



West  
Lancashire  
College

# Guide for Parents & Carers 2022/23

01695 52300

[enquiries@westlancs.ac.uk](mailto:enquiries@westlancs.ac.uk)

[www.westlancs.ac.uk](http://www.westlancs.ac.uk)



# WELCOME TO WEST LANCASHIRE COLLEGE



A very warm welcome to West Lancashire College.

This booklet has been produced to provide an understanding of the support available to your child at West Lancashire College, together with guidelines on what is expected of learners whilst they are on campus.

The College's primary focus is to enable our learners to acquire new knowledge and skills which will allow them to progress to Further and Higher Education, an Apprenticeship or into employment.

All learners can expect to be taught by well qualified staff and assessed fairly, and to receive high quality feedback on how they are doing.

Academic and pastoral support will also be provided throughout their programme of study by both teachers and support staff to ensure that our learners make the most of their time at College and achieve their potential.

In return, we expect that learners attend consistently and on time, that learners respect each other, our staff and the learning environment and that learners are motivated and ready to learn.

We look forward to working with you over the coming year in supporting your child to achieve their future goals.

Best wishes

**Denise Williamson** Principal

## Keep Updated

The college posts important updates and messages for students on each of our social media platforms, sign up to keep up to date and sign up to:

 [twitter.com/WLancsCollege](https://twitter.com/WLancsCollege)

 [facebook.com/WestLancashireCollege](https://facebook.com/WestLancashireCollege)

 [westlancscoll](https://www.instagram.com/westlancscoll)

 [westlancscoll](https://www.snapchat.com/add/westlancscoll)

 [WestLancsCollege](https://www.youtube.com/WestLancsCollege)

## USEFUL CONTACTS

**Main Reception** 01695 52300

**Learner Services** 01695 52393

enquiries@westlancs.ac.uk

**Bus Companies**

Arriva 01695 727178

**Children & Family Wellbeing Service**

01695 651350

[www.yps.lancashire.gov.uk](http://www.yps.lancashire.gov.uk)

[www.facebook.com/West-Lancs-Youth-Zone](https://www.facebook.com/West-Lancs-Youth-Zone)

**UCAS Online** [www.ucas.ac.uk](http://www.ucas.ac.uk)

**Job Centres**

Ormskirk 0800 169 0190 Skelmersdale

0800 169 0190

**Safeguarding & Wellbeing Team**

SafeguardingHotline@westlancs.ac.uk

07423438302

**National Apprenticeship Service**

[apprenticeships.gov.uk](http://apprenticeships.gov.uk)

**National Careers Service**

[nationalcareers.service.gov.uk](http://nationalcareers.service.gov.uk)

## TRANSPORT TO COLLEGE

We understand that the cost of transport is a major concern for some young people and their families and we are proud to offer a number of subsidised and free\*\* transport options for our learners.

**College Coach Service**

For those learners travelling from Kirkby, Aintree and Maghull, Hawkley, Winstanley, Goose Green, Marus Bridge, Pemberton, Orrell and Upholland, Aughton, Ormskirk, Burscough, Parbold and Newburgh, Southport and Formby to Skelmersdale, a FREE College Coach Service is provided.

**Arriva Bus Pass**

For those learners not on a College coach route, they can apply for an Arriva bus pass. This includes:

- unlimited use (except night buses)
- issued termly
- cost equivalent to approx £12\* per week

**Subsidised Travel**

Subsidised travel\*\* from areas not on an Arriva Bus Route or College Coach service, such as Tarleton and Rufford is also available. Learner's will be assessed on an individual basis for transport costs.

Please call Learner Services on **01695 52393/52460** for further details.

\*Price correct at time of printing and subject to change. \*\* Subject to availability and eligibility criteria check.

## **16-19 STUDY PROGRAMME**

The College's aim is to ensure learners achieve as high a level of qualification as possible. Learners will take a main qualification alongside tutorials and non-qualification activities such as work experience and independent study. We expect our learners to actively seek work experience opportunities that are relevant to their vocational course.

In addition, all learners without a GCSE grade 4 or above in maths or English will continue to study these subjects until they reach that level. Those learners with grade 3 at GCSE will be expected to re-sit their GCSE and those learners below that level will study Functional Skills English and maths. All learners will be expected to develop their employability skills as part of the programme of study and will be given opportunities to demonstrate realistically how their studies can impact on their future career. Your child will have access to support in creating a CV and interview skills.

## **COURSEWORK**

Many courses require learners to complete coursework as part of their course assessment and it is essential that coursework is submitted by the deadlines set. Learners are expected to plan their work so that they can prioritise their workload to prevent a backlog of work. Tutors will assist them with this planning but we expect parents, guardians and carers to take an active role in their progress throughout the year.

## **HOMEWORK**

Tutors will set regular homework and will expect this work to be completed promptly. Your child will be able to use the resources in the Learner Zone and our online learning support system, Microsoft Teams to assist with homework.

## COMMITMENT TO STUDY

When your child enrolls onto your course, you and your child will need to agree with and sign the college's Learner Code of Conduct form.

This form focuses in particular on the learners commitment to complete all aspects of their study programme to ensure they are successful on their course. Learners will need to understand how teaching and learning is structured at West Lancashire College and information already given to them should help with this e.g. the college's use of daily targets. If your child have not achieved a grade 4 or above for GCSE English and/or maths, they are required to continue to study these subjects, as a mandatory part of their study programme.

## WORK EXPERIENCE

Forming an important part of the Programme of Study, Work Experience will provide your child with an in-depth experience of the world of work, develop their understanding of their studies further and help to inform future career choices. The benefits of undertaking Work Experience are vast and include:

- Making well informed career choices
- Teamwork
- Building a desirable CV
- Developing new skills such as Problem solving, time keeping, working as a team and using initiative.

We encourage students to find their own work placement, however support is available from your child's Tutor, Personal Tutor and The Learner Services Team.

## PARENTS EVENINGS

Progress reports are sent to parents/guardians of learners aged under 18, once per year. Learners aged 18+ receive their own report. These reports can be discussed at parents' evenings which will take place throughout the year. Dates are released well in advance and we would really encourage you to attend as it provides you with the opportunity to discuss any concerns or questions with the tutor. If however you have any urgent queries or concerns, please contact the learner's Personal Tutor.

### ETRACKR

Throughout your child's time in college we will record and monitor progress against individual targets through an online Individual Learning Plan – eTrackr. You will be given a log in and password from your child's Tutor so that you can see how well they are doing, track progress against individual targets and see where they need to improve.

### EMPLOYABILITY

As part of the Programme of Study, West Lancashire College will provide opportunities for all younger learners to develop their employability skills. In addition to this a high proportion of our learners will have the opportunity to broaden their employability skills through completion of work experience.

### ID BADGES

Your child will be issued with a Student ID Badge during enrolment. They need to visibly wear their College ID Card on a lanyard whilst in college. This college rule is in place for their safety and must be adhered to. It is mandatory that they wear their ID badge at all times. ID cards identify our learners as a West Lancashire College student and enables access to all of the college facilities. Students need to show their ID card to staff when paying for goods in the college retail outlets. All employers expect their employees to wear identification and our requirement mirrors workplace expectations. If your child loses their ID badge there will be a charge of £3 to issue a replacement.

### BEHAVIOUR

The College expects learners to show respect to fellow learners and staff. We are a diverse community and we insist that learners behave in a respectful way and treat others as they would expect to be treated themselves. It is an expectation that where there are issues around behaviour, parents, guardians and carers will accompany younger learners to disciplinary hearings.



## **EQUALITY AND DIVERSITY**

We seek to achieve an environment where all are treated equally and discrimination is not tolerated. We are committed to promoting equality of opportunity regardless of disability, race, religion or belief, gender, sexual orientation or age. The College will promote inclusion, challenge discrimination and value and celebrate diversity. Our policies are available on the College website.

## **ALCOHOL, SMOKING AND ILLEGAL SUBSTANCES**

Alcohol and illegal substances are not permitted on College premises at any time. The College has zero tolerance on the use of any illegal substances. Smoking and vaping is only permitted in the designated smoking area at the rear of the college or off college campus.

Our Wellbeing Team offer regular smoking cessation sessions for those learners who need help to stop smoking.

## **ATTENDANCE AND PUNCTUALITY**

Successful learners have excellent attendance and punctuality records. At West Lancashire College we expect our learners to be on time for all aspects of the study programme, maths, English, main study programme, enrichment and work experience. Any occasions on which learners are late or where they have an unauthorised absence will be followed up by a member of staff and learners and/or parents/guardians/carers will be expected to give an explanation for the absence/lateness. All periods of absence and lateness will be discussed with Personal Tutors.

## HOME VISITS

West Lancashire College firmly believes that regular attendance is essential to the successful academic development of our learners and as such it is our policy to carry out home visits for learners when unsatisfactory attendance hinders their progress. Home visits allows College to understand the underlying reasons behind poor attendance and offer the required support to enable learners to return. The College's Home Visits policy is available on request.

## REPORTING ABSENCE

Learners are expected to inform the College in advance of any lesson they are unable to attend and will need to provide evidence to their tutors to support this absence. Where a learner is going to be absent, they should contact their Course Tutor via Microsoft Teams.

The College expects that family holidays are not taken during term time.

Routine medical and dental appointments should not be made in lesson time, on a timetabled day. Any instances where a learner is experiencing on-going problems which prevent them from attending College will need to be discussed with a member of staff. Personal Tutors will provide both academic and pastoral support to learners as required. Learners who need further support will be directed to the Wellbeing Team or other support services.

A doctor's note will be required for any absence beyond 1 week or for 4 or more recurring illnesses. Following absence, a Return to College meeting will take place with your son/daughter's Personal Tutor or Course Team Leader.

### **Acceptable reasons for absence:**

- Serious illness
- Driving Test (not lessons)
- Emergency Doctor or Dental Appointment
- Funeral of a close relative/friend
- Religious Festivals
- University Open Days

## TUTORIALS

The College has an excellent support network in place and we have members of staff equipped to give learners guidance with work-related and personal issues.

Each full time learner has a timetabled tutorial each week, this could be for a Group Tutorial or for an individual one to one with their Personal Tutor. As part of the group tutorials learners will have the opportunity to develop employability skills and citizenship, and complete UCAS applications for those wishing to continue to University.

Personal Tutors are the first point of contact for help, guidance and general information and will arrange one to one tutorials on a regular basis. They work with learners to review their progress and help them to make the best use of their abilities and opportunities whilst at College.

## COURSE CHOICES

If a learner feels that they have embarked on the wrong course they should let their Personal Tutors know as soon as possible. Every effort will be made to find a suitable alternative.

## CAREERS ADVICE

The College provides professionally qualified and experienced careers advisers to help your child whilst they are at College and to enable them to make informed choices about their future. Our staff work to the recognised codes of ethics, quality marks and are Matrix accredited. Individual appointments can be made through Learner Services.

### **Learner Services can help with:**

- Applying to university
- Apprenticeships
- Career planning
- Deciding what to do at the end of their course
- Looking for jobs
- Writing a CV



Every year we organise a number of events for learners and parents to provide information on next steps to Higher Education, Apprenticeships and employment. Throughout their time in college all students are entitled to at least one, One to One Careers Advice session with our team of Careers Advisers.



### LEARNING SUPPORT

The College has excellent additional learning support which helps learners succeed on their chosen course. The support team welcomes enquiries to discuss what support is available, arrange specialist assessments if required and agrees individual support plans. If you wish to speak to someone about support for your child, please call **01695 52300**.

### LEARNER WELLBEING

The College has access to a number of support services such as counselling, health, addiction and mindfulness.

Professional counselling and support for learners with mental health difficulties is also available. The Wellbeing team are happy to speak to parents and offer advice or information. However, they cannot discuss your child with you without their consent.

### FINANCE & WELFARE SUPPORT

Welfare advice is available to help learners with a variety of issues whilst they are at College. Information and advice for learners covering a wide range of issues, including the following is available from Learner Services:

- DBS
- Financial Support to cover the cost of travel, trips, kits, uniform and essential equipment
- Grants and Bursaries
- Welfare Benefits and other money matters
- Homelessness

### ENRICHMENT ACTIVITIES

Learners will be encouraged to take part in the College's Enrichment Programme which will include a wide range of activities. There will be opportunities to engage in volunteering activities, sport and broader curriculum areas and this may also include additional trips locally or abroad.

## INFORMATION TECHNOLOGY

All learners have access to computers in College and learners must sign an Acceptable Use Policy at enrolment. The College employs filtering software to monitor the content of websites viewed by learners when in College.

All learners have a College email account which can be accessed from outside the College. Tutors will use the College email address to communicate with their learners.

Microsoft Teams, the College's virtual learning environment, can also be accessed from home and learners can use this to find course notes, reading lists and other materials created by tutors and support staff to help them in their studies.

## LEARNER VOICE

West Lancashire College values learner feedback and wherever possible, uses in the College decision making processes. There are various ways that your child can get involved with Learner Voice, whether as a Course Representative, a Student Leadership Team Representative or as a Learner Ambassador.

Course Representatives have the important task of providing West Lancashire College with feedback about issues from a student's point of view. This feedback enables the College to listen and then respond to learner needs so they have the best learning experience possible whilst studying here.

Our Student Leadership Team Representative engages in eliciting learner views through the use of a variety of mediums including from Student Representatives and social media, to ensure that their feedback is representative of the views of the students as a whole. The Student Leadership Team meet formally five times per year to discuss cross-college issues and developments with the Principal and other invited members of the College's Senior Management Team and Wider Management Team.

Learner Ambassadors have the important task of representing the College at internal and external events such as College open events and parents evening in local high schools. Our Course Ambassadors gain volunteer hours which is a great to include on their CV.

## LEARNER ZONE

The College Learner Zones are vibrant study areas available to all students both full and part time and are open during the academic year and College holidays.

### **The Learner Zone offers:**

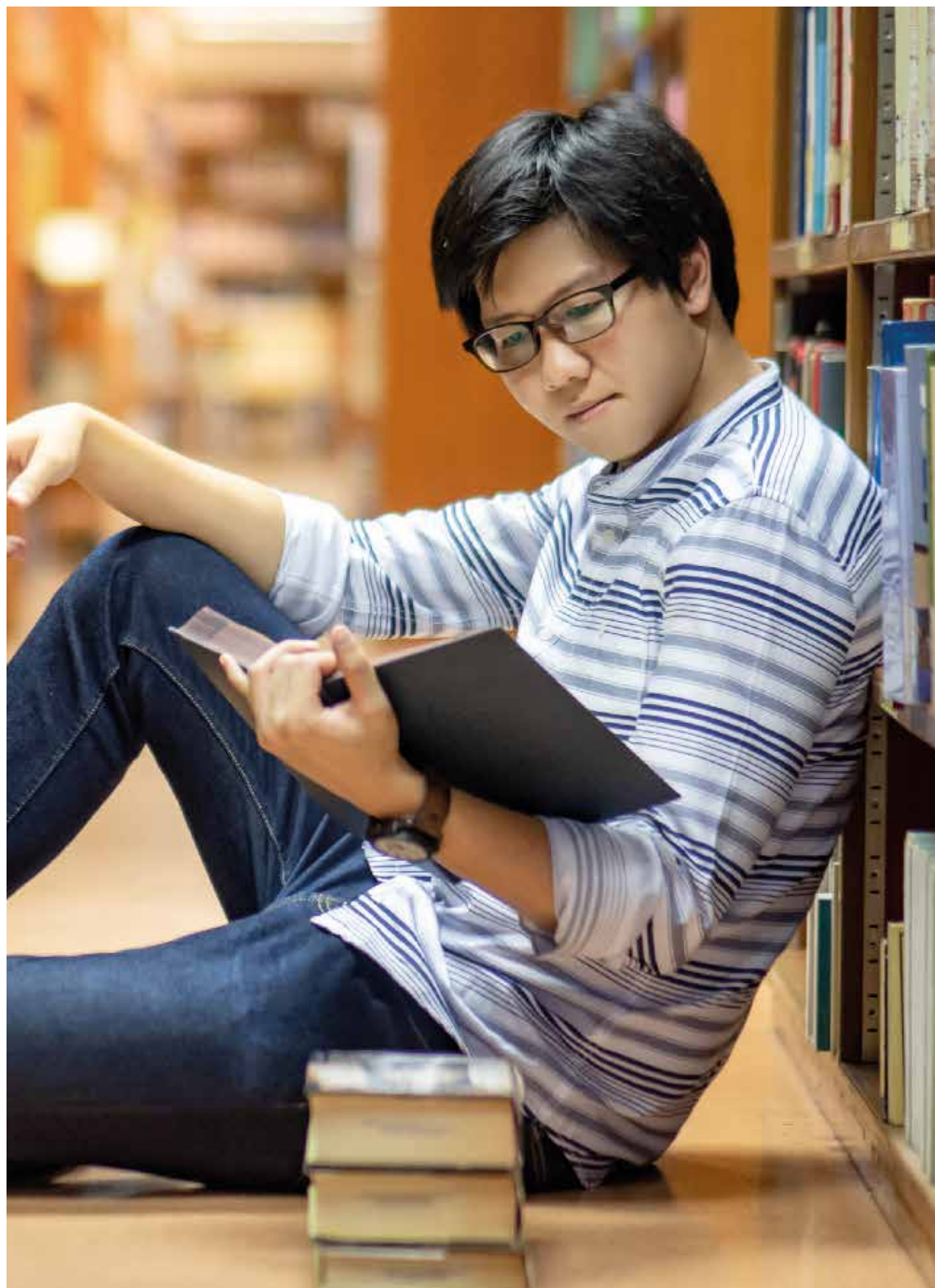
- A large number of PC's all with internet access
- 2 PC bookable suites
- Bookable laptops
- Careers library
- Careers hub with drop in workshops
- One-to-one study support
- Study skills workshops

In addition, Learner Zone Staff deliver a schedule of Study Skills sessions throughout the year that your child can attend including: Time Management, UCAS Workshops, Proof Reading, CV Workshops, Assignment Writing and Layout, Referencing and many more.

## DATA PROTECTION

The data protection act indicates that people over the age of 12 are sufficiently mature to be responsible for the control of their own data. Under the education act parents have a legal right to information about their children whilst in full-time compulsory education up to the age of 16.

We can only provide information to parents/guardians/carers if your child aged 16 -18 has given prior permission. Learners aged 18 or over are classed as adults and we do not contact parents unless there are exceptional circumstances or learners are classed as a vulnerable adult.



## SAFEGUARDING AND PREVENT

West Lancashire College is committed to Prevent. The Prevent Duty forms part of the Counter Terrorism and Security Act 2015, and the strategy responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views.

It provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support. It covers all forms of terrorism, including far right extremism and some aspects of non-violent extremism.

The College Safeguarding Policies features reference to the Prevent agenda within all the work we do to safeguard our students, visitors and members of staff.

If you have any concerns about radicalisation, terrorism or extremism, please contact our Safeguarding Hotline **07423438302**  
or email **SafeguardingHotline@westlancls.ac.uk**

West Lancashire College is committed to ensuring that your son/daughter is able to access a secure, safe and welcoming environment in which they can fulfil their potential. We are also committed to assisting our learners to develop the skills necessary to take responsibility for their own safety. Specific policies and procedures are in place to make sure young people and vulnerable adults are safe and secure. These are detailed and reviewed regularly.

Arrangements are in place to take all reasonable measures to ensure that risks of harm to young people and vulnerable adults are minimised and procedures are in place to take all appropriate actions to address concerns about the welfare of young people and vulnerable adults.

If you feel that your child is not being respected or feel that they are a victim of bullying, harassment, radicalisation or feel unsafe, tell us about it. Please contact the Safeguarding Team on **07423438302**  
or email **SafeguardingHotline@westlancls.ac.uk**

## YOUR VIEWS

We welcome feedback from our parent/carers as part of our commitment to continuous improvement. Throughout the year we will ask for your opinion through surveys, telephone calls and meetings with your child's tutor.

We will collect your contact email and telephone number as part of your child's enrolment process, however if you do change your contact details throughout the year please let us know by contacting Learner Services on **01695 52393 / enquiries@westlancs.ac.uk**

If you have any comments on what we offer, what you like about the College or suggestions for improvements, we would be delighted to hear from you. Please encourage your child to talk with their Personal Tutor if any problems arise. If you have a complaint we would like to rectify it and there is a formal Compliments & Complaints Policy. This outlines both internal and external contact points. A copy of this is available from Main Reception, **01695 52300** or the College website **www.westlancs.ac.uk**

## CATERING

We are a cashless campus, learners will only be able to pay for refreshments using contactless and debit cards.

## LEARNER CALENDAR 2022/23

### **COLLEGE STARTS**

Induction 1st or 2nd September 2022

### **Classes start**

Monday 5 September 2022

### **HALF TERM**

Monday 24 October 2022 to  
Friday 28 October 2022

### **CHRISTMAS BREAK**

#### **Classes finish**

Wednesday 14 December 2022

#### **Restart**

Tuesday 3 January 2023

### **HALF TERM**

Monday 13 February 2023 to  
Friday 17 February 2023

### **EASTER BREAK**

Classes finish Thursday 30 March 2023  
Restart Monday 17 April 2023

### **HALF TERM**

Monday 29 May 2023 to  
Friday 2 June 2023

### **COLLEGE CLOSES**

for Learners Friday 23 June 2023



# PERSONAL TIMETABLE




Please ask your child to complete the timetable so you will know when they are at College\*:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8am					
9am					
10am					
11am					
12 Noon					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					
0pm					

\*A timetable can be emailed to you on request contact Learner Services

**01695 52393/ask-the-adviser@westlancs.ac.uk**



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Visit us at

**[www.westlancs.ac.uk](http://www.westlancs.ac.uk)**

Find out more

**[enquiries@westlancs.ac.uk](mailto:enquiries@westlancs.ac.uk)**

Telephone

**01695 52300**

West Lancashire College, College Way, Skelmersdale WN8 6LH

