectations and support the student to use their phone responsibly and respectfully.

REASONABLE ADJUSTMENTS

Reasonable adjustments will be implemented where appropriate, such as supporting a student with their medical condition. For example, students and apprentices with diabetes might use continuous glucose monitoring with a sensor linked to their mobile phone to monitor blood sugar levels.

READY

Prepared to learn.

RESPECTFUL

Focused on everyone's learning.

SAFE

Using technology safely.

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.

When calling, they should provide their full name, student number and the reason for their 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).

FURTHER INFORMATION FOR 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 by emailing:

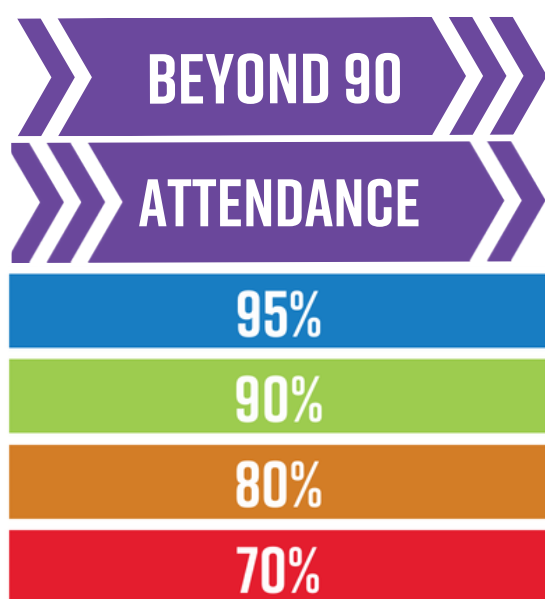


apprenticeships@buckscollegigroup.ac.uk

If an apprentice is unwell on their college day, they should follow the same process as full-time students, 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.





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.

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, 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.

SUPPORTING SUCCESS IN ENGLISH & MATHS

At Buckinghamshire College Group, we believe every learner can progress and achieve more than they ever thought possible. English and Maths skills are central to future study and employment. We provide structured, supportive pathways to help students build confidence and secure progress in their qualifications.

ENGLISH & MATHS LEARNING PATHWAYS

Learners follow the pathway best suited to their starting point:

Learners with no grade, a U, 0 or 1 begin in Functional Skills, where the focus is on building confidence and core English and Maths skills, with exam opportunities in January and June; those who pass will begin structured support with GCSE content to get ready for progression.

Our grade 2 learners start on GCSE Plus. GCSE Plus is designed to support steady progress through individualised teaching, targeted intervention and strong links to vocational learning, with an expectation of at least one grade of progress and support towards achieving a grade 4 where appropriate. Grade 3 learners will sit our Resit group. GCSE Resit groups are for learners who are close to achieving a grade 4, and provide targeted exam preparation, with careful decisions about November exam entry and continued structured support towards the summer exams if needed.

ATTENDANCE EXPECTATIONS & EXAM ENTRY

Regular attendance in English and Maths is essential for exam readiness. Exams are entered only when learners are genuinely prepared, as consistent attendance builds the skills, confidence and positive mindset needed for success.

Attendance expectations are explained at induction and reinforced throughout the year with learners and families.

To ensure learners are fully prepared and supported for their exams, the College sets an attendance expectation of above 90% in English and Maths. This level of attendance supports the development of the knowledge and skills needed for success. However, where a student's attendance falls below 70% in either English and/or Maths, the College reserves the right to withdraw them from the exam if they are not deemed ready.

Non approval of exam entry will impact progression onto the next level of course.

EXCEPTIONAL CIRCUMSTANCES

Exam entry may still be approved through a formal Case Panel where there is evidence of mitigating circumstances.

Learners must also show recent readiness, such as improved attendance, engagement with support, or mock exam evidence.

SUPPORTING SUCCESS IN ENGLISH & MATHS

HOW WE SUPPORT ATTENDANCE

We take a proactive approach to supporting student attendance, with attendance monitored on a weekly basis to help identify any concerns at an early stage. Early alert notifications are issued when attendance falls to 85% and again at 75%, enabling timely intervention and support.

Where attendance becomes a concern, targeted support plans are put in place to help learners overcome any barriers to regular attendance and achieve their full potential. For all learners aged 16 to 19, parents and carers are actively involved in the process, ensuring a collaborative approach between home and college to support student success.

OUR TEACHING APPROACH

Students benefit from:

- Calm, inclusive classrooms
- Clear routines and expectations
- Skilled teachers using proven methods
- Regular assessment to track progress
- Trauma informed and inclusive practice

WORKING WITH PARENTS

We believe that a strong partnership between the college, parents and carers plays a vital role in supporting student success. From the outset, we set clear expectations around attendance, behaviour and academic commitment, ensuring that everyone understands how we can work together to help learners achieve their goals.

Open and timely communication is central to this partnership. If any concerns arise, we make contact at an early stage so that appropriate support can be put in place. By working collaboratively, we maintain a shared focus on developing learners' confidence, resilience and overall success, helping them to thrive both during their studies and in their future progression.

OUR PROMISE

We will support every learner and only enter students for exams when it is in their best interest and they are genuinely ready.



WORK READINESS

At College, we focus on four key work readiness domains:



Collaboration and leadership



Communication



Attitudes to working



Digital and AI literacy

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.

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.



WORK EXPERIENCE & INDUSTRY PLACEMENTS

T LEVEL INDUSTRY PLACEMENTS

As a parent or guardian of a T Level learner, your support plays a crucial role in helping your young person to succeed in both their studies and their industry placement.

T Levels are designed to combine classroom learning with real-world experience, and the industry placement is a mandatory, key part of this qualification.

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.

SAFETY AND DUE DILIGENCE

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

- 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, contact our Work Placement Team and provide details about your business or organisation. We will guide you through the process and complete all necessary checks.



placements@buckscollegigroup.ac.uk

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.

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.

SEND SUPPORT QUESTIONNAIRE 2026-2027

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

If in doubt, please complete a questionnaire by scanning the QR code.



EXAM ACCESS ARRANGEMENTS

All exam 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.



FINANCIAL SUPPORT

Students can apply for a bursary if they are a care leaver, looked-after, or receiving Universal Credit in their own right. This is known as a 'Vulnerable Bursary'.

Students with a household income under £50,000 are also able to apply. This is known as a 'Discretionary Bursary'.

If eligible, benefits may include:



Travel
e.g. bus tickets



Course costs
e.g. kit and materials



Free College meals*
*Separate criteria apply

STEPS TO APPLY

1

Apply online by scanning the QR code, or visit bucks.paymystudent.com/portal

SCAN ME!
→



2

Upload 3 months of household income evidence, or qualifying benefit evidence for free College meals. Applications will not be processed until all evidence is uploaded.

3

Applications are assessed within up to 5 weeks. You'll receive an email with the outcome. Please apply as early as possible after enrolling.

The full guide, including how to apply and what evidence is needed, is outlined on the website under **Funding & Financial Support**.

If you have any questions, please don't hesitate to contact Student Services:



bursaries@buckscollegigroup.ac.uk



Aylesbury
01296 588 592

Amersham
01494 585 415

Wycombe
01494 585 387



TRAVEL AND TRANSPORT

AYLESBURY CAMPUS

Aylesbury campus is a 7-minute walk from Aylesbury bus and train stations.

AMERSHAM CAMPUS

Amersham campus is a 15-minute walk from Amersham train station. We currently offer a minibus service from Aylesbury town to Amersham Campus. A bus pass can be purchased via the College online store. Timings for this service are available on the College website.

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.

We currently offer a minibus service from Amersham Campus to Wycombe Campus. A bus pass can be purchased via the College online store. Timings for this service are available on the College website.

PUBLIC TRANSPORT

Each campus is easily accessible by local bus, with regular services operated by Carousel and Arriva.

Rail travel information, including routes, timetables and service updates, is available on the Chiltern Railways website.

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. Each student is entitled to one parking permit. Permits are only valid for the campus they attend.

An Automatic Number Plate Recognition system is in place at Aylesbury and therefore permits cost £45 for the full academic year.

Visitors must log their vehicle registration at Reception if they are in the car park for 20 minutes or more.

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.

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 CARDS

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.

LOCKDOWN PROCEDURE

We must plan for those unexpected and extremely rare situations where the College must 'lockdown'. This involves preventing threats and intruders from gaining access into and moving through the College buildings. We follow the Government guidance of **Run – Hide – Tell**.

The College will conduct regular lockdown drills throughout the academic year to ensure that all students, staff, and visitors understand the procedures to follow in the event of a lockdown.

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 possible.

HOW ARE WE ADDRESSING RADICALISATION, IDEOLOGICAL VIEWS AND EXTREMISM?

The wellbeing and safety of our students is our highest priority. We work proactively to promote tolerance, mutual respect and British values while helping to protect students from radicalisation and extremism through the Prevent programme:

- P** Being **prepared**, by using our Ready, Respectful, Safe approach.
- R** **Referral** of concerns to relevant authorities through Safeguarding staff.
- E** **Education**, discussion and support around topics in our WISPA tutorials.
- V** **Vetting**, monitoring and removal of extremist posters or materials.
- E** Creating a safe **environment** with CCTV, security procedures and online filtering.
- N** **News** monitoring of any concerns in the local areas.
- T** **Training** provided for staff and students to increase awareness of signs.



PLACES TO EAT AND RELAX ON CAMPUS

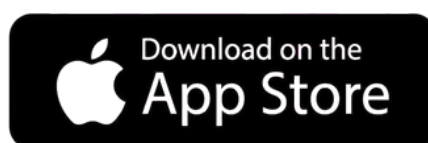
Our campuses are designed to provide students with a welcoming, safe and supportive environment in which to learn, socialise and thrive.

Across our campuses, students have access to a range of comfortable social and study spaces where they can relax between lessons, meet friends, work on group projects or take some time out during the day. From modern cafés and communal areas to outdoor seating spaces, our facilities are designed to support both wellbeing and learning.

Each campus also has its own refectory and coffee shop, serving a wide selection of hot meals, fresh snacks and drinks throughout the day. Whether students are looking for a quick snack between classes or a nutritious lunch, there are plenty of options available.

We are committed to promoting healthy choices, and a range of balanced meal options is available daily. If your child has specific dietary requirements or allergies, our catering team will do their best to accommodate their needs.

For added convenience, students can use the **Food at BCG** app to preload funds, collect loyalty points on hot drinks and skip queues at busy times.





THE 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.

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.

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

STUDENT VOICE

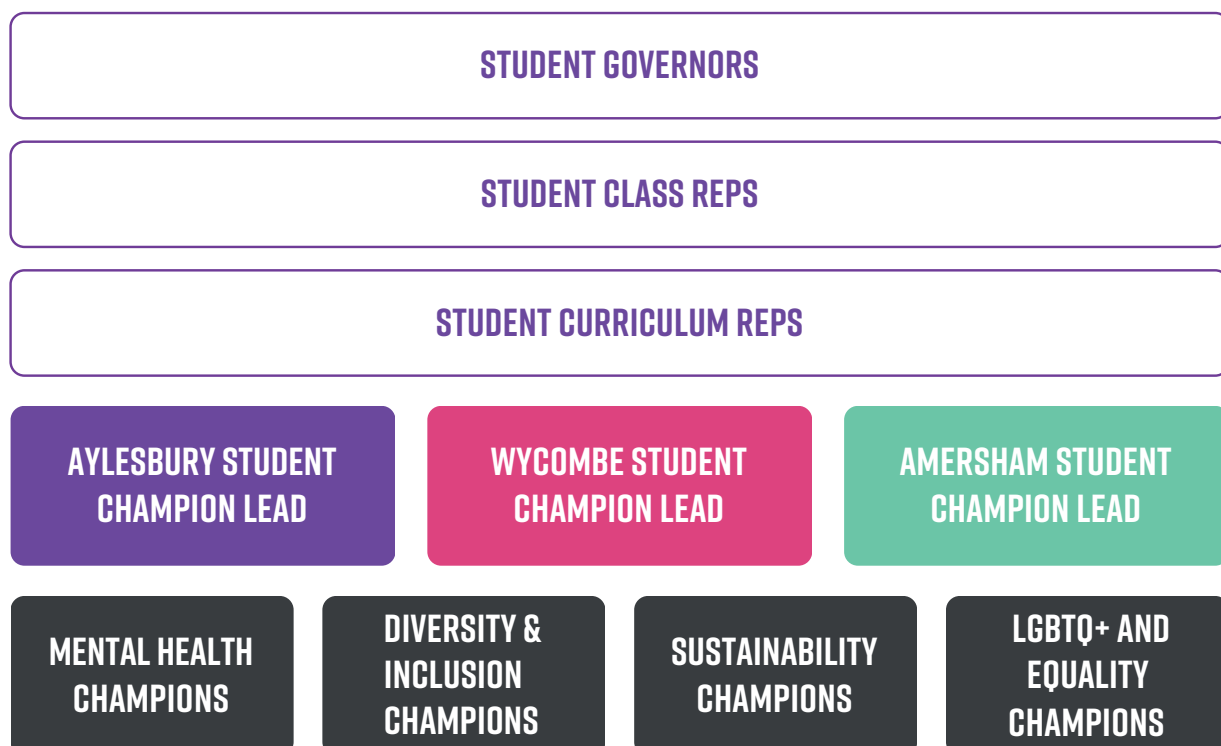
Buckinghamshire College Group values its student voice, and this is reflected through the work of the Student Engagement Team (SET).

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:



IMPORTANT DATES

AUTUMN TERM 2025

Start of Term	Monday 7th September
Whole College Half Term	Monday 26th October – Monday 9th November (Students resitting GCSE English and/or Maths will be required to attend exams w/c 2nd November)
End of Term	Thursday 17th December

SPRING TERM 2026

Start of Term	Monday 4th January
Inclusive Practice & ESOL Half Term	Monday 8th February – Friday 19th February
Whole College Half Term	Monday 15th February – Friday 19th February
End of Term	Friday 25th March

SUMMER TERM 2026

Start of Term	Tuesday 13th April
May Bank Holiday	Monday 3rd May
Inclusive Practice & ESOL Half Term	Monday 24th May – Friday 4th June
Whole College Half Term	Monday 31st May – Friday 4th June
End of Term	Friday 2nd July

CONTACT INFORMATION

We're here to help – just get in touch!

Whether you've got a question about applying, need support during your studies, or simply want to speak to someone at your local campus, we're ready to help you take your next step.

CAMPUS CONTACT DETAILS

Aylesbury Campus

Oxford Road, Aylesbury, HP21 8PD
01296 588 588

Wycombe Campus

Spring Lane, Flackwell Heath, HP10 9HE
01494 585 555

Amersham Campus

Stanley Hill, Amersham, HP7 9HN
01494 585 273

Apprenticeships & Workforce Development

apprenticeships@buckscollegigroup.ac.uk
01296 588 560
Electrical Apprenticeship Team – 01296 588 643

Industry Placements & Employer Partnerships

placements@buckscollegigroup.ac.uk
01494 585 582

Training for Businesses

employers@buckscollegigroup.ac.uk

Human Resources

humanresources@buckscollegigroup.ac.uk
01296 588 674

Finance

finance@buckscollegigroup.ac.uk

Marketing

marketing@buckscollegigroup.ac.uk

WHO TO CONTACT

Admissions

Applications and advice
admissions@buckscollegigroup.ac.uk
01296 588 599

Student Services

Welfare, safeguarding and Prevent
studentservices@buckscollegigroup.ac.uk
Aylesbury: 01296 588 592
Amersham: 01494 585 415
Wycombe: 01494 585 387

SEND Support

Help with additional needs
sendsupport@buckscollegigroup.ac.uk

FREEDOM OF INFORMATION

We're proud to be open and transparent.
To make a Freedom of Information
request, please email:

foi@buckscollegigroup.ac.uk



**Buckinghamshire
College Group**