WELCOME!
We are delighted to welcome students back to college for the 2020/21 academic year. We hope this guide will provide a useful introduction to College life for the parents of our students.

STAFF AT EPPING FOREST

Our team at the Epping Forest Campus are rightly proud of the 13% improvement in achievement rates placing the campus well above the national average. College is different from school but we value the support of parents in the education of our students, we send reports home and hold regular parents evenings. Your first point of contact should always be your child’s course leader or tutor, as teachers, they are in the classroom most of the day so email may be the most effective form of communication. Each curriculum area has a manager who runs the curriculum department and their contact details are below.

Janet Smith
Principal
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Deputy Principal
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Sinem Yildirim
ESOL
sinem.yildirim@ncclondon.ac.uk
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. YOU WILL ALSO FIND OUR HELPFUL SUPPORTED LEARNING TEAM IN THIS AREA.

Assistance and support is available on a broad range of issues, including course, study and training options, accommodation, bursaries, basic careers advice and childcare.

SUPPORTED LEARNING
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

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.

YOU CAN CONTACT US
BY CALLING (020) 8508 8607
EMAILING: ALS@NCCLONDON.AC.UK,
OR DROPPING INTO THE ONE STOP OFFICE.
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 login.

ENCOURAGEMENT & SUPPORT
To help students progress, we ask that you work with your son/daughter/ward 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.

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 / work placement
- Dealing with patterns of non-attendance and poor punctuality
- Monitoring progress and identifying support needs
- Referral to appropriate practical support for students
- Helping students plan their future study and employment
- A range of personal, health, social and economic (PHSE) activities

STUDENT AMBASSADORS
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.

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
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 eNotify 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 photocopyers 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.

Students in receipt of free school meals use their ID card as payment in our canteen.

COUNSELLING
The College employs a qualified Counsellor. For a referral please contact the team in the One Stop office next to Reception.

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 lockdown procedures.

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”

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.

COVID–19
We are following the government guidelines regarding COVID precautions and this may change throughout the coming weeks and months. We ask for your support in ensuring your child always has a mask and wears it correctly in corridors and communal areas. Hand sanitiser is provided throughout the building and we ask students to wash their hands and use the sanitiser regularly. We operate a ‘keep left’ system throughout the building.

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/ward is not safe for any reason or is suffering abuse of any kind, please email: HELPME.EFC@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.

CONTRACT
The study programme contract sets out the basic expectations of every student at the Epping Forest 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.
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 35 hours work experience and some may have a more substantial ‘work placement’. 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.

Our Careers Advisor can be contacted at: nancy.nutkins@ncclondon.ac.uk or found in the Careers Advice office on level 1.

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.