



**Buckinghamshire
College Group**

Aylesbury Wycombe Amersham

Parent's Guide

to a Student's time at College





I am delighted to welcome you to Buckinghamshire College Group...

...We know it can be daunting coming to College from school and especially after the last 18 months of disruption to learning. I want to assure that we have your son and daughter's best interests at heart and will work hard to support them through their journey.

We strongly believe that working together in partnership with our students and parents supports the achievement of their goals. Your support and encouragement in your son and daughter's studies alongside their tutors is really important to their success and your feedback is always welcome.

We are a technical, professional, vocational skills education and training College and place an importance on preparing our students for work, whether this is through progression to further study, university, an apprenticeship or into employment.

Our standards are similar to those your son or daughter will find when they enter work and we will expect high standards of work, being punctual, 100% attendance, good attitudes to learning and professional, respectful behaviour in and out of the classrooms and workshops.



During their time at College they will undertake work experience and work-related activities, all of this along with continuously developing English, Maths and digital skills helps to build their CV and experience making them stand out from others when they apply for the next stage. We ask for your help in working with us to reinforce these standards and behaviours to help your son or daughter get the most out of their time at College.

...Your son or daughter or young person's safety and well-being at College is paramount and as we return to a more normal learning environment this year, we also ask for your help to remind your son or daughter about their personal responsibilities for COVID safer learning in keeping themselves and others safe.

I wish your son or daughter or young person a happy, safe and successful year at College.

Best wishes,

Karen.



Karen Mitchell
Principal and Chief Executive



CONTENTS

Welcome	1
What you can expect from us	6
What we ask of you	7
How we will communicate with you	8
Attendance	9
Learning Support	12
Safeguarding, Welfare & Financial Support	13
Careers Advice	14
Industry Placements & Work Experience	15
Learning Resource Centres	16
Student Voice	18
College Calendar	19



**Buckinghamshire
College Group**

Wycombe Campus

EXPECTATIONS

What you can expect from us

- Ensure that each student obtains the skills and qualifications they need in order to reach their chosen destination
- The opportunity to meet and work with local employers so that they can develop their technical, vocational and employability skills to get them ahead of the competition
- Parent Information Evenings to discuss students' progress with tutors and managers
- A prompt response to any query or concern
- Advice and support to help them succeed academically and grow as a person
- Contact from The College should we become concerned about their attendance, progress or welfare





What we ask of you

- Encourage your young person to attend and to attend on time. 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 and wellbeing
- Ensure they are attending all parts of the Programme, including Maths & English, Careers Coaching, Tutorials and Digital Skills

HOW WE WILL COMMUNICATE WITH YOU

Parent Portal

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

The portal can be used to view a copy of a student's timetable and examination results. Attendance and punctuality is updated daily following the marking of registers.

Academic Progress (Markbook) is updated in line with the Assessment Schedule as course work is received and marked by tutors.

Prior to Registering

Parents or carers need to obtain a student's Parent Portal PIN. The PIN is shown only to the student on their ProPortal EILP which is part of 'Cloud' (the student portal). Students can access their ProPortal EILP from the start of term and will be shown how to, during one of their "Tutorial" sessions in the first few weeks of term.

The Parent Portal PIN is a six character code which is unique to each student. Only the student can choose provide the PIN, but we encourage every student to share it with their parents or carers to allow them to register.

Click me to



register



Registration process for Parents and Carers

1. Visit the parent portal home page on our website (see QR code)
2. Click 'Register'
3. Enter your details, the student's details, the Parent Portal PIN and submit your request
4. You will then receive an email within working days approving your account. Every request is checked and if there is a problem with your registration we will contact you via email

Once your account has been approved you can return to the same website and log in using your email address and the password you gave during the registration process.

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.

Events

Parent events are planned throughout the College year along with progress reports available on Parent Portal.

- Parent Information Evening - w/c 27th Sept 21
- Parent Focus Group - w/c 15th Nov 2021
- Progress Report available on Parent Portal - w/c 10th Dec 21
- Parent Information Evening - w/c 14th Feb 22
- Progress Report available on Parent Portal - w/c 7th Apr 22
- Parent Focus Group - w/c 6th Jun 2022





ATTENDANCE

Attendance is a key component of your young person's ability to succeed and reach their full potential whilst studying at the College.

All study programmes have been designed so that students acquire knowledge, information and experience, in classroom, workshop and industry environments, so attending all lessons in their study programme is vital.

There is significant academic research that shows attendance directly affects the grades students achieve and their future education or employment prospects.

The College expectation is 100% attendance and we would not expect an individual student's attendance to fall below this. Please encourage your young person to attend all lessons, unless there are extenuating circumstances.



If we have concerns about your young person's attendance, the course leader or careers coach will be in touch to work with you and your young person to create and agree attendance targets.

Successful completion of the study programme may be at risk if attendance remains below the agreed target.

By working together, we aim to ensure your young person has the very best chance of success.

Absences should be reported by completing our Student Absence form available from Cloud. Once submitted, this form is sent to their subject area to notify them of the absence.



LEARNING SUPPORT

Learning Support is a service for students who might need some extra help while studying with us. We can provide additional support for you if you 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 Learning support questionnaire should be completed at enrolment for in class support and/or access arrangements. If in doubt, please complete a questionnaire.

Learning Support Assistants provide support across Foundation, Level 1 and Level 2 courses depending on a students special educational needs (SEND).

Most support is delivered in theory lessons including English and Maths. A reduced level of support can be arranged for some identified students on level 3 courses.

If you have an Education and Health Care Plan known as an EHCP, your support will be tailored to meet the provision outlined in your plan and we will meet with you throughout the year to check how you are getting on and discuss any problems or changes that need to be made to your support.

Click me to



find out more

Useful Contacts



learningsupport@buckscollegigroup.ac.uk

Amersham: 01494 585 341



Aylesbury: 01296 588 522

Wycombe: 01494 585 341

SAFEGUARDING, WELFARE & FINANCIAL SUPPORT

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.

We act immediately on any concerns that you or a student may have. We have professional counsellors who work in the College offering confidential advice and counselling for students and our experienced student welfare advisors are available to support with any financial, learning or personal issues.

For more details about our Student Services office and the support that is available, please visit the 'About' section of our website.



CAREERS ADVICE

We have a qualified careers adviser who can provide free, confidential, impartial advice to all students. Students also receive a bespoke Careers Coaching Programme delivered by Careers Coaches to support them in their progression and career options.

Useful Contacts



careers@buckscollegigroup.ac.uk
placements@buckscollegigroup.ac.uk



01494 585 582

#WorkZone
All the help you need to get a job





INDUSTRY PLACEMENTS & WORK EXPERIENCE

Completing an industry placement/work experience (WEX) is a very important part of the student's course.

They will be introduced to the WorkZone team during induction where the team will explain the process of exploring the world of work so ensuring the students find an organisation that will match their career aspirations.

The constant support the Workzone team will provide will enable them to make decisions about their future career.

The expectation of Industry Placements/Work Experience for each academic Level

- **Entry Level 2 and 3:** 5 days work experience
- **Level 1:** Online employability programme undertaken on a day they are not attending College
- **Level 2:** 5 day work experience or 45 days Industry Placement if appropriate. To be completed outside their College hours
- **Level 3:** 45 day Industry Placement. To be completed outside their College hours
- **T Level Transition:** 5-10 days Industry Placement
- **T Level:** 45 day Industry Placement

An email will be sent to parents/guardians keeping them informed about their students' progress.



LEARNING RESOURCE CENTRES

Open to all College students and staff, the Learning Centre at all three campuses provides access to a wide selection of print and online resources to support your young person's learning, research and teaching needs, offering a friendly and informative service and modern facilities in which to study.

The Learning Centres hold more than 17 000 books, 80 journal and magazine titles, newspapers, 2700 e-books, and access to 22 electronic databases. Students may borrow up to 4 books for 3 weeks, with one renewal. You can also borrow 3 magazines for up to 2 weeks.

The Learning Centre provides access to an expanding range of electronic resources, including subject specific databases, full-text electronic journals, e-book collections, e-maps, image databases, all available anytime, anywhere, via Cloud for use by the College's staff and students across all subject areas. We also offer access to computers, free internet and Wi-Fi throughout, as well as photocopiers and scanners.

Opening Times

Aylesbury

Monday - Thursday*

8:45am-7:30pm

Friday*

8:45am-4:30pm

Wycombe

Monday - Friday

9am - 12pm

12:30pm - 5pm

Amersham

Monday - Thursday

8:45am-5:00pm

Friday

8:45am-4:30pm

*Aylesbury Campus is open during the holidays from
10am - 4pm, Monday - Friday

“This shows all
to thing own
self be true.”

“Simulation is the
most powerful
weapon which
can be used.”

“We are here, not
because we are
law-breakers, we
are here in our
efforts to become
law-makers.”

“How
much
more
can we
do to
achieve it?”

“The only way
to get a job
is to be a
law-maker.”

“We should not
be the first
to be the
first.”

“Handling out of
step is important
to learn. It's what
separates us from
the crowd.
Keep the world.”

“A person
never
mistake
tried to
new.”



STUDENT VOICE



Our students views on life at College are important to us because they shape the future of BCG.

They can become a student representative or a Campus Student President attending College meetings and having their input on all aspects of College life including becoming a Student Governor.

We have activities planned at all campuses, sports sessions, wellbeing groups, LGBTQ+ groups but we welcome students to start their own as well. The opportunities are endless and all they need is a group of like-minded students to take part.





COLLEGE CALENDAR

Start of Term 1	Monday 6th September 2021
Half Term Break - Term 1	Monday 25th - Friday 29th October 2021
End of Term 1	Thursday 16th December 2021
Start of Term 2	Tuesday 4th January 2022
Half Term Break - Term 2	Monday 21st - Friday 25th February 2022
End of Term 2	Friday 8th April 2022
Start of Term 3	Monday 25th April 2022
Bank Holiday (College closed)	Monday 2nd May 2022
Half Term Break - Term 3	Monday 30th May - Friday 3rd June 2022
End of Term /Year	Wednesday 6th July 2022
GCSE Results Day	Thursday 18th August 2022 (Provisional date)

Aylesbury

Oxford Road
Aylesbury
Buckinghamshire
HP21 8PD
01296 588 588

Wycombe

Spring Lane
Flackwell Heath
High Wycombe
Buckinghamshire
HP10 9HE
01494 585 555

Amersham

Stanley Hill
Amersham
Buckinghamshire
HP7 9HN
01494 585 273



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Aylesbury Wycombe Amersham

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