

MELCOME

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 Pass 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 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

If you require further information on any of the topics covered in this handbook, please contact us via the online form and our teams will be happy to help.

🖵 wnc.ac.uk/supportrequests

some short-term challenges, or longerterm 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.





Louise Knott Vice Principal: Communications, Engagement and Student Experience

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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 Pass, the support services on offer, the learner 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

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 teachers who specialise in their industry and have worked for leading companies.
- We have state-of-the-art facilities including our multi-million pound engineering and construction centres, 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, additional learning support, 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 and many more.
- We have partnered with local bus operators to provide students with a flexible and great value bus travel pass.
- We are committed to creating a safe and inclusive learning environment that celebrates diversity.



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**

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.

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/carer 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.

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.

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.

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 🛛 🔛 enquires@wnc.ac.uk

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 learner journey please visit: 🖵 wnc.ac.uk/journey



Student Welfare Team

This team consists of support and care experienced coaches, The Welfare Hub and The Zone. The team are 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 have 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 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

01623 627 191

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.

If you require further information on any of the topics covered in this handbook, please contact us via the online form and our teams will be happy to help.

wnc.ac.uk/supportrequests

AND WELLBEING TEAM

This team is dedicated to supporting students, parents and carers to support and maintain students' mental health and wellbeing.

Our mental health and wellbeing coordinators work closely with the support coaches looking at targeted support for individuals to help students try and overcome barriers to their education. The team also takes referrals for counselling for our students and allocate these referrals to our dedicated work-based counsellors.

Our Wellbeing Team welcomes input and offer support to parents and carers to ensure our students' mental health and wellbeing is supported in and out of college. The Wellbeing Team and work-based counsellors support students with a range of barriers which include:

- Anxiety
- Stress

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- 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
- e Email
- Drop-in sessions
- Meetings in college.

Students who require counselling support are offered an initial meeting and assessment followed by six sessions for the issue they are presenting with. Students and counsellors sign a counselling agreement at the assessment. We then work around the student's timetable to offer the sessions to disrupt their education as little as possible. Students can also access their councillor during the half-term breaks via a telephone conversation if agreed with the workbased counsellor assigned to them.

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12 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.

Online applications can be made by visiting the blue financial support box on the main college web page.



If you require further information on any of the topics covered in this handbook, please contact us via the online form and our teams will be happy to help.

🖵 wnc.ac.uk/supportrequests

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 learners. 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 learner 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
- Vison impairment.

If you require further information on any of the topics covered in this handbook, please contact us via the online form and our teams will be happy to help.

🕌 wnc.ac.uk/supportrequests

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 teachers 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 learners 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

본 theinclusionservice@wnc.ac.uk

AREERS 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.

You could also use Career Coach (available on the college website **wnc.ac.uk**) as a useful way to explore a range of careers.

The Careers Advice Team are 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
- College and university options and applications
- Searching for and applying for jobs
- Completing online applications and profiles
- CV and letter writing
- Support completing UCAS application

- Interview preparation
- Online resources and assessments
- Funding for university and Higher Education (HE) studies.

The team also have their own section on our website where you can find out more about:

- Labour Market Information (LMI)
- <u>HE</u>
- Apprenticeships
- The Job Shop search for jobs or find work placement opportunities and so much more.

CONTACT THE CAREERS ADVICE TEAM

- 🚽 01623<u>413 325</u>
- <u> careers@wnc.ac.uk</u>
- 🖵 wnc.ac.uk/careers-advice

If you require further information on any of the topics covered in this handbook, please contact us via the online form and our teams will be happy to help.

🖵 wnc.ac.uk/supportrequests

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 Glenair, King's Mill Hospital, Keepmoat Homes, White Post Farm, and Mansfield Palace Theatre.

For students studying a T Level qualification, they will need to complete a minimum of 315 hours of industry placement. To help secure this placement, a dedicated work placement officer will be available throughout the summer and their course 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
- unc.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

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0800 121 8317

🖳 apprenticeships@wnc.ac.uk

🖵 wnc.ac.uk/apprenticeships

20 THE COLLECE 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 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 – 35 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

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- 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 you post 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 International is a nonprofit organisation that works in partnership with others to help make the internet a great and safe place for children. They have a range of resources and fact sheets specifically developed for parents and carers.



UK Safer Internet Centre

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

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Anti-bullying Policy

The college operates a zerotolerance 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

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**, **integrity**, **collaboration**, **high expectations** and **responsibility**, 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:



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 enrols at the college.





If you require further information on any of the topics covered in this handbook, please contact us via the online form and our teams will be happy to help.

🖵 wnc.ac.uk/supportrequests

WORKING TOCETHER

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
- Construction Centre 0808 100 3646
- Engineering Innovation Centre 0808 100 0476
- Mansfield and Ashfield Sixth Form College - 0808 100 3616
- 📙 The Old Brewery 0808 100 3646

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 teachers 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
- Teachers 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.



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 pass

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

FOR FURTHER **COLLEGE UPDATES OIN US ON SOCIAL MEDIA**

👎 visionwestnotts



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Scan to visit the parents' and carers' zone



PARENTS' AND CARERS'

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.

View more FAQs



GETTING TO

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 Pass**, 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 Pass**.

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. **The Adult Learning Centre and Mansfield and Ashfield Sixth Form College has limited parking on-site.



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

Why get one?

UNLIMITED TRAVEL	FLEXIBLE PAYMENTS				
GREAT VALUE	MULTI-USE				
CRITERIA	COST*				
Studying a course for two or more days per week and in receipt of a bursary (any age)	Free				
Learners aged 16-18	Subsidised price of £24 per month for 11 months - September to July				
T Level students	Free - this is to enable students to attend their mandatory placements with employers				
Apprentices (any age)	£38 per month - all year round				

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

*These costs are 2024/2025 and may change for 2025/2026.



Start of all fulltime students

Student holidays

Public holidays

End of college year

Staff development days (college closed to

students)

Enrolment



Reading week

Christmas close down: Friday 19 December 2025

New Year re-open: Monday 5 January 2026

*This calendar is subject to change.

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VISION West Nottinghamshire College

Derby Road Mansfield Nottinghamshire NG18 5BH

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