

Parent/Carers'

Guide to

2019/20

City College Norwich &

Paston College



**PASTON
COLLEGE**



**CITY
COLLEGE
NORWICH**



Welcome to our College

Dear Parents, Carers and Corporate Parents,

Welcome to City College Norwich and Paston College. I am delighted that your child has chosen to visit us and is considering studying with us next year.

Our staff are dedicated to helping students to be successful, so please remind them to ask for help if they need it. This is particularly true in their first few days when everything will seem unfamiliar; it will take them some time to settle into the College – remind them not to try and do everything at once and to ask for help if there is something they don't understand.

We are very proud of our College, which is an exciting and dynamic place to learn.

Most of all, we want our students to enjoy their time with us and achieve the best possible results to enable them to go on and fulfil their ambitions in further learning, training or work.

There are a lot of extracurricular activities to get involved with via our Student's Union and StartUp Lounge so encourage your child to get involved with College life and enrich their time with us by joining in.

These activities are fun but also important for developing your child's confidence, sense of self, skills and experiences and will help them to become rounded individuals capable of dealing with the surprises that life throws at them.

We ask our students to respect our College and to embrace our Ways of Working. These are a set of values which current students and staff strive to put into practice each day.

Our Ways of Working are a commitment to behave in a way that is:

- Open and Informative
- Respectful and Fair
- Creative and Positive
- Collaborative and Inclusive
- Consistent and Responsible
- Exemplary and Tenacious
- Aspirational and Entrepreneurial

Current students have explored what each of the Ways of Working means to them and they have agreed 'yes to' and 'no to' behaviours within their tutor groups.

This booklet will provide you with lots of information that you will need to help you to support your child in making the important decision about where they want to continue their studies in the future.

I do hope you find it useful and if you need any further information about our College then please do not hesitate to contact me.



Corrienne Peasgood
Principal



8 reasons for choosing City College Norwich & Paston College:



1

Brilliant teachers

As well as being highly-qualified experts who know their subjects inside out, our staff are also warm, friendly and care about your child's success.



2

Enterprise and Employability

Experience of Work gives students an opportunity to expand their vocational and academic skills through a programme of events.



3

More choices

A wide range of qualifications to include BTECs, T Levels (Sept 2020), A Levels, GCSEs and Apprenticeships.



4

Exciting futures

Many of our students go on to Higher Education every year from our Sixth Form and Level 3 courses across the College.

All students are given exciting opportunities to enhance their skills through enterprise and employability related activities in their programme of study in the StartUp Lounge.

What's more, many of our courses are designed and constructed with the active involvement of local employers so you can be sure that the skills your child is learning are the ones that local businesses are looking for in their future employees.



5

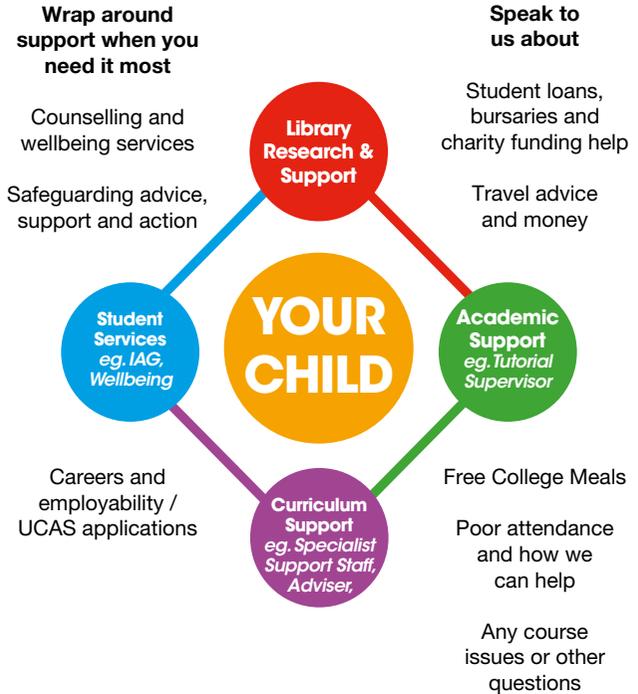
High standards of excellence

We take great pride in our achievements. We attract high-calibre students who are drawn to us because they are assured that our reputation for the highest levels of teaching is thoroughly deserved.

6 Support for students

We are passionate about student success and providing the best teaching and learning. The same applies to our support services. Through our Student Services team we help students with emotional and wellbeing issues as well as arranging counselling, help with careers and finances and generally wrap around support that students can access at any time during their course.

The diagram to the right shows how we provide this support.



7 Fantastic facilities

Our superb facilities and committed staff enable us to deliver high quality teaching and training in a friendly and supportive environment that is designed to meet students' individual needs.



8 Your local college

We have excellent bus links and we are just a 15 minute walk from the city centre, making us readily accessible. Our Paston campus is in the heart of North Walsham.

Did you know?

We have a team of professional careers advisers that your child can book in and see as many times as they need during their course for help with UCAS applications, job interviews, CV writing and to discuss their career options.

Careers advice and guidance

What your child can expect from us:

Young people need advice and guidance to inspire and motivate them to fulfil their potential. All students at City College Norwich and Paston College have access to impartial careers information and guidance so that they have the tools to make informed decisions about their future as well as being able to fully engage with their current learning.

Your child will be able to access a range of careers related activities via their course and through our Student Services department at the College. These include:

- **Face to face careers guidance appointments**
- **Job/labour market information:** Helping your child to understand the job market, what are growth areas and what job sectors have large employers in the region
- **Inspiring speakers from local and national employers and College alumni:** Contact with employers helps to broaden horizons and challenge stereotypical thinking or pre-conceived ideas about different careers. Talks can instil confidence and provide role models which students can relate to, thereby helping to change their perceptions of what they are capable of achieving
- **Careers, Higher Education and employer fairs:** Giving your child direct access to employers to find out what they can offer and then different job roles and career paths available
- **Help with CV writing, application forms and interview preparation**
- **Develop job seeking strategies**
- **Financial advice**
- **Providing advice on apprenticeships, entrepreneurialism, courses, university and other progression options**
- **Support in applying to Higher Education including personal statements and UCAS applications:** Specific help in how to research options as well as completing UCAS applications
- **Mentoring and support for those who need it most and at risk of becoming NEET (Not in education, employment or training)**
- **Working in partnership with external providers to access specialist support**
- **Open days**
- **Understanding self-employment**
- **Access to national skills events and competitions**
- **Visits to employers and work experience placements**
- **Providing real-life commercial experience.**

City College Norwich holds the matrix standard for our careers information, advice and guidance provision. This is the quality framework for organisations to assess and measure their service, which ultimately supports individuals in their choice of career, learning, work and life goals.

Is your child interested in higher education?

City College Norwich is one of eight Further Education Colleges and five universities who, as members of the Network for East Anglian Collaborative Outreach (neaco), have made a commitment to raise student aspirations and increase progression to higher education pathways.

Neaco have developed the Take Your Place framework to help young people across Norfolk, Suffolk, Cambridgeshire and Peterborough to consider their study options after school or college. We work with students aged 13 – 19, who live in areas identified by the Government as having low rates of progression to higher education, to work toward achieving their goals.

TAKE YOUR PLACE

neaco



At college, the Higher Education Advisory team will be working with you and your child, if you live in a target area for neaco, by delivering the following activities throughout the next academic year:

- **Introduction to Higher Education**
Exploring Higher Education, university and college life and apprenticeships

- **Subject Taster Sessions**
An opportunity to gain an insight into specific subjects

- **Higher Education Masterclass**
Choosing your options and the UCAS application journey

- **Higher Education Myth Busting**

Overcoming barriers to student finance, budgeting and living independently

- **Excursions**

Facilitating industry, university and college visits to meet staff and students.

If you have any questions or queries for the neaco Higher Education Advisory team please e-mail takeyourplace@ccn.ac.uk

For more information about Take Your Place please visit takeyourplace.ac.uk

What you can do to best help your child at College



The change from school to college is sometimes hard to handle, for example not having to be in at 9am every day but getting used to varied start times. Please make sure that you get a copy of your child's timetable and help them with their time management – to leave home each morning in time to make their first lesson. If your child is under 19 at the start of their course we will contact you if we have concerns about their attendance. We will contact you by text message so please ensure that we have an up to date mobile phone number for you.

Why your child's attendance matters so much

The table below shows you the direct link between Attendance and Success (achievement) for our students in 17/18.

Attendance %	Impact	Achievement Rate in 17/18
100 – 90%	You are on the right track and have a good chance of doing well on your course	97.8%
89 – 77%	Your attendance is poor and this may start to have an impact on your success on your course	93.7%
Less than 75%	There is something seriously wrong and you are unlikely to achieve on your course	73.7%

This second table shows you how much more your child could earn over their lifetime by successfully achieving their qualification.

Qualification	Lifetime benefit of earnings
Level 2 Qualifications	£35,000-£71,000
Level 3 Qualifications	£37,000-£89,000

Did you know?

We have an automated text messaging service that alerts parents when their child is absent. If you would like to sign up to this service please provide your mobile phone number to our Administration Centre.

Curriculum Services at City College Norwich & Paston College



We are passionate about supporting students with Learning Disabilities and/or Difficulties. The Curriculum Services team is responsible for ensuring that effective and appropriate support provision is allocated to students requiring assistance with accessing their academic or vocational studies.

How do I get support?

Curriculum Services aims to support your child to reach their full potential and achieve their goals. We strive to support our students to become an independent learner and adapt to the support they need as their learning progresses.



Support on application

When your child discloses a disability or difficulty upon application, they can request support. If you would like to discuss what level and type of support would be good for your child please contact SEN@ccn.ac.uk for a referral form.

Types of support

- In class support can be one to one, where a member of Curriculum Services is with your child on an individual basis
- Shared support where we support your child and others in the class
- Discreet support where your child might not want everyone to know and our support staff can help them without it being obvious
- Off course support to help with your child's work, supporting them at lunch time or taking them to a taxi etc.

If your child has an EHCP

We will already be aware of your child's needs before they come to College. Please let us know if your child requires support /declines support ASAP
SEN@ccn.ac.uk.

Is their difficulty dyslexia, dyscalculia or Mears Irlen?

They can make an appointment with our SpLD (Specific Learning Difference) team once their course has started. They can do this at any reception or at the Advice Shop on the main site. The SpLD team can assess your child for exam access arrangements, which might give them extra time in exams or have a reader or scribe present in their exam.

Support through their tutor

If your child didn't tell us that they might need support upon application to the College, their tutor can contact us on their behalf and arrange a meeting to discuss your child's support needs.

Further Information

If you require more information on SEND please contact us on the telephone number or email address opposite.

Apprenticeship support

Your child can talk to your assessor about support needs and we can assess in the workplace or at College to help them with exam concessions.

Disabled Students Allowance (DSA)

The DSA is a non means-tested grant for disabled Higher Education learners. Its purpose is to pay for extra costs incurred by the learner, as a direct result of their disability, to enable them to attend and undertake their course of study. DSA's are not paid as a set amount; this is determined by an assessment which will identify the required equipment and support and the subsequent costs. Student Finance England administers the DSA and confirms eligibility and learners have to apply to them. Applications can be accessed via the following website **www.gov.uk/disabled-students-allowances-dsas** for DSA and can be submitted before the start or during the course. Contact the Curriculum Services for more information or help with next steps.

Getting in touch with Curriculum Services

Email: **SEN@ccn.ac.uk**
Tel: **01603 773 159.**



Education options

T Levels

New Level 3 technical qualifications in Education and Childcare, Construction, and Digital from September 2020. T levels combine classroom theory, practical learning and a substantial industry placement of approx. 350 hours with an employer to make sure students have real experience of the workplace. The 2-year T level courses have been developed in collaboration with employers and businesses so that the content will meet the needs of industry and prepare students for work. They will provide the knowledge and experience needed to open the door to highly skilled employment, higher apprenticeships or university, and be equivalent to three A levels.

Your child's options at 16

Whatever your child's next steps are, they will need to be involved with some form of education or training. The most important step is to speak to your child and find out what they want to do and how they like to learn.

- Do they like learning in a classroom?
- Do they prefer to learn on the job, by applying their learning to real life problems?
- Or do they learn best through practising new skills?

Vocational qualifications

Colleges such as ours offer your child the opportunity to study a vocational qualification in a work related curriculum area. They are designed to allow students to learn in a way that suits them and give them the skills and experiences that employers are looking for. Examples of vocational courses are; engineering, health and social care, professional cookery, plumbing and performing arts. Vocational

courses are a good option if your child enjoys learning by applying and practicing their skills in a realistic work environment. Your child can progress on to higher education from a level 3 vocational course.

A Levels

If your son or daughter enjoys learning in the classroom and academic study, then A Levels are a popular route for students who wish to progress to higher education. They are a well known qualification and focus on academic subjects and traditional study skills. Our Sixth Form Centre offers a wide range of A Levels.

Apprenticeships

Apprenticeships offer young people the chance to work and learn on the job, whilst earning a salary. They are a good way for learners to develop their skills, increase their practical ability and improve their employability and opportunities to progress in their chosen area of work. Many local businesses employ apprentices and our College can help your son or daughter to find an apprenticeship. More informative information is available on the government website www.gov.uk/apply-apprenticeship click on the option 'Apprenticeships, 14 to 19 education and training for work'.

Experience of work

Experience of work will enable your child to gain the skills needed to bridge the gap between College and the world of work. It will help to inform them about career choices, develop relevant occupational skills and instil the attitudes and behaviours expected at work. The experiences of work that we offer are wide and varied and differ by each course and level.

English & Maths

English and maths are important, which young people need to progress into employment, or further training and education. In order to help your child achieve success now, and in the future, we will ensure they have opportunities to make progress in these subjects.

A programme of study at City College Norwich and Paston College will include opportunities for them to develop and renew their English and maths skills. Your child will be supported to reach their full potential both in their chosen vocational subject and in classes that build on their prior attainment.



English and maths GCSE with grades expressed as 9-1

If they don't have a GCSE grade 4 in either maths or English:

They will work towards achieving a good pass in both English and maths as part of their programme of study. They may study the GCSE so they can retake the qualification or they may take a Functional Skills 'stepping stone' course instead of a GCSE qualification if this is more suitable for them.

If they have a GCSE grade 4 in one subject but not the other:

They will be enrolled on a qualification as part of their programme of study, working towards a grade 4 in the subject they have yet to achieve in. This will either be a GCSE or Functional Skills 'stepping stone' course. For students who achieve a grade 4 in GCSE maths or English, we will discuss with them individually if they wish to retake the qualification to achieve a grade 5 or better as this may be important for some career and University progression.

English and maths GCSE with grades expressed as 9-1

If they have GCSE grade 4 or better in both maths or English:

For students with a Grade 4 result in English and/or maths we will discuss with them individually if they wish to retake the qualification to achieve a grade 5 or better as this may be important for some career and University progression. For students with a Grade 5 or above, we will continue to develop these within their programme of study to ensure they fulfil their potential.

Safeguarding information for Parents & Carers



Anti-bullying

As a parent or carer, we recognise that your child's safety is one of your main concerns, especially when they are moving to a new institution like the College from a school environment that you probably know very well. We want to reassure you that we take bullying very seriously at our College and believe that your child has a right to work, study and socialise in an atmosphere of respect and free from bullying or harassment.

The vast majority of students tell us that they feel safe at College and that they have not experienced bullying – be it verbal, physical or online. This is great but we want to make that number even higher this year and we take a zero tolerance approach to bullies.

All of our staff have a duty to establish and maintain a learning environment that is free from bullying. This means that if we are told that your child is being bullied, we will always act. Students should tell a member of staff or their course leader if they are worried about bullying or email stopbullying@ccn.ac.uk.

Safeguarding Key Contacts at College

If you have any Safeguarding questions or are worried about your child's safety please do not hesitate to contact a member of the team.

Our Safeguarding Officers are based in the Advice Shop and their phone numbers are **01603 773 426** and **07795 487 645**. They will be happy to talk to you if your child is a student with us.

Staying safe online

Much of our preventative work in the Safeguarding team focusses on helping young people to keep themselves safe online. The risks involved are of sharing too much personal information with others, online grooming, online bullying and being exploited. There are some great resources for parents and carers that can help you to open up a discussion with your child about how they manage their social media accounts and what they share about themselves online.

The website www.thinkuknow.co.uk/parents has lots of information for parents on safety matters for young people ranging from if you have concerns about your child, to understanding more about online grooming and where to go for help.

Frequently asked questions by parents



Is any extra academic help available for my child?

Yes. Our Curriculum Services team delivers support in class and one-to-one for students who need it.

What financial help is available for my child?

We can help students apply for bursary funding and we have excellent links with local fundraising charities which we developed for our students. Last year we awarded over £35,000 to students from our Charities fund and over £600,000 from our bursary fund.

Is there any help with travel costs?

Depending on where you live you may benefit from one of our bus pass deals, a Norfolk County Council travel pass and/or apply for a bursary.

Travel

There is limited car parking space on the Ipswich Road campus for students and 200 cycle racks. Students are eligible to transport discounts across Norfolk and Suffolk including 33% off season tickets with Greater Anglia trains. Rural areas are covered with discounts from: First, Stagecoach, Sanders, Borderbus, Konect and Anglian buses. Our Travel Co-ordinator, Natalie Halsall is able to respond to any travel queries and offer advice on travel to College. Contact details are citytravel@ccn.ac.uk or telephone **01603 773607/773551**. Please see our website for the current Student Travel discounts.

How can I apply for Bursaries & Free College Meals for my child?

Applications can be found at ccn.ac.uk/support-and-advice/students/student-finance-at-city-college-norwich during the summer. Please apply before they join us so that we have it all set up for them when they enrol. The 16-18 bursary closing date is 30 September 2019.



If you have any more questions please feel free to contact our Advice Shop on: t: **01603 773 773** or e: information@ccn.ac.uk

Leisure Learning

We have some outstanding facilities and resources at City College Norwich and Paston College and have a variety of opportunities for members of the local community to access learning and development with us. They are designed for you to learn new skills, meet friends and have fun at the same time. Our students tell us that they love to come to College to learn new things and value the expertise knowledge shared by the tutors.

This is a taste of what we have to offer but more courses are added each term.



Our current courses include:

- Acrylic and Oil Landscapes
- Arts and Crafts
- Cookery courses
- Crochet
- Crime and Criminology
- Digital Photography
- Dressmaking
- Drawing
- DIY Courses
- Genealogy
- Junior Chef
- Junior Art
- Knitting
- Language
- Painting
- Pattern Cutting
- Photoshop
- Printmaking
- Sewing
- Song Writing
- Shakespeare
- Teen Writing

For further information on all of our courses, including dates and availability, please visit www.ccn.ac.uk. If you have any questions, please email us at leisurecourses@ccn.ac.uk or information@ccn.ac.uk.

Our commercially accredited/non-accredited professional courses are designed for personal development and career progression. For those wanting to change their career path or simply refresh current qualifications, our courses are certified and often cover statutory occupational requirements. Many are accredited by industry regulators.

the wellbeing zone

Our Wellbeing Team are here to help students fulfil their potential and maximise their physical and mental wellbeing, so that they succeed.

Whilst we always encourage students struggling with their mental health or wellbeing to speak to their GP, the Wellbeing Team offers support during their time in college. We have staff that can talk through emerging mental health problems and provide initial advice and support. Where appropriate, we make onward referrals to external agencies, services and specialists for all aspects of student wellbeing.

The Wellbeing Team includes Wellbeing Advisers, a Mental Health Adviser, a Counsellor and staff who promote student attendance and provide additional support where needed.

The team offers support with any health or wellbeing problem including:

- Mental Health – depression, anxiety and stress
- Healthy relationships
- Bereavement
- Anger management
- Self esteem
- Feeling lonely or isolated
- Support to stop self-harming



- Eating disorders
- Bullying and stalking
- Domestic abuse
- Sexual abuse/sexual assault
- Money matters and debt
- Sexual orientation
- Gender identity
- Body image and healthy lifestyle
- Substance abuse
- Sexual health including advice on contraception
- Pregnancy and termination
- Caring responsibilities
- Housing

Talk to us

If students feel they need to talk over a concern or problem, our Wellbeing Advisers, are here to help and can offer them 1-2-1 confidential information, advice and support. Students can contact them at wellbeing@ccn.ac.uk or they can ask their teaching staff or Tutorial Supervisor to make a referral on their behalf.

Students can also speak to a Wellbeing Adviser directly by visiting the weekly Wellbeing drop-in on Thursdays between 10am and 12pm - Ipswich Road Campus.



The Wellbeing Zone - Ipswich Road Campus

Students can find the Wellbeing advisers in the Wellbeing Zone. This is in the Information Store (Norwich Building).

This is a unique area for students to access support and guidance and offers a quiet space for them to get away from the stress and pressures of everyday life.

Whilst most students will form strong friendship bonds during their time at college, some students may find this more difficult. To support them in building new friendships, we have an informal Lunch Club in the Wellbeing Zone every weekday between 12 and 1.30pm.

Wellbeing - Paston College

Students can find Sharon, the Wellbeing adviser in the Advice Shop at the Lawns site next to the library. Students can arrange an appointment by contacting **wellbeing@ccn.ac.uk**, asking your tutors to refer you by asking at the advice shop reception.



Reading Well

We have recently launched a new initiative 'Reading Well - Books on Prescription'.

Reading Well supports students to understand and manage their health and wellbeing using helpful reading. The books are all chosen and endorsed by health experts, as well as by people living with the conditions covered and their relatives and carers. **www.reading-well.org.uk**

Get in touch

If you have any worries about your child's wellbeing during their time at college please contact us. By working together with supportive parents we can ensure your child is presented with the opportunity to succeed.

Contact the **Absence Line** for absences or support on **01603 773 311** option 2.

Contact the Wellbeing Zone for booked appointments via **wellbeing@ccn.ac.uk**



DEBUT
RESTAURANT

**Deliciously
different...**

Savour excellent food prepared and presented by the stars of tomorrow at the Debut Restaurant run by the internationally renowned Hotel School at City College Norwich.

To make your reservation call:
01603 773 227



**CITY
COLLEGE
NORWICH**



DEBUT Café



Take a break with us and enjoy a wide selection of snacks, hot and cold drinks, salads, sandwiches and paninis.



- Cakes & sweets
- Fresh Self Service Salad Bar
- A great range of sandwiches & baguettes



Opening times:
Monday to Friday
9.30am to 2.00pm

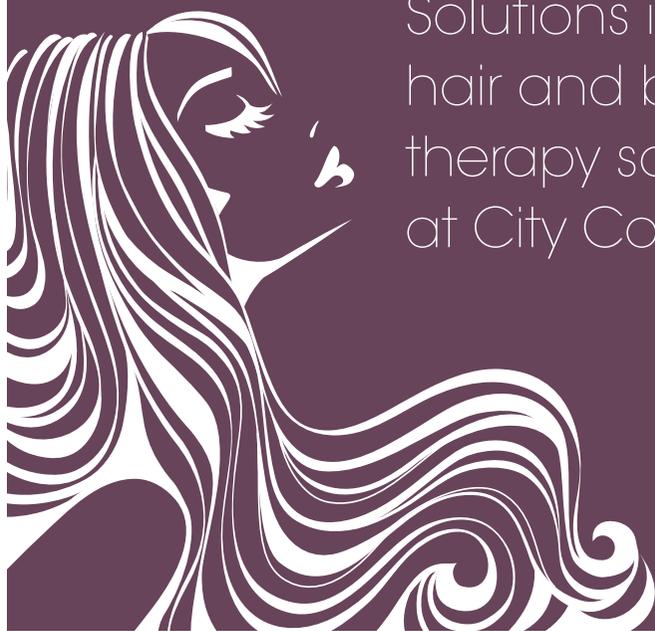


**CITY
COLLEGE
NORWICH**

Solutions

Call us to make an appointment on:

01603 773 228



Solutions is a unique
hair and beauty
therapy salon based
at City College Norwich



CITY
COLLEGE
NORWICH



Platform is a venue, a hive of creativity, a company of performers and technicians and a hub for learning and skills development. Although most of all Platform is for creative and aspiring young artists eager to embrace the world of performing arts.

Housed within the City College Norwich main Ipswich Road campus,

Platform has been running accredited courses for the last 15 years.

Platform aims to embrace vocationalism and offers a realistic working environment to emerging performing arts practitioners whilst studying on their industry relevant courses.

The Platform Company produces and tours work in a range of performance

mediums including music, dance, musicals, straight plays, site specific performances and outreach work. The company's creative ethos explores and adapts existing works as well as devising exciting and original performances.

To find out more about Platform and for most up to date show listings visit platform.ccn.ac.uk