WELCOME TO NEW CITY COLLEGE EPPING FOREST CAMPUS

This parents’ guide gives you a helpful introduction to the support that your son or daughter will receive at college to help them to reach their full potential and progress to a successful future.

LUKE
Studying Level 3 Diploma in Business
HIGH EXPECTATIONS

WE SET HIGH EXPECTATIONS FOR ALL OUR STUDENTS. STUDENTS MUST:

- ATTEND ALL LESSONS AND BE PUNCTUAL
- KEEP UP-TO-DATE WITH WORK / STUDY PLAN
- COME PREPARED FOR ALL LESSONS
- ACTIVELY PARTICIPATE IN LEARNING
- ATTEND ADDITIONAL SUPPORT SESSIONS
- WEAR THEIR STUDENT ID AT ALL TIMES
- HAVE RESPECT FOR ONE ANOTHER AND ALL COLLEGE RULES

OUR STUDENT/COLLEGE/PARENT CONTRACT CONFIRMS OUR EXPECTATIONS OF OUR STUDENTS.
SUPPORT FOR LEARNING

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 and childcare.

STUDENT SERVICES TEAM
Our student services team is on hand to offer valuable information, advice and guidance to students, whilst supporting in all aspects of college life.

PEER MENTORING
Continuing students are allocated a ‘friend’ from their course among our continuing learners to help them settle in and find their way.

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 students
- Support for learners with Medical and/or Physical Disabilities
- Support for Visually Impaired / Blind students
- Support with exams

BURSARY SCHEMES
Funds are allocated to students needing support with materials and other educational costs. These include the 16-18 bursary, the College’s 19+ bursary and the bursary for students taking out an advanced learner loan. We also provide free school meals for eligible students.

STUDENT MONITORING / ETRACKR
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. Regular progress reviews are published on the system and all parents will be issued with a log-in.

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.

POPPY
Studying Level 3 in Diploma Theatrical, Special Effects, Hair & Media Makeup

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 & MATHS EXAM DATES:
Maths:
19th May 2020  |  4th June 2020  |  8th June 2020

English:
2nd June 2020  |  5th June 2020

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YOU CAN CONTACT US BY CALLING (020) 8508 8607, EMAILING: ALS@NCCLONDON.AC.UK, OR DROPPING INTO THE ONE STOP OFFICE.
We invite you to attend our parents’ evenings during the academic year. These evenings are valuable opportunities for you to find out how your son/daughter is progressing with their studies, to share with you the expectations we have of our students and how you can help your young person to succeed.

DATES:
WEDNESDAY 6 NOVEMBER 2019 | 5:30-8PM
WEDNESDAY 5 MARCH 2020 | 5:30-8PM

We will write to you prior to these evenings to confirm the details. Please note that these are parents’ evenings and therefore, no need for your young person to attend.

Progress reviews are published on the eTrackr system prior to the parents evening.

OPEN DAYS AND EVENINGS

Throughout the year we welcome new students for the next academic year to come and visit our facilities and meet our students and tutors and have short taster sessions to provide an example of what and how they will study.

Our open days and evenings for the 2019-20 academic year, for students starting college in September 2020 are as follows:

SATURDAY 16 NOVEMBER 2019 11AM - 3PM
TUESDAY 26 NOVEMBER 2019 4:30 - 7PM
THURSDAY 6 FEBRUARY 2020 4:30 - 7PM
SATURDAY 28 MARCH 2020 11AM - 3PM
TUESDAY 16 JUNE 2020 4:30 - 7PM

ABERDEEN
Studying Level 3 in Health & Social Care
STUDENT AMBASSADORS

Put simply, it gives students:

• Real, practical skills they can use for work
• The chance to build their communication skills
• The opportunity to make new friends
• Experience to put on their UCAS application and CV
• A reference from the college

The College prides itself in giving students skills that go way beyond their qualifications. The student ambassador programme is a fantastic opportunity for students to gain a range of real skills and contribute to the college. From open evenings to participating in college focus groups, the ambassador programme is varied and unique.

Students who consistently volunteer throughout the year are given the opportunity to become paid Student Ambassadors and work over our busy enrolment period. The Ambassador Programme is great for students, giving them real, paid work and a reference at the end of the year.

TUTORIAL PROGRAMME

Every student is allocated a personal tutor. The tutor works closely with each student to set challenging targets and to support every student in reaching their potential.

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

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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 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. This involves both the college's emergency evacuation and lock down procedures.

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@ncclondon.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 team in the One Stop office next to Reception.

CONTRACT
The study programme contract sets out the basic expectations of every student at the Epping Campus. It also includes parental permission for educational visits and work experience. A signed copy must be returned to College at the end of the induction period.

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.

ORINTA
Studying Level 3 in Early Years
MOVING ON FROM NEW CITY COLLEGE

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". Our Education Fair and Parents’ Information Event also support students and their parents through the HE application process.

VIJINTHAN
Studying Level 1 Diploma in Electrical Installation