

PARENTS' AND CARERS' HANDBOOK

WELCOME

We are absolutely delighted that your young person has chosen to study with us next year. The college is a vibrant, exciting place to be, where all of us are 100% committed to ensuring they succeed and achieve their dreams.

Parents and carers often have many questions about the transition to college and what college life looks like for their young person. This booklet will hopefully answer many of those and will give you an idea of what they can expect, how you can support them, and key information on services such as the West Notts College Travel Scheme and finance.

We recognise and understand that sometimes we all need a little extra help; every student probably has a range of emotions about starting or returning to college, a mixture of excitement, anxiety and fear. That is normal, and we are here to try to make their transition to us as stress-free as we possibly can and ensure their journey with us at the college is as successful as it can be.

Our past students tell us about the high levels of support they received from staff across the college, and are hugely grateful for the friendly, welcoming and supportive environment that we have. They have also told us that they would have welcomed some information about our support services before they started, so they knew who to go to

when they needed some help. This handbook provides that information and we hope you find it useful.

I have the privilege to lead an amazing team of dedicated, compassionate and experienced staff who are here to help each student through their journey with us. Whether that's providing extra help in their classes or workshops, working one-to-one with students on issues that may be stopping them from reaching their potential, arranging counselling if necessary, looking at their future next steps, or making sure that everyone is safe, we are here to help. The support we offer can be brief to help overcome some short-term challenges, or longer-term depending on what our students need.

We are incredibly proud of the college and even prouder of the awesome things our students achieve with a little helping hand.

If there's anything you'd like to discuss, get in touch with us, and we will do our best to help you or pass you on to the relevant team who can support you further.

In the meantime, please take the time to read this handbook and I very much look forward to welcoming you and your young person to the college in September.



A handwritten signature in black ink, appearing to read 'Louise Knott'.

Louise Knott
Vice Principal: Communications,
Engagement and Student Experience

ATTENDANCE

It is really important that our students attend all aspects of their course, and this includes English and Maths. Please help us by supporting regular attendance at college as we know that this helps students stay on track and eventually achieve. We do recognise that for some attendance can be challenging, please talk to us if you feel that this may be the case so we can put strategies in place together to help. Ultimately, if a student's attendance is very low and despite everyone trying really hard to support them, we may need to consider whether we remove their place at college. No one wants it to come to this, so please do work with us to encourage your young person to attend college and all of their timetabled sessions.

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MEET OUR LEARNER ENGAGEMENT TEAM

Our role is to ensure applicants have a smooth and enjoyable journey from the moment they apply with us.

We will keep in touch with applicants throughout their journey by sending lots of updates through email, text, and in the post, as well as on the college's Facebook and Instagram pages.

In this handbook, we'll look at everything from the West Notts College Travel Scheme, the support services on offer, the student journey, and what applicants can expect on their first day at West Notts College.



WE'RE HERE TO HELP!

If you do have further questions, you can always contact us

 **01623 900 990**

 **learner.engagement@wnc.ac.uk**

WHY WEST NOTTS?

Here are a few reminders of what makes us a great college and why this is the best place for your young person:

- Students can experience unique learning opportunities by joining a learning company to gain experience working in a real business, all while completing their course.
- Students learn from experienced tutors who specialise in their industry and have worked for leading companies.
- We have state-of-the-art facilities including our multi-million pound construction centre (Station Park), the UK's first Gene Haas Centre, a brand new state-of-the-art building for business and innovation, a real-life aeroplane cabin, an industry-standard hair and beauty salon, a 150-seat theatre, a professional restaurant and kitchen, and more!
- We create experiences that inspire, including delivering talks and tutorials by industry speakers and local business owners.
- We have an inclusive and all-encompassing support offer, including financial support, careers advice, Inclusion Service, wellbeing support, and more.
- We provide the chance to gain valuable employability skills by completing up to 40 hours of work experience at either local or national businesses.
- Everyone can make friends through a wide range of enrichment activities.
- We offer bespoke learning programmes shaped by local employers.
- We create exciting employment opportunities with local partners such as Mansfield Town Football Club, Nottinghamshire Police, the NHS, Nottingham Forest Community Trust, and many more.
- We have partnered with local bus operators to provide students with a flexible and great value bus travel scheme.
- We are committed to creating a safe and inclusive learning environment that celebrates diversity.

THE STUDENT JOURNEY

1 Application

If your young person has applied online, they are able to track any progress using myVISION; our online portal which stores those important details and provides you with information relating to their application. Whilst waiting for updates, applicants can also visit **The Applicant Zone** on the college's website for up-to-date information and fun activities to do before joining college.

Visit wnc.ac.uk/applicants

2 Offer

If your young person meets the entry requirements for their chosen course, they will be sent an automatic conditional offer via email, except Step-up and progress (foundation learning) and MTFC programmes.

3 Meet the tutor and parent/ carer information events

All applicants and their parents/carers will be invited to two different events. Applicants must attend a **meet the tutor event** where they can find out more about their course, meet the teaching staff, and learn about their next steps.

Parents/carers will be invited to a **parent/carers information event** which is an opportunity to ask questions and find out more about the student's journey and the available support services at college.

4 Keeping in touch

Between now and your young person's first day, we will continue to send out key information on finance, support, transport and advice on making a smooth transition into college.

5 Acceptance

As soon as your young person receives their offer, they can accept their place either by text, email, or through their myVISION account. If your young person does not achieve the grades required as part of their offer, do not worry. Speak to us immediately on **0808 100 3626** as an alternative course or level may be available.

6 Enrolment

All applicants must enrol before starting their course. An invitation containing key details will be sent out at the start of summer, providing their enrolment date and time of their chosen course.

If your young person is on holiday on the day of enrolment, do not worry; just ensure they contact the college and arrange an alternative time and date with us.

 **0808 100 3626**  **enquiries@wnc.ac.uk**

7 Induction and transition

We put together a week-long induction programme with the aim of assisting your young person's transition into college. This programme will include careers fairs, fresher fairs, induction sessions, tutorials, and much more.

For more information on the student journey, please visit:

 **wnc.ac.uk/journey**

SUPPORTING YOUR YOUNG PERSON TO SUCCEED

Student Welfare Team

This team consists of support and care experienced coaches, plus The Zone. The team is here to help students overcome the barriers that are preventing them from accessing education, progressing on their course, and in their personal lives. This support could begin with gathering transition information before joining the college, along with on-programme support to provide specialist support to meet the needs of students.

Ultimately, the coaches will support students all the way through their college journey and helping them with their next steps. Each of our support and care experienced coaches has specialist knowledge in various support areas which are:

- Young carers
- Young parents
- Students not in parental accommodation

- Care experienced young people
- Students with current involvement with the criminal justice system
- Mental health and wellbeing.

We work with curriculum staff such as tutors, heads of departments, and various other staff to ensure that students receive the right support across the college. Coaches will also work with external support agencies such as Early Help, Local Authority Social Care, and specialised mental health/counselling services to deliver comprehensive support to students whilst taking a person-centred approach.

CONTACT THE STUDENT WELFARE TEAM

0808 100 3626

01623 900 418

 wellbeingcentre@wnc.ac.uk

Feel supported at college

The college works hard to support students who may have personal circumstances which could prevent or hinder their progress in education. This includes:

- Transition support into college
- Supporting care experienced students
- Supporting with mental health
- Providing healthy relationships support
- Helping young carers
- Advising on emotional wellbeing
- Assisting those not living with birth parents
- Advising on sexual health
- Supporting young parents at college
- Supporting with financial difficulties
- Offering ELSA support plans
- Providing a safe and calm space via The Welfare Hub
- Offering games, activities, clubs and crafts via The Zone.



MENTAL HEALTH AND WELLBEING TEAM

This team is dedicated to providing a wraparound service to help support students' mental health and wellbeing. We offer tailored support for students to help try and overcome barriers to their education and further progression into employment.

Our wraparound service also includes drop-in sessions for parents and carers, liaising with professionals, and signposting to further support.

Our team works closely with the support coaches to ensure the right support is made available. The team also takes counselling referrals for our students and allocates them to our placement counsellors.

Our Wellbeing Hub at the Derby Road site is a safe and calm space for students. The hub has access to support staff with a drop-in service if students need someone to talk to, and there is an area for wellbeing activities which are put on throughout the year.

The Wellbeing Team and placement counsellors support students with a range of barriers which include:

- Anxiety
- Stress
- Low mood
- Self-harm
- Eating disorders
- Bereavement
- Gender identity
- Anger management
- Self-esteem
- Transition between school and college.

We can offer parents and carers support, advice and information regarding their young person's mental health and wellbeing via:

- Telephone conversation
- Email
- Drop-in sessions
- Meetings in college.

FINANCIAL SUPPORT

The Student Finance Team is here to provide expert financial advice regarding the support bursaries available to provide your young person with essential assistance.

The team can help with:

- Bursaries
- Subsidised transport options

- Free college meals
- Childcare support.

Applications can be made online by visiting the college website www.wnc.ac.uk/information-and-support

Please note applications will open in the summer, we will inform you when they are open.



CONTACT THE STUDENT FINANCE TEAM

 01623 900 455

 studentfinance@wnc.ac.uk

THE INCLUSION SERVICE

The Inclusion Service is made up of several teams that provide additional learning support to our students.

By working closely with students, schools and outside agencies, they provide an individual support package which is regularly reviewed with the aim of guiding the students towards independence.

The service has a growing reputation, and the team is delighted to link and work with key organisations such as:

- Nottingham Auditory Implant Programme (NAIP)
- British Dyslexia Association
- Autism East Midlands
- Communications and Interaction Team
- Adult Deaf and Visual Impairment Service (ADVIS)
- Royal National Institute of Blind People (RNIB)
- Physical disability specialist service
- Integrated children's disability service, Nottinghamshire County Council
- Speech and language therapy services

- Occupational therapy services
- Neurodevelopmental Support Team, Family Service, Nottinghamshire County Council.

Our five specialist teams support students with:

- Autistic Spectrum Disorder (ASD), emotional behavioural difficulties and mental health conditions
- Deaf/hearing loss
- Dyslexia and dyscalculia
- Physical disability and complex needs
- Vision impairment.

Providing a number of services to students who may need additional help during their studies, the teams work closely with students, schools, outside agencies and tutors to provide an individual support package.

Each team offers tailored support and a wide range of specialist services, including:

- Initial assessment of support needs
- Specialist classroom support e.g. communication support workers, vision impairment IT, learning support assistants, sign language professionals and advanced learning support practitioners
- Assistive technology e.g. specialist software, specialist auditory equipment
- Specialist support for dyslexia and dyscalculia
- Assessment via normal way of working processes for exam access arrangements
- Support with personal care needs
- Advice and guidance regarding local authority transport for students with special educational needs and disabilities
- Formal consultation and review of a student's Education, Health and Care Plan (EHCP).



CONTACT THE INCLUSION SERVICE TEAM

Dyslexia:

📞 01623 900 361

Deaf Access/Hearing Services:

📞 01623 900 320

Physical Disability:

📞 01623 900 314

Vision Impairment:

📞 01623 900 235

ASD:

📞 01623 900 657

✉️ theinclusionsevice@wnc.ac.uk

CAREERS ADVICE AND GUIDANCE

If you are unsure if your young person is on the right course, you can arrange for them to meet with our Careers Advice Team. They can provide unbiased guidance on a one-to-one basis to ensure they are on the right track to their chosen careers.

The Careers Advice Team is on hand throughout a student's time at the college, offering support with all aspects of careers and employability, including:

- One-to-one guidance interviews
- Group information classes
- Making career choices
- Progression options, university courses, degree apprenticeships
- College courses, vocational and academic
- Searching for and applying for jobs and apprenticeships
- CV and letter writing
- Support completing university applications
- Registering with the University and College Admission Service (UCAS)
- Interview preparation
- Online resources and assessments
- Funding for university and Higher Education (HE) studies.

CONTACT THE CAREERS ADVICE TEAM

📞 01623 413 325

✉️ careers@wnc.ac.uk

🌐 wnc.ac.uk/careers-advice

WORK AND INDUSTRY PLACEMENTS

The college emphasises the importance of work experience for students to be “work-ready”, with many employers valuing such experience as part of a student's education. As a part of their study programme, students are required to complete a work placement relevant to their career goals. These placements are made possible by the college's strong relationships with local businesses, providing opportunities in organisations like Mansfield District Council, King's Mill Hospital, Lindum Group, White Post Farm, and Mansfield Palace Theatre.

For students studying a T Level qualification, they are required to complete a minimum of 315 hours of industry-relevant placement. To help secure these opportunities, a dedicated work placement coordinator will be available throughout the summer and course duration to assist students in building connections with potential employers.

As parents/carers, you are encouraged to support your young person in exploring placement opportunities. Additionally, if you have connections in industries that offer placements, or if you can provide opportunities within your own workplaces, you are invited to contact the college's Work Placement Team for more information.

CONTACT THE WORK PLACEMENT TEAM

📞 01623 900 616

✉️ workplacement@wnc.ac.uk

🌐 wnc.ac.uk/workplacement



APPRENTICESHIPS

Apprenticeships are a fantastic way of getting a nationally-recognised qualification whilst gaining on-the-job work experience and getting paid, and are **available for anyone aged 16 and above**.

Why study an apprenticeship?

- Learn and train for a specific job
- Get paid and receive holiday leave
- Get hands-on experience in a real job
- Complete assessments during and at the end of your apprenticeship
- Be on a career path with lots of future potential.

Our Apprenticeship Team can help with:

- Understanding what an apprenticeship is
- Researching and applying for current vacancies
- Getting answers to your questions
- Starting your apprenticeship journey and more!

Important information when applying for apprenticeships

- Each apprenticeship has its own set of entry requirements. These revolve around existing maths and English results/abilities and the type of role you secure as an apprentice. If your young person does not meet the entry requirements, there are steps we can put in place to help them to achieve these; it might just add a little extra time to the journey.
- Apprenticeship recruitment is highly competitive, so your young person may have to attend several interviews before securing a position. We always recommend that they have a plan B and apply for a college course too.
- During the recruitment process, we do not share personal details with any employers. This means that we will be the only point of contact. Details are only shared with an employer upon acceptance of an apprenticeship position and only then with permission.



CONTACT THE APPRENTICESHIP TEAM

📞 0800 121 8317

✉ apprenticeships@wnc.ac.uk

🌐 wnc.ac.uk/apprenticeships

THE COLLEGE STUDY PROGRAMME

Studying at West Notts means far more than just gaining a qualification. We'll help prepare your young person on their next steps – whether this be employment, an apprenticeship or Higher Education (HE).

QUALIFICATION

ENGLISH AND MATHS

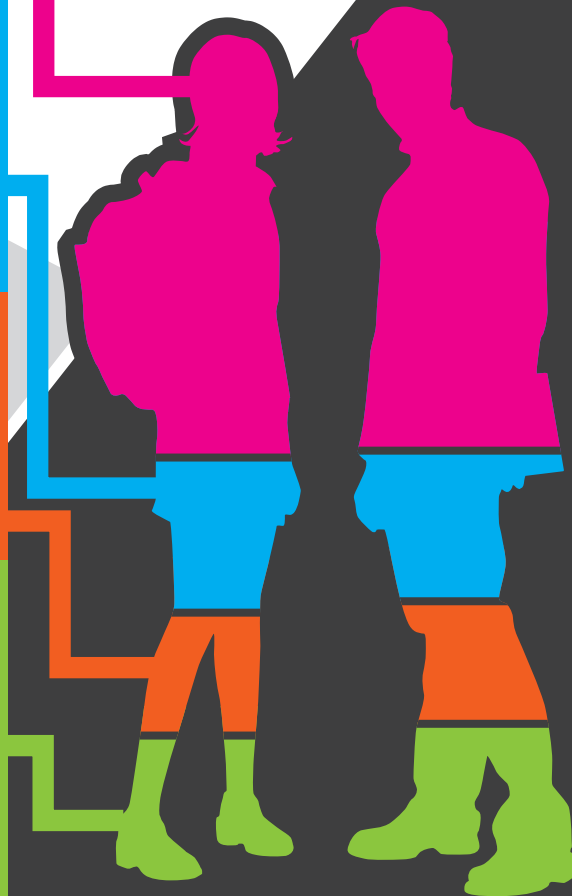
In today's working environment, it's essential that they have at least a grade 4 in GCSE English and maths. If they didn't achieve this at school, don't worry, they can continue studying these key qualifications alongside their course.

WORK PLACEMENT

It's mandatory to undertake a work placement at an employer relevant to their course. Level 2/Level 3 vocational courses – up to 40 hours (over 1 year) and T Level courses – a minimum of 315 hours (over 2 years).

ENRICHMENT ACTIVITIES

All of the enrichment activities have been designed to enhance their experience, while also helping to develop key skills including confidence, teamwork and communication. It's these kind of opportunities which look great on their CV or UCAS applications.



INTERNET SAFETY

We regularly work with students on how they can use social media and other online means of communication safely and responsibly. You can also help us with this:

- Talk to your young person about the right time and place to use social media (not in a formal classroom setting unless it is part of their coursework)
- Encourage them to check the privacy settings on their social networks
- Discourage them from sharing inappropriate videos, pictures or comments online or via text message

- Discourage them from sharing their personal details online
- Talk to them about the dangers of meeting someone they have only met online
- Let us know if you're worried about what your young person is doing online.

Social media has many good points and as a college we actively use it to communicate with our students. However, what is posted online will stay with you for life and can affect employment – please help us by emphasising this at home.

A number of resources and tools are available to you as parents or carers which will provide you with a little more information.

Childnet

Childnet is a UK-based charity who empower children, young people and those who support them in their online lives. They have a range of resources and fact sheets specifically developed for parents and carers.

childnet.com

UK Safer Internet Centre (UKSIC)

One of the partners of Childnet and set up by the European Commission. It organises a range of activities including Safer Internet Day and has a wealth of resources for parents and carers.

saferinternet.org.uk

SAFETY AND SAFEGUARDING

Anti-bullying Policy

The college operates a zero-tolerance policy against bullying and harassment (both on and offline).

Any student found to have engaged in this activity will be in breach of the student code of conduct, and will face appropriate disciplinary action.

If you have any worries about bullying at the college, you can speak to a member of staff or one of our student coaches confidentially.

Safeguarding

The safety, wellbeing and health of our students and staff is of paramount importance and at the very core of the college business. Our commitment to and the promotion of safeguarding is outstanding, and we have developed a highly effective policy that is embedded and recognised throughout the college.

If you have a concern for your young person, please contact the Safeguarding Team directly.

 01623 900 950

 safeguarding@wnc.ac.uk

British Values

The college is a values-led organisation, and as such we will actively promote values that enable our students to live and work in a multi-cultural and diverse community.

Our students are guided to not simply tolerate difference but to celebrate it in all its forms. We firmly believe that when people are enabled to be themselves they are more productive and more able to meet their own potential.

The college has five organisational values of **respect, ambition, integrity, collaboration and compassion**, and these are well-embedded across the college.

The college has undertaken an exercise with all teaching staff linked to the promotion of values, and this work will be continued within curriculum areas with students.

Prevent Duty

Prevent is a strand of the government's counter terrorism strategy. As a college, we have an integral part to play in helping to prevent terrorism, and protect young people who may be vulnerable to being drawn into terrorism.

If you have any concerns of this nature, and would like to speak to a member of our staff, please call us:

 01623 900 950

Lockdown Practices

Please note that your young person may undertake **lockdown practices** whilst they are at college. They are time-limited exercises, designed to test our response to a hostile intruder on site. Although it is highly unlikely that we would ever have to use this, it is crucial we have a plan in place and your young person knows what to do should the worst happen.

You will receive more information in relation to our communication plan when your young person enrolls at the college.



WORKING TOGETHER

We see time at college as a three-way partnership between us, our students, and you.

As a parent or carer you can help in a number of ways:

- Support learning at home – provide encouragement and sometimes a gentle nudge to ensure that work is being completed
- Ensure that your young person is coming to college with the right equipment for study – for some courses this means ensuring they have the right safety gear
- Get involved in upcoming parents and carers events
- Support our goals for 100% attendance and no lateness
- Let us know what we do well and what we need to improve.

Let us know if your young person cannot attend college by calling on one of the following numbers:

- 📞 **Derby Road – 0808 100 3616**
- 📞 **Station Park – 0808 100 3646**
- 📞 **Gene Haas Centre for Advanced Manufacturing – 0808 100 0476**
- 📞 **Mansfield and Ashfield Sixth Form College - 0808 100 3616**
- 📞 **The Old Brewery - 0808 100 3646**
- 📞 **Mansfield Ambition Exchange - 0808 100 3616**

Students' promise to us

We expect our students to:

- Turn up to class on time
- Wear appropriate safety clothing and equipment in workshops
- Wear their lanyard and ID card visibly at all times
- Not use bad language
- Respect others and college property
- Keep the college clean and litter free
- Always consider their safety and the safety of others
- Tell someone at the college if they experience any problems during their time here
- Not bring drugs or alcohol onto college property
- Not smoke or vape on college property
- Only use mobiles in class when their tutors says it's ok
- Listen to music through headphones only.

When someone becomes a student at West Notts, we guarantee to provide them with the education and support they need in order to make the most of their time here.

In return, we expect them to adhere to certain rules, regulations and policies, and behave in a manner that promotes mutual respect.

Our promise to students

We will provide:

- A safe learning environment
- Information, advice and guidance on their health and wellbeing
- Continuous support throughout their time here
- Tutors with subject experience
- Timely marking of work
- Careers advice and support for their next steps after leaving us
- Modern and extensive resources specific to their course
- Up-to-date facilities and equipment
- Confidential advice and support should they need it.



PARENTS' AND CARERS' ZONE

Find out more about what your young person can expect on their journey to becoming a West Notts student, how you can support, details of information events and much more.

Information events

Book on to our upcoming events held especially for parents and carers during the academic year.

College calendar

View key dates and holidays for the upcoming academic year.

Travel Scheme

Whether it's travelling to college, a trip to catch up with friends, or visiting family, a West Notts College Travel Scheme can help save your young person money on their bus journeys.

FOR FURTHER COLLEGE UPDATES JOIN US ON SOCIAL MEDIA

 [visionwestnotts](#)

 [westnotts](#)

 [westnottscollege](#)

 [westnottscollege](#)

Visit the parents' and carers' zone for further information
wnc.ac.uk/parent-zone

PARENTS' AND CARERS' FAQs

As a parent or carer, it can be very confusing when it comes to helping your young person make that all-important decision on their next step in education. We hope that these FAQs will help with those decisions.

Q: Is it now law that my young person has to stay in school until they are 18?

A: In 2013, the age of compulsory education rose to 18. The intention of this move was to tackle the problem of young people leaving school unskilled and unprepared for the world of work.

Young people can choose to stay at school, go to college, become an apprentice or be in employment with training.

Q: What are the entry requirements for college?

A: Each course has its own entry requirements. We offer a variety of qualifications at different levels, so we have something to suit all abilities.

Q: How can I keep up-to-date with my young person's progress at college?

A: Written reports will be sent out twice a year, and you will be invited to two parent and carer events a year. We are here for you throughout the year, do not wait for an event if you are concerned or need guidance.

Q: Will my young person require any kit or uniform for college?

A: Some courses require students to have specialist equipment/resources. For some courses, students may also need safety equipment. Kit lists can be found at wnc.ac.uk/kit-list or call **0808 100 3626** and ask for the kit list for their course.

GETTING TO COLLEGE

We're here to help your young person get to college using the various transport options available, whether that's by bus using the West Notts College Travel Scheme, taking the train, car, bike or on foot.

By bus

The college benefits from two main bus services; Stagecoach and Trentbarton which both cover the Nottinghamshire area. Travelling by bus is generally the cheapest option for getting around especially when using the West Notts College Travel Scheme.

By train

Our campus has great connections with the Robin Hood Line which runs regular trains from Nottingham to Worksop (via Mansfield). If they plan on regularly using the train, a Railcard may save them up to a third off fares.

By bike

If they live within five miles of their campus, they could cycle to college in around 30 minutes. Our campus has secure bike storage.*

On foot

All of our campuses are accessible on foot, so if they live within a two-mile distance of their campus, they could walk there in around 30 minutes – helping them to keep fit and healthy too.

By car

While we would encourage them to choose more environmentally-friendly forms of transport, all our campuses have free on-site parking, although spaces do fill up quickly!** Don't forget, car sharing with friends might be an ideal way to reduce the costs of fuel too.

**The college does not accept responsibility for damage or theft of any bicycles whilst left on college premises.*

***Mansfield and Ashfield Sixth Form College has limited parking on-site.*

TRAVEL SCHEME

We have partnered with local bus operators to provide students with a flexible and great value bus travel scheme.

Why get one?

 **UNLIMITED TRAVEL**

 **GREAT VALUE**

 **FLEXIBLE PAYMENTS**

 **MULTI-USE**



EASY TO USE APP

The travel scheme lives on your phone! Use the free my mango app (available for iOS and Android) to scan and ride, check journeys and manage everything in one place – quick, simple, and always with you.

CRITERIA	COST*
Studying a course for two or more days per week and in receipt of a bursary (any age)	Free
Students aged 16-18	£261 – flexible monthly payments spread over and up to 9 months** — provides 11 months' travel from 1 September to 31 July
T Level students	Free - enabling T Level students to attend their mandatory placements with employers - provides 11 months' travel from 1 September to 31 July
Apprentices (any age)	£49 per month - all year round

To find out more including journey planners and FAQs, please visit wnc.ac.uk/travel-scheme

*These costs are 2025/2026 and may change for 2026/2027. **The final balance must be paid by the end of April (date for 2026/2027 to be confirmed). Payments will be split across the remaining months from when you joined the scheme.



Derby Road
Mansfield
Nottinghamshire
NG18 5BH

 **0808 100 3626**

 **enquiries@wnc.ac.uk**

 **wnc.ac.uk**

 **visionwestnotts**

 **westnotts**

 **westnottscollege**

 **westnottscollege**