SUPPORT FOR LEARNING

STUDENT EXPERIENCE TEAM
Based in “One Stop” next to our College reception, we offer free, impartial information, advice and guidance to all those who are considering coming to the College or currently studying at any level. Assistance and support is available on a broad range of issues, including course, study and training options, accommodation, bursaries, basic careers advice, childcare and personal advice.

ADDITIONAL LEARNING SUPPORT
We can provide additional learning support to assist your child in completing their course with us.

There are a number of ways in which we can offer learning support on a group or one to one basis. These include:

◆ support for Literacy and/or Numeracy needs
◆ support for General Learning Difficulties
◆ support for (SpLD) Specific Learning Difficulties
◆ support for Hearing Impaired or D/deaf Learners
◆ support for learners with Medical and/or Physical Disabilities
◆ support for Visually Impaired / Blind Learners
◆ support with exams

You can contact us by calling (020) 8502 8604
Email: ALS@efc.ac.uk

STUDENT MONITORING / ETRACKR / PARENTS’ EVENINGS
The College uses an online monitoring system called eTrackr, which enables teachers, parents and students to track performance against targets.

The data stored on eTrackr includes student grades, causes for celebration or concern, attendance and punctuality. Half-termsly progress reviews are published on the system and all parents will be issued with a log-in.

Parents will be invited to Parents’ Evenings to discuss students’ progress in person. An on-line booking system is used for appointments. These are scheduled for 7 November 2018, 5 March and 1 May 2019.

ENCOURAGEMENT & SUPPORT
To help students progress, we ask that you work with your son/daughter to become aware of assignment and examination dates. Assignment schedules are available on request from the relevant curriculum department.

Your support to ensure the College Contract expectations are met is invaluable in supporting student achievement.
ENGLISH AND MATHS

English and maths are key aspects of most students’ full-time study programmes and attendance at these classes is compulsory.

The English and maths teams also run drop-in sessions for specific English and maths help as well as advice and additional revision sessions.

GCSE English exams are on 4 June and 7 June 2019.

GCSE maths exams are on 21 May, 6 June and 11 June 2019.

TUTORIAL PROGRAMME

The tutorial programme is part of all Study Programmes and includes:

- supporting students with academic issues which may be affecting their studies
- developing study skills and employability skills
- support with work experience
- dealing with patterns of non-attendance and poor punctuality
- monitoring progress and identifying support needs
- referral to appropriate practical support for students through our Student Engagement Team
- helping students plan their future study and employment
ATTENDANCE
The College expects 100% attendance and that students arrive to all lessons on time. If an absence is unavoidable please ensure the College is contacted before the time of the class either through the e-notify app which all students are expected to download onto their mobile phone, or by phoning the absence line on (020) 8502 8787. All attendance reported on eTrackr and in progress reviews is actual attendance. Although we understand the benefits to students of part-time employment, we would encourage parents / carers to ensure that there is an appropriate balance between college work and part-time jobs.

ID CARDS
All students are issued with an ID card at enrolment which gives access to the College and use of printers and photocopiers etc. ID cards must be visibly worn on the lanyard provided at all times. Any student without an ID card will not be admitted. If an ID card is lost then a replacement will be charged for.

HEALTH & SAFETY
A full health and safety briefing is given to students at their College Induction, together with training relevant to their programme.
SAFEGUARDING
The College has a trained team of safeguarding co-ordinators who are able to respond to any reported safeguarding concern. If you feel that your son/daughter is not safe for any reason or is suffering abuse of any kind, please email: HELPME@efc.ac.uk

MEDICAL CARE
The College has a central pool of trained Duty First Aiders.
A First Aider will be called to attend to students who are unwell or who have had a minor accident.
In emergency cases an ambulance will be called immediately and parents will be informed.

COUNSELLING
The College employs a qualified Counsellor. For a referral please contact the Student Experience Team in the One Stop office next to Reception.
THE PREVENT DUTY
The College fully recognises its legal obligations to have: “due regard to the need to prevent students from being drawn into terrorism” — Section 26 of the Counter-Terrorism & Security Act 2015.

In particular, this means that the College pays careful attention to the ways in which it can safeguard young people and help to prevent them being radicalised.

In meeting the requirements of the Prevent Duty, the College undertakes a range of actions including:

◆ working in partnership with a range of local services
◆ providing awareness training for staff on how they can contribute positively to the Prevent Duty
◆ implementing clear policies for the use of IT.

The College further recognises the importance of promoting positive values across all of our work. These values — referred to as British Values — are defined as:

◆ democracy
◆ the rule of law
◆ individual liberty
◆ mutual respect and tolerance for those of different faiths and beliefs.
ENRICHMENT
The College offers a range of activities additional to students’ study programmes which we call Enrichment. This may be clubs or societies, joining the College Gym, membership of the Students’ Union or taking part in Sports activities.

EMPLOYABILITY
All full Study Programmes include an employability element focused on supporting students to develop the skills needed for employment — on most courses this involves an UNLOC enterprise day.

LEARNER VOICE
We welcome feedback from students, both formally and informally. We will record and act on comments and suggestions to improve our services if possible.

We encourage student participation with our Student Union and the group representative process.

MERGER WITH NEW CITY COLLEGE
In August 2018 Epping Forest College merged with New City College. The College is now able to share best practice and resources within one of the largest college groups in the country. Epping Forest students will continue to be based at our Epping Forest campus, and will have even more opportunities for success and progression.
MOVING ON FROM EFC

PROGRESSION / WORK EXPERIENCE
The College is focused on closing the gap between education and going out into the world of work. We run workshops for students which cover all-important skills from writing a good CV and interview tips, to personal branding, confidence building, life at University and talks from local and national employers about their Industry.

The College works with local businesses, councils and voluntary organisations, to provide students with real life work experience that can give them the skills to land that all-important job. This helps students to develop their CV and find a career that they will enjoy.

As part of their Study Programme, all learners are required to undertake a minimum of 30 hours’ work experience. Parental support with securing work placements is invaluable.

CAREERS ADVICE / UCAS
The College aims to support all students with their plans for the future. Our professional careers adviser supports students with university choices and applications, job searches and CV writing.

The College has good progression to Higher Education from our level 3 vocational courses and supports all students with this process.

Every year we host a district-wide careers event, “Careers Fest”, this year taking place on 31 January 2019. Our Education Fair and Parents’ Information Event also support students and their parents through the HE application process.

Epping Forest College is part of the New City College Group