

LIFE CHANGING COURSES

# PARENT & CARER HAND- BOOK





**#GETSOCIAL**

# CON- TENTS

**02**  
Hello

**12**  
Supporting  
our Students

**04**  
Let us know  
what you think

**14**  
Financial  
Support

**06**  
Maths  
& English

**16**  
College  
Life

**08**  
Charter

**18**  
Maps

**10**  
Code of  
Conduct

# HELLO

## WELCOME TO NORTHAMPTON COLLEGE

**The qualifications our students leave with are hugely important – but so too is their happiness and fulfilment while they are with us. We take this commitment very seriously. Whether students are joining us from school or a period away from education or employment, we know that college can be a bewildering experience, and we want to make the transition as smooth as possible.**

This guide will explain what you can expect from us and what we expect from students, and also tell you about some of the schemes that will help students get the most out of their time here. If you have a question or concern, there is always someone at college who can help. With professionally-trained counsellors, careers advisors and exceptionally talented teaching and support staff, we are here to guide students every step of the way.

**We wish everyone a productive and rewarding time at Northampton College.**



***“We believe that a three-way partnership between students, college, and parents and carers is the best way to help every student meet their potential.”***

## SETTING TARGETS

**Every student at Northampton College is assigned a personal tutor/academic coach at the start of their course who is directly responsible for progress and development.**

Working together our students, tutors and academic coaches agree an Individual Learning Plan (ILP), which helps students think about what they need to achieve while at college, on their course and in wider projects, activities and work-related activities. All students have online access to their Individual Learning Plan (ILP) at any time and can share this with you so you can see their progress.

## MONITORING AND FEEDBACK

**Our students meet regularly with their personal tutors/academic coaches throughout the year, checking progress against targets and recording achievements.**

**For students aged 19 or under we send a written report home twice a year.**

You will also be invited to attend a parents'/carers' evening and are welcome to contact the Head of School or Curriculum Manager at any time if you have any questions or concerns.



***“We fully appreciate that your support and encouragement is key to success, so we want you to be involved in our students' education right from the start.”***

# LET US KNOW WHAT YOU THINK

## PARENTS' AND CARERS' EVENINGS

**At Northampton College we welcome your involvement and are keen to hear your views.**

Student reports are compiled twice a year. You will be invited to an evening shortly after these are finalised to discuss your son or daughter's progress and achievement.

**WE STRONGLY BELIEVE THAT A PARTNERSHIP BETWEEN PARENTS, CARERS AND THE TUTOR HELPS TO ENSURE STUDENTS ACHIEVE THEIR POTENTIAL, THEREFORE YOUR ATTENDANCE AT THESE EVENINGS IS STRONGLY ENCOURAGED.**



## OUR STUDY PROGRAMME

**When students join the College they are signing up for more than just a qualification.**

Our Study Programme comprises four key elements:

- ▶ The core qualification - with guidance and support to achieve and exceed expectations and reach full potential
- ▶ Maths and English - for those who don't have a grade C (4) or better at GCSE level. Those who already have a grade C (4) but would like to improve on this grade will be able to do so
- ▶ Work experience and employability – with access to local employers to ensure students stand out from the crowd
- ▶ Tutorial – dedicated sessions which include how to find employment, prepare for further study including progression to university, time management, safeguarding and Prevent, money skills and personal development to build confidence, as well as progress checking and support.

**Preparing our students for life after college is at the heart of all that we do and we are rightly proud of our links with employers, our work experience placements and our commitment to supporting our students to succeed once they leave us. If students are looking to move on to higher education, we will help with university applications.**



# MATHS AND ENGLISH

## OUR A LEVEL ACADEMY

**Our A Level Academy means students can now choose from a range of subjects and must commit to a programme of three subjects to be taken over two years.**

A key focus for our A Level Academy includes preparing students for life after college. For those keen to progress on to university we arrange visits and talks, hold summer schools and in some cases pair students with a mentor. For those who want to go into employment when they leave college we help line up work experience placements, Apprenticeships

and business visits. We are committed to keeping our students on track so if they need additional support we have targeted workshops and skills development opportunities. Parents and carers will be involved at all stages, from the initial interview through to information evenings.

---

**PARENTS AND CARERS WILL BE INVOLVED AT ALL STAGES, FROM THE INITIAL INTERVIEW THROUGH TO INFORMATION EVENINGS.**

---

## ENTRY REQUIREMENTS

To join our A Level Academy students must have achieved at least five GCSEs at grades A\* - C (9 - 4) including English Language and Maths. A BTEC qualification at Merit grade in a related subject may also be considered.



**Maths and English are important skills for life and future employment and we want our students to achieve the best results in these subjects that they can.**

That is why we offer extra support throughout the year for those who do not yet have a grade C (4) or better at GCSE level in both subjects.

Our maths and English classes run at various times of the day and in the evenings and students are expected to attend these throughout the year.

We weave these lessons into our Study Programme, which are designed to prepare our students for their next steps.

# CHARTER

## PARENTS' AND CARERS' CHARTER

**Northampton College welcomes the involvement of all parents and carers. We are committed to developing a successful partnership with you, working together to encourage your child to achieve their full potential.**

We ask that parents and carers read the Student Code of Conduct so they know and understand what we expect of students in terms of behaviour and their approach to study. This also helps students understand what they can expect from the College.

The College expects students to accept responsibility for their own learning and academic progress and to take full advantage of the support that will be provided by their tutors. Nevertheless, there is a continuing role for parents to play in that process and the College will liaise with you accordingly, taking into account the needs and wishes of individual students.

## THE COLLEGE'S COMMITMENT

- ▶ A safe learning environment
- ▶ A personal link with the College through our personal tutors, academic coaches and Heads of Schools
- ▶ An opportunity to discuss your daughter/son's progress with subject tutors at parents' and carers' evenings.
- ▶ Contact from the College with any concerns about your son/daughter's attendance, progress or behaviour
- ▶ A prompt response to any query
- ▶ Copies of the College's policies and procedures on request.

## YOUR CONTRIBUTION

- ▶ To ensure your daughter or son understands and meets the obligations outlined in the Student Code of Conduct
- ▶ To inform us if you become concerned about any aspect of your son/daughter's progress
- ▶ To discuss progress reviews and reports with your daughter/son
- ▶ To inform us of any changes in personal circumstances, for example change of address, telephone number or domestic situation
- ▶ To contact us to authorise your son/daughter's absence from College
- ▶ To take holidays only outside term time.

## PARENT VOICE

**It is important that you have the opportunity to give us your views on all aspects of college life and that those views should have an appropriate response. There are several ways in which your views can be heard:**

- ▶ By speaking to your daughter or son's personal tutor, academic coach or Head of School
- ▶ By responding to any questionnaire which may be sent to you or which you may be asked to complete

Surveys are sent to parents from time to time. The findings of these surveys will be made available to you, on request. We want all our students to thrive and succeed with us at college and are committed to providing the best opportunities to achieve this.

**WE WANT TO LISTEN CAREFULLY TO ANY COMMENTS ABOUT THE COLLEGE AND SUGGESTIONS RELATING TO THE COMMITMENTS WE MAKE IN THIS CHARTER.**

# CODE OF CONDUCT

## STUDENT CODE OF CONDUCT



### WE EXPECT OUR STUDENTS TO:

**01** Attend all classes, work placements, tutorials and activities on time

**02** Complete all their assignments and homework on time and to the best possible standard

**03** Meet all assignment and homework deadlines set by their tutors

**04** Attend and be well prepared for all examinations

**05** Produce their student ID card when requested so that all staff can see they are a student

**06** Only wear hats or have hoods up if they are outside

**07** Follow requests from members of staff

**08** Inform the College and work placement providers if they are unable to attend

**09** Take holidays outside term time

**10** Pay all fees and charges on time

**11** Help to keep the College a healthy, safe and secure place for everyone

**12** Follow all college policies, codes, regulations, guidelines and procedures

**13** Look after, and return, all equipment and materials borrowed from the College

**14** Smoke only in designated areas

**15** Not consume drugs or alcohol while at college

**16** Not take part in any illegal, disruptive or disrespectful activities

**17** Never to invite people who are not members of the College onto the campuses without the permission of a member of staff

**18** Be courteous and respectful to other students and staff.

# SUPPORTING OUR STUDENTS

During their time at college we want all our students to work hard, have fun and achieve their potential. Happiness and personal fulfilment are a huge part of our students' college experience and we work hard to ensure they have all the support they need.

---

**CALL THE STUDENT SERVICES TEAM FOR ADVICE AND GUIDANCE ON 01604 734066.**

---

## FUTURES

Our careers services, called Futures, is here to help students plan for their time after college, whether their next step is further study, university, training or employment.

We offer information, advice and guidance, helping students progress to higher qualifications, choose careers, make informed study decisions, find Apprenticeships or jobs and apply to university. We also help with interview skills and CV writing.

---

**YOU CAN FIND OUT MORE BY CALLING THE FUTURES TEAM ON 01604 734247.**

---

## PERSONAL TUTORS/ ACADEMIC COACHES

All students are assigned a personal tutor/academic coach and have regular meetings which means they always have someone to turn to for advice, help or support – whether it's about college life or a personal issue. Together with our staff, students agree personal learning targets and meet regularly to discuss progress and record achievements.

## STUDENT SERVICES

Our Student Services team offers one-to-one mentoring sessions where students can receive impartial advice and guidance on any issue that may be affecting their time at college. In addition, we offer a free and confidential counselling service, where students can discuss anything from relationships to bereavement. If we are unable to help a student directly, we will always direct them to someone who can.

## LEARNING SUPPORT

All our students are well supported, whatever their individual needs. We are committed to ensuring that people with additional needs in English or maths, learning difficulties or disabilities are given the support they need to succeed.

**You can find more information on our Learning Support team on our website or by calling us on 01604 734184**

## SAFEGUARDING

We take safeguarding the welfare of students extremely seriously and our Safeguarding Policy, available to download online, has been designed with the best interests of our students in mind.

It is designed to place the welfare of children and vulnerable adults at the centre of activities. Safeguarding includes measures to prevent radicalisation through links with the police and local authority.

We will support our students to recognise risks and equip them with strategies to stay safe. Responsible use of social media, online safety and recognising exploitation is essential.

# FINANCIAL SUPPORT

STUDENTS AGED UNDER 19 WHEN THEY START THEIR FULL-TIME STUDY PROGRAMME WON'T PAY ANY TUITION, EXAMINATION OR REGISTRATION COSTS — APART FROM LATE FEES, RE-SIT ENTRIES, UNSUPPORTED ENTRIES AND FEES FOR UNAUTHORISED EXAMINATION ABSENCES.

## FINANCIAL ASSISTANCE

**Bursaries:** Funding is provided by the Government to support students who would otherwise find it difficult to come to college. Eligibility is based on age, residency, household income and previous level of qualification, although exceptional circumstances will be considered.

**Childcare costs:** For students aged 20+ we offer support with costs for timetabled hours only. Although we are unable to assist with registration fees, deposits or additional activities that incur a cost. For students under 20 at the start of the course we can signpost you to Care to Learn, a government scheme with financial assistance worth up to £160 per week.

**Lone Parents:** We advise that all lone parents on Income Support who are considering coming to college full or part time contact Jobcentre Plus (JCP) to arrange financial support. If there is no support available through JCP, lone parents may be eligible for support through the Student Support Fund.

**Sir Thomas White Educational Fund:** This is a discretionary fund designed to assist those anticipating financial difficulty with the costs of coming to college. Students aged 16-25 and who have lived in the Borough of Northampton for the three years prior to the start of the academic year are eligible to apply.

## HIGHER EDUCATION COLLEGE BURSARY

We are pleased to offer a bursary of £800 per year to all students who successfully complete each year of their HND programme.



# COLLEGE LIFE

**We are passionate about making sure our students make the most of their time at Northampton College. We offer a wide range of extra-curricular activities for students to sign up for and have a whole range of enrichment activities including sports, clubs, trips and events.**

## CLUBS AND TRIPS

We have a diverse range of clubs and activities and the list is constantly expanding. We also organise a range of trips every year as part of the college enrichment programme.

## SPORTS

Our students are encouraged to make the most of the College's impressive facilities and clubs, open to all abilities, including archery, badminton, basketball, boxercise, cricket, dodgeball, fencing, football, jogging, aerobics, rugby, softball, netball, Pilates, table tennis, Ultimate Frisbee, volleyball, yoga and Zumba.

## STUDENTS' UNION

Our Students' Union is led by a team that are elected by fellow students. The officers are based in the SU Office in Booth Lane and are on hand to support students at all our campuses.

## USEFUL INFORMATION

We work hard to ensure our students feel safe and secure. Our range of security measures, reviewed on a regular basis, include a team of professional staff who operate the main entrances to our campuses. Equality and diversity is a key part of college life. We welcome everyone regardless of background or starting point and are committed to promoting and supporting equality of opportunity.

## WORK EXPERIENCE

**When it comes to getting the right job, we want to make sure Northampton College students stand out from the crowd. In addition to success in their studies, our aim is to involve our students in events and activities that develop their skills and experience in preparation for employment and the world of work.**

Work experience can help with whatever route your son/daughter wishes to take. They can get a head start on the competition and boost their CV and personal statements with relevant real life work experience. We have work experience opportunities available in all sectors, with companies such as: Sainsbury's, Holiday Inn, Trilogy Leisure Centre, Screen Northants, Towcester Racecourse, Calmac, Kettering Park Hotel, Maidenhead Aquatics and many more.

To find out more please email the Work Experience Team at [workexperience@northamptoncollege.ac.uk](mailto:workexperience@northamptoncollege.ac.uk).

**WE ENCOURAGE OUR STUDENTS TO PARTICIPATE IN AS MUCH POSSIBLE THROUGHOUT THEIR TIME AT COLLEGE TO IMPROVE THEIR CHANCES OF SECURING THEIR DREAM CAREER!**



# MAPS



## A NORTHAMPTON COLLEGE BOOTH LANE

Northampton College, Booth Lane,  
Northampton NN3 3RF

**Tel:** 01604 734567

**Email:** [enquiries@northamptoncollege.ac.uk](mailto:enquiries@northamptoncollege.ac.uk)



## C NORTHAMPTON COLLEGE DAVENTRY CAMPUS

Badby Road West,  
Daventry NN11 4HJ

**Tel:** 01604 736393

**Email:** [enquiries@northamptoncollege.ac.uk](mailto:enquiries@northamptoncollege.ac.uk)



## B NORTHAMPTON COLLEGE LOWER MOUNTS

Northampton College, Lower Mounts,  
Northampton NN1 3RF

**Tel:** 01604 736200

**Email:** [enquiries@northamptoncollege.ac.uk](mailto:enquiries@northamptoncollege.ac.uk)

# WHO WE ARE



**Pat Brennan-Barrett**  
Principal



**Jenny Thorpe**  
Assistant Principal



**Patrick Leavey**  
Deputy Principal



**Jason Lancaster**  
Vice Principal

# USEFUL CONTACT NUMBERS

Student Services - **01604 734066**

Enrolment Centre - **0300 123 2344**

Absence Reporting Line - **01604 734300**

Northampton College at Lower Mounts - **01604 734200**

Daventry Campus Northampton College - **01604 736393**

Northampton College at Booth Lane - **01604 734567**

The Lane Restaurant - **01604 734280**





# #GETSOCIAL

**Northampton College Booth Lane**

Northampton  
NN3 3RF

**Northampton College Daventry**

Badby Road West  
Daventry  
NN11 4HJ

**Northampton College Lower Mounts**

Northampton  
NN1 3DE

**E: [enquiries@northamptoncollege.ac.uk](mailto:enquiries@northamptoncollege.ac.uk)**

