

The background of the cover is a complex, low-poly geometric pattern. It consists of numerous triangles of various sizes and colors, including shades of green, teal, yellow, orange, and red. The pattern is dense and covers the entire upper portion of the cover. Below this pattern is a solid grey band where the title is located.

# CRAVEN COLLEGE **PARENT HANDBOOK**

2016 - 2017



## Introduction

Craven College is well known for its academic achievements and the supportive environment we provide for our students. We pride ourselves in accommodating the needs of a broad spectrum of students and part of this approach is to work closely with the parents and guardians of our students. This close collaboration ensures we are able to offer all of our students the most positive academic and social experience.

This A - Z guide has been produced by the Student Support Services Team to provide you with information about College life and ensure you have all the information you may need about the College, its facilities and procedures as well as the pastoral support. If you need further clarification on anything in this guide or if you would like a copy of this guide in an alternative format, please do not hesitate to contact a member of the Student Support Services Team on 01756 708 008.

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## Absence

All students at Craven College are expected to attend all classes and tutorials and to arrive on time. Should an absence be unavoidable due to illness then the student must report their absence **by logging on to their VLE and clicking the “Record Your Absence Here”** button on the home page or **texting 07860 023 939 BEFORE 9.00am every day they are absent** from College. Students on Hair, Beauty and Catering courses will also need to contact their Student Progress Coach BEFORE 9.00am if they are going to be absent, owing to the commercial aspect of their course. Students should not make non-emergency appointments eg dentists, driving lessons, doctors etc. in the time they should be attending their course.

## Bullying

We are committed to providing a welcoming, friendly, safe and supportive environment for our students to gain the most from their experience of College life. Bullying of any type is unacceptable and will not be tolerated at Craven College. If your son/daughter/ward feels they are being bullied please contact the Student Support Services Manager or Student Mentor for support and advice.

## Careers, Enterprise & Employability

The College's IAG service is accredited through the MATRIX Standard. Following assessment against the standard in 2015 the Student Support Services team demonstrated its commitment to giving users access to **“highest calibre support and resources to develop effective skills, positive behaviours and making appropriate life choices”**.

Students access information, advice and guidance through a structured tutorial programme covering: Careers and Employability - a generic look at the world of work, how to apply for jobs, how to create a good impression and put together an effective Curriculum Vitae; Enterprise and the World of Business - how to develop enterprising skills that can be applied across all areas of work, what businesses are and the roles people play in them and personal skills and preparation for work experience, how to maximise work experience opportunities, how to prepare by researching the company, appropriate dress code and behaviours and how to develop personal skills for the workplace.

In addition, drop-in sessions in the Careers and Enterprise Zone will be held in the Whernside building each week. Students can book an appointment with an Independent Careers Advisor or the Careers, Enterprise and Employability Officer. The Learning Resource Centres also have a well-stocked careers section. As well as receiving advice and guidance in College, students can access information from various websites including [www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)

## Car Parking

Unfortunately there is no parking available at the High Street. Limited parking is available to students at the Aireville Campus. Parking permits are available from College Receptions at a cost of £4.00 per year and must be displayed. There are free parking facilities at the School for Land-based Studies & Engineering. We do ask that students drive with due care and attention while on College grounds, taking into consideration other users of the car park at all times. Students of all ages and abilities have to walk across our car parks to use The Café facilities and access buildings therefore it is paramount that all drivers drive and park slowly and safely.

For students parking at The Aviation Academy (The Aviation Academy, Hangar 1, Southside Aviation Centre, Leeds Bradford International Airport), permits can be obtained from the Multi-flight reception desk at a cost of £5 per month. Students are asked to commit to three months with a £5 initial deposit - entrance will be denied without a valid permit.

In the interests of the environment students are asked to consider alternative forms of transport, including cycling and car sharing where possible.



## **Child Protection & Safeguarding**

Craven College recognises that members of staff and students have an important role to play in safeguarding the welfare of children and vulnerable adults and preventing their abuse. The College has, in consultation with the North Yorkshire Safeguarding Board and Social Services, written a comprehensive Safeguarding Children and Vulnerable Adults Policy to ensure that the welfare of children and vulnerable adults is always placed at the centre of its activities. Anyone who would like to see a copy of this policy should contact Student Support Services or access it through the College website. Catherine Jackson is the designated Child Protection Officer and can be contacted on 07921 214 115.

Keeping young people safe is also a partnership between the College, parents and carers. The following links have been collated in order to highlight key issues facing some young people within society at this time:

[www.thinkuknow.co.uk/parents/Secondary](http://www.thinkuknow.co.uk/parents/Secondary) - Online Safety, Child Sexual Exploitation, Grooming, Social Media and Cyberbullying

[safe.met.police.uk/terrorist\\_or\\_extremist\\_activity/get\\_the\\_facts.html](http://safe.met.police.uk/terrorist_or_extremist_activity/get_the_facts.html) - discussion about what radicalisation and extremism is, why people may become involved and some possible solutions

The College will discharge the “Prevent Duty” in response to Section 26 of the Counter-terrorism and Security Act 2015: “Further Education institutions have a duty of care to students, staff and visitors, in the exercise of their functions to have due regard to the need to prevent people being drawn into terrorism.”

The Prevent Duty is intended to safeguard communities from exploitation and to support students in discussing and understanding complex and in some cases controversial issues. The College, in discharging the duty, will ensure that fundamental British values are promoted: “Democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.”

## **Academy of Hair & Beauty Therapy**

The College salons are open to members of the public. Located on the High Street, Skipton, they offer a valuable working experience and learning environment for our students. A full range of hair, beauty and nail treatments are available. A price list is available from the High Street Reception or you can book an appointment on 01756 793 057. Craven College students will receive 10% discount on all treatments.

## **College Brasserie**

The College Brasserie restaurant is operated by the students from catering and hospitality courses. It provides them with the opportunity to develop their practical skills and gain valuable experience of a busy professional kitchen and restaurant. We use locally sourced and seasonal ingredients and in doing so offer good quality freshly produced food at very competitive prices.

Leaflets are available from the High Street Reception giving more details about the ‘Theme Events’. To reserve a table call 01756 708 001.

## **Computers**

Over 1000 PC and laptops are available across the College campuses for student use. The College has a highly effective Virtual Learning Environment (VLE) called Moodle, established to support students’ learning. Moodle allows our students to access course information, research material and other academic information from a computer at home or within College to support their learning.

## **Counselling**

The College offers a confidential Counselling Service which is available to all students throughout the academic year. Counselling is a voluntary and confidential activity. All of the counsellors who work at the College offer the highest possible level of confidentiality consistent with the law, and the codes of the British Association for Counselling and Psychotherapy (BACP). This is an important element of the counselling contract, since in order to create the necessary trust for any work to be undertaken we aim to respect the privacy of our clients. If you have any questions about the Counselling Service you can talk things through on a confidential basis by calling 07984 599 789.



## **Drugs & Alcohol Code**

Craven College has a zero tolerance policy to drugs (including alcohol) being brought on to any campus by our students. In previous years students have complied with this policy, as such we have no history and little experience of the consequences of drug abuse or drug related crime. However this is no reason to be complacent. The College's policy and response to drug and alcohol related issues are part of a broader holistic approach that promotes the health and welfare of all members of the College community. Craven College believes that taking a firm stance on the misuse of drugs or alcohol on College campuses will have a positive effect on individual abilities to learn and will help to avoid associated crime, risk taking behaviour, bullying and health and safety issues.

Craven College's policy towards alcohol and illegal substances (drugs) is one of zero tolerance which applies equally to:

- All substances classified under the Misuse of Drugs Act
- Possession, use, distribution, purchase or sharing of all such substances
- Bringing alcohol to or being under the influence of alcohol on College premises

Any student found in possession, using, distributing, purchasing or sharing alcohol or any illegal substance will be immediately suspended from College and subsequently subject to expulsion under the final stage of the College's disciplinary policy. The police will automatically be informed as will parents of students under 18.

## **Emergency Contact**

We will make every effort to contact a student in emergencies, but for non-emergency contact we ask that parents make alternative arrangements. Please bear in mind that mobile phones must be switched off during lessons.

## **Equipment/Reading Lists**

You should have already received a list detailing the equipment that your son/daughter/ward require for their course. This information is also available during the summer on the Craven College website [www.craven-college.ac.uk/enrol2016](http://www.craven-college.ac.uk/enrol2016). If you feel you are unable to meet these costs as your family income is low then please contact Student Support Services on 01756 708 008 as we may be able to offer assistance with costs.

## **Financial Support**

### **Further Education Students aged 16-18**

For most students, there will be some cost involved when deciding to come to College. Craven College has introduced an extensive financial support package for our full time 16-18 students to help them continue with and complete their course. There are lots of funds available for you to apply for:

#### **Guaranteed Bursary Fund**

A grant of £1,200 will be available to students who are: in care, care leavers, are in receipt of Income Support or Universal Credit in their own right or receive both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments.

#### **Discretionary Bursary**

Assistance from Craven College Learner Support Fund is available to students with a household income of £20,817 per year or below towards the cost of equipment, kit and other essential course related costs.

#### **Travel Bursary**

In order to help overcome this barrier, Craven College students may be eligible for a Travel Bursary. This means that they may not have to pay more than £1 per day to get to College. In order to qualify for this bursary, the following criteria must be met:-

- 90% attendance during the term
- Students must still be in attendance at College when the form is submitted
- Students must complete a Self-Certification of Household Income – which must indicate a household income of less than £30,810 (no evidence is required however claims are subject to audit)
- Tickets for each day claimed must be handed in with claim form at the end of term
- Students must submit the travel claim form on or BEFORE the closing date (see below)
- Eligibility for a Travel Bursary for the Spring and Summer terms is dependent on all work for the autumn term being completed by Christmas
- Payment will be subject to academic performance and behaviour



### ***Cut Off Dates for Payment of Travel Bursaries:***

- Autumn term no later than **Friday 6 January 2017**
- Spring term no later than **Friday 28 April 2017**
- Summer term no later than **Friday 7 July 2016**

The Travel Bursary Policy will be given out at Enrolment/Induction and claim forms are also available on Moodle.

### ***Care to Learn - Childcare support for young learners***

Care to Learn provides financial support for teenage parents who want to continue in, or return to learning. It helps with the cost of their childcare and travel. For help finding a childcare provider contact your local authority, Family Information Service or Ofsted.

#### ***Who can get help?***

Young parents aged under 20 on the first day learning starts.

#### ***What will be paid for?***

Childcare costs whilst in learning, including during placements. Travel costs to and from the childcare provider.

#### ***How many hours must be attended each week?***

There are no set hours. A young parent can choose to do part-time or full-time learning.

#### ***How much will be paid?***

Up to £160\* per week for each child (including any travel costs). \*subject to annual review

Applications can be made online at [studentbursarysupport.education.gov.uk/OnlineApplication](http://studentbursarysupport.education.gov.uk/OnlineApplication). Access the following for help completing the form:

- Email: C2L@studentbursarysupport.co.uk
- Access a series of help videos
- Call Student Bursary Support on 0800 121 8989 between 9.00am and 5.00pm Monday to Friday
- Minicom: 0800 917 6048 between 9.00am and 5.00pm Monday to Friday
- Visit the website at [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

## ***Further Education Students aged 19 +***

### ***Tuition Fees***

Some students may not have to pay tuition fees. Please contact Student Support Services on 01756 708 008 for fee remission advice.

### ***19+ Adult Learner Loans***

The Government has introduced the Advanced Learner Loans for students aged 19+ studying at level 3 or above. Students aged 19-23 undertaking their first full level 3 will not be required to take out a loan as they will be fully funded.

Students who take out an Advanced Learner Loan won't be required to make repayments until they are earning over £21,000.

For further information, please contact student services.

### ***Discretionary Bursary***

Craven College Student Support Fund may be available for students who require extra financial support to access and remain on their Further Education course. This could include:

- Grants to help towards childcare costs
- Grants to help towards essential course related costs such as equipment and books

This is a means tested fund and is available to students with a household income of £20,817 per year or below. Contact Student Support Services for further details.

### ***Travel Bursary***

In order to help overcome a possible barrier, Craven College students may be eligible for a Travel Bursary. This means that they may not have to pay more than £1 per day to get to College. In order to qualify for this bursary please refer to the criteria specified. The Travel Bursary Policy will be given out at induction and claim forms are also available.



## **Free Meals**

Students in receipt of, or having parents who are in receipt of, one or more of the following benefits will be eligible for free meals:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment & Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by HMRC
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit

To apply, complete the 16-18 Bursary application form available on Moodle and return with all the required evidence listed in the guidance.

## **Higher Education**

Student Support Services and Course Tutors offer help and assistance to all students who are considering Higher Education. Each year the College offers students the chance to attend the local annual UCAS Higher Education Convention. We hold events throughout the year which highlight Higher Education opportunities at Craven College and elsewhere. In addition the College Learning Resource Centres hold a stock of university prospectuses as well as guide books for students to use. Students are also able to access the online application systems ensuring their applications are dealt with as quickly as possible.

## **Holidays**

Students should not take holidays during term-time as this may affect their work and progress. If family holidays are unavoidable during term-time please contact your son/daughter/ward's Student Progression Facilitator as examinations or essential assignment work may have been planned.

## **ID Badges**

It is expected that all students wear their ID Card while on College premises. This assists with security on site contributing to a safe campus and learning environment.

## **Learning Resource Centres**

The main campus of the College has a Learning Resource Centre offering support to all students. There is a wide range of books, eBooks, databases, journals and magazines, DVDs and careers information to supplement students' own core texts.

Students can access electronic databases and information sources, including the internet, Moodle and the College Virtual Learning Environment (VLE) for research purposes. Facilities also include catalogue searching, photocopying and printing.

Opening times for the Learning Resource Centres are displayed on the College's VLE.

## **Mentoring**

College mentors work with tutors and students to help remove barriers to learning, by building up students' self-esteem or self-confidence and maximising potential. In addition, student mentors have been trained to offer support to new students at College during the Autumn term. For more information on mentoring or to take advantage of the mentoring support, please contact the Auction Mart on 07769 165 523, Aireville Campus on 07921 214 113, High Street on 07921 743 706 or The Aviation Academy on 07841 986 008.

## **Ofsted**

Ofsted has developed an online questionnaire for parents and carers to give us your views about the College. Please complete the questionnaire to help us understand how well the College supports its students to ensure the best possible outcomes. The questionnaire can be completed at any time. For more information, click on the following link: [www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted)





## **Student Standards**

It is important that Craven College continues to be a high quality, safe environment to ensure students can learn effectively and achieve their full learning potential. As such, all new students will be informed of the College values and ethos at Induction and will be expected to sign their agreement to adhere to a Student Contract. The College's Disciplinary Procedure is detailed in full on the College's VLE. Hard copy can be obtained on request to Student Support Services.

## **Student Voice**

All students have the opportunity to take part in the Student Union and focus groups and their opinions about the College are gathered in our student surveys that are regularly carried out.

The Student Union (SU) acts as a voice for its members ensuring that students are involved in all decision making processes within the College so that they are actively participating in the design and delivery of their education, promoting the general interests and welfare of students during their course and signposting students to appropriate advice.

All students who are enrolled at Craven College, over the age of 16, will be eligible for membership of the SU. Elections are to be held for President and Vice President in the Spring term and for all other Union officers in the Autumn term (September). This allows for an effective handover during which time the newly elected post shadows the existing post holder. Executive Officers will be given the first opportunity to apply for the post of Student Ambassador (rate £5.03 per hour, ad hoc basis) supporting events both on and off campus.

## **Support for Progression**

At Craven College we want students to be successful both during their time at College and at anything they decide to progress to after their time at College. No two students are the same and the College understands the importance of valuing people as individuals and recognise that sometimes there are barriers that may get in the way of people reaching their potential.

The College will offer reasonable and relevant support to all students with support needs and encourage all students to achieve a level of independence relative to their ability.

### **Support will be available for:**

Any student who, at any point of their studies, is having difficulties in achieving learning goals, any student with social, and emotional barriers to learning, any student experiencing difficulties with medical, physical, mental health or specific learning needs.

### **Support may take the form of:**

- In class support (guided by Education, Health and Care plan / section 139a)
- Mentoring
- Counselling
- Study Skills Drop in Workshops
- Personal and Social Development Groups

Where appropriate, prior to entry to College, a member of the Support Team will meet with prospective students, SENCOs from schools, Careers Advisors, Local Education Authority, other internal and external support services to determine the most appropriate support and arrange appropriate funding allocation.

Whilst a student is on a programme, the College will regularly monitor, review and make changes to support if necessary, to ensure effectiveness in terms of promoting independence, meeting legislative requirements and promoting the College Support Mission.

At transition points, eg change of course, progress to other Further or Higher Education programmes or prior to leaving, a review will be carried out to ensure that the most appropriate support continues to be made available.

College will strive as far as practicably possible to recognise the part that adaptive and assistive technology has to play in terms of support and use technological solutions where appropriate to ensure that the College is supporting students towards independence.



## **Part-time Work**

Many students have to work part-time to supplement their studies and whilst this helps to develop a sense of independence, time management skills and good communication skills, experience has shown that taking on too much employment will affect College work and ultimately may show in final grading. Therefore the College feels that approximately 10–15 hours employment per week is generally the maximum that can be combined with College work.

## **Progress Review**

All parents/guardians of students aged under 18 are invited to attend a parents' evening, or will receive a written report. Student Progress Coaches can be contacted by parents or guardians if there are any concerns. Student Progress Coaches will write to parents/guardians should they feel this is appropriate.

## **The Cafés**

Our Café facilities provide good quality, healthy food at reasonable prices. Students can expect to be able to purchase a meal for under £3.00.

## **Spare Time/Free Periods**

Students may have gaps between lessons on their timetables. While we would encourage all students to use these free periods to do assignment work and research we do provide facilities for students to relax between lessons. The Café located at the Aireville Campus which has been extended and refurbished, now provides a modern comfortable environment for students to socialise and relax.

## **Student Union Cards**

Craven College is affiliated to the NUS (National Union of Students); this means that all full and part-time students are entitled to become card holding members. The 'Extra' card is £12 and enables them to take advantage of discounts from various local and national outlets; more details are available on the website [www.nus.org.uk/](http://www.nus.org.uk/). Further information can be obtained from Student Support Services.

## **Term Dates**

A College calendar will be given to students during induction week. The dates are:

Autumn Term: **05 September 2016 – 16 December 2016**

Half Term: **24 October 2016 – 28 October 2016**

Christmas Holidays: **19 December 2016 – 02 January 2017**

Spring Term: **03 January 2017 – 07 April 2017**

Half Term: **20 February 2017 – 24 February 2017**

Easter Holidays: **10 April 2017 – 21 April 2017**

Summer Term: **24 April 2017 – 30 June 2017**

Half Term: **29 May 2017 – 02 June 2017**

## **Finally...**

We look forward to welcoming you, your son, daughter or ward to Craven College and believe that we can work in partnership towards success. There are a number of ways you can become involved with College, if you wish, such as attending any parents' evenings, letting Student Progress Coaches know of any unusual circumstances at home and generally helping your son, daughter or ward observe the College rules.

If you would like any further advice or information, please don't hesitate to call the Student Support Services Manager on 01756 707 255 or 07921 214 115.

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