



Information for **Parents and Carers**



Why should your child choose Derby College Group?

Our fantastic range of Student facilities are the envy of the region and we are constantly investing in new amenities to ensure the student experience is even more rewarding and enjoyable.

There is no deadline for applications. However, the sooner applications are received online the sooner your child can secure a place, so **APPLY NOW!**

If your child is unable to apply online, then they can call our Student Services Advisers and a member of the team will help them complete their application. We also have an Inclusion and Support Team who can support your child during the application process.

We hope you will find the answers to most of your questions in this booklet. However, if you need any more advice you can contact us on **0800 028 0289**.





How to choose the right course and the application process

Apply

Once your child has decided which route they want to take, they need to submit an online application for the course they would like to study.

Anyone wishing to study an A level programme of study will receive a link inviting them to upload their own personal statement.

Interview

We will then send an email inviting your child for an interview; this will be with a member of the curriculum area they have applied to. A Level students will attend mini taster sessions.

Interviews may include English and Maths screening. When your child has received their conditional offer from us they will be invited to attend an experience event for their chosen curriculum area, this will give your child the opportunity to meet staff and students they will be studying with.

Offer

Once a definite decision has been made to offer a place on a course an email will be sent to confirm this which your child must respond to stating whether they would like to accept their place.

Welcome Day

At the beginning of August your child will be sent an invite with a date on it inviting your child to complete their enrolment.





Student Support

We have several Support teams at College to help your child during their time with us, these include the following specialist teams:

Inclusion and support team

If your child received help at school the Inclusion and Support team can advise what support your child can get at College.

The team offer specialist support including:

- In class and specialist one to one support for dyslexia.
- Any identified learning difficulties
- Mobility support.
- Communicators for deaf Students.
- Personal Care.
- Specialist equipment.
- Exam access arrangements.

Careers

Our experienced Careers team are available to help your child with:

- Individual guidance interviews.
- Help with finding jobs – CV writing, application letters, interview preparation.
- Access to job vacancies.
- Assistance with higher education applications.

Behaviour for Learning Team

Every full-time 16 – 18 year old student has access to a Student Experience and Progression coach as and when needed. The Behaviour for Learning team are on hand to liaise with parents and carers regarding student performance, attitudes and behaviours to learning.

As well as monitoring student's attendance and progress, the Student Experience and Progression Coach will coach individuals and small groups of students, covering, but not limited to:

- The links between being a student and the wider community
- Study skills support and development
- To work with students on a 1:1 or small group basis to develop their skills and help them to overcome barriers to their learning and progress including exam stress management, workload, meeting deadlines.
- Extra-curricular enrichment activities



The Welfare Team

The Welfare team is here to help your child with any problems that are not related to their studies such as:

- Health issues including mental health concerns.
- Any problems outside of College.
- Financial hardship.
- Support for being a young carer or young parent.
- Relationships
- Any immediate crisis they may be facing

The Student Welfare Officers will work with your child to make sure they are getting the help that they need and may signpost to more specialist support such as counselling, CAMHS or the multi-agency team to ensure that their needs are met. For more information contact welfare@derby-college.ac.uk or call **07969 909943**.

Financial Support

Full-time courses are free to Students who meet the three year-residency requirements, and who are under 19 years of age on 31st August in the year in which the programme of study commences.

UK Students who are 19 and over may need to pay tuition, relevant registration, and exam fees. If financial difficulties start to affect their studies some Students may be eligible for our Student Support fund, which can assist with support such as:

- Travel to College
- Meals
- Essential course equipment costs
- Mandatory trips

If a young person receives free school meals, they live in a household with a net income of below £20,000, parents/carers are in receipt of means tested benefits or there are other circumstances that create financial barriers to a student's participation in further education, they may be eligible for student bursary funding. Please email studentsupportfund@derby-college.ac.uk for further information.

Kapture

Convenient, cashless spending from students College ID cards. Students can top-up and use their College ID card to make payments throughout the College, while receiving loyalty points and offers. This service is available to all students and is activated using Account details that will be sent to students via their College email.

Parent and Carer Support

Parents Consultation Evenings

Parents Consultation Evenings are an opportunity for you to meet with your child's subject teacher to discuss their progress on the course. Dates for our Parents Evenings are available on the website: www.derby-college.ac.uk

Parents Portal

We have a dedicated online Parents Portal for you to log onto. The Parents Portal enables you to view your child's live attendance, progress reports and **SMART** Targets. You will need their Student ID number (found on their ID badge) and date of birth to log on.

To access the Parents Portal:

- Log on to:
<http://moodle.derby-college.ac.uk>
- Click on the Parents Portal link on the front page, follow the logging on instructions on the next page. You will then be able to view your child's:
 - Live attendance and punctuality data.
 - Progress logs which are updated every six weeks and where teachers may make comments or leave specific messages for you.
 - SMART targets which are set by tutors and Students and are reviewed on a regular basis.

Parent's e-newsletter

The Parents e-newsletter is sent to you via email once a month. It contains information on key dates, events and extracurricular activities that your child may be involved in at College. To ensure that you receive our newsletter and information on your child's Student journey sign up to the e-newsletter at www.derby-college.ac.uk/keepintouch

Parent and Carer Support Group

We have created a Parent and Carer Support Group on Facebook, as a place for you to:

- Access resources and content related to well-being, careers, study skills, working from home etc.
- Ask questions and offer suggestions related to College.
- Network and support other parents and carers.
- Showcase some of the great work that's happening within College.

The page is managed by the Student Experience and Progression Coaches from each campus who can answer your queries. www.facebook.com/groups/DCGParentCarerSupportGroup





A safe place to be

Health, Safety and Safeguarding

All Derby College Group staff that have regular contact with young people are Disclosure and Barring Service (DBS) record checked to an approved level. Risk assessments are carried out for each course offered and the following policies are regularly reviewed:

- Equality and Diversity
- Safeguarding
- Student Behaviour and Discipline
- Bullying and Harassment

To request a copy of any of these policies call **0800 028 0289**.

Derby College Group is committed to supporting equality and diversity and promoting British values – these are defined by the government as ‘democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs’.



The College also works in partnership with Prevent, this aims to stop people becoming terrorist or supporting terrorism. Prevent is about supporting and protecting those people that might be susceptible to radicalisation, ensuring that individuals are diverted away before any crime is committed.

Students are required to wear their College identification badges on College premises at all times. It must be visible unless they are in a practical situation and have been told to remove it by a member of staff.

Students may be required to show their DCG Identity Card to any member of staff on request as proof of identity, there is a charge of £2.50 for a replacement identity card. In line with Safeguarding legislation we are required to let you know that Students ID cards include a photo of your child which will be stored on the College's computer system for the duration of their course. Only authorised College staff will have access to the image. If you do not want your child to have their photo taken you should let the College know in writing.





Student Conduct and Discipline

We expect our Students to behave appropriately at all times while they are at College. We believe that good attendance and behaviour and adherence to our Code of Conduct and respecting fellow Students and staff will help our Students to demonstrate the key attributes that employers are looking for.

Your child's behaviour, attendance, attitude and standard of work is constantly monitored by staff and any causes for concern will be discussed with them.

However, if problems persist or incidents are of a serious nature they may become involved in the Student Disciplinary Procedure.

Parents/carers and guardians of students aged 18 and under are informed of any formal disciplinary procedures by letter, and where a formal disciplinary meeting is held to discuss behaviour, you as parents/carers and guardians are invited in to the meeting to support your child.

Attendance

We expect our Students to:

- Attend 100% of the time to all lessons including Maths, English and tutorials.
- Arrive on time and ready to learn.
- Take part in any additional activities such as work experience, enrichment, and sitting appropriate exams.
- Sit appropriate exams.
- Take part in enrichment activities.
- Complete a work experience programme.

We know that Students who have high attendance achieve higher grades and we welcome your support in ensuring that your child attends College on time and is ready to learn.

If your child is unable to attend College we ask that they notify the College as soon as possible by completing an online Student Absence Form www.derby-college.ac.uk/absence

The form needs to be completed on each day of absence. It is our preferred method of reporting an absence as it enables us to immediately inform all relevant staff that a student will be absent.

If access to the internet is not available, then absences can be reported via **0800 028 0289**.

If you are concerned about your child's attendance or want to speak to us about issues that may be affecting their attendance, then please contact us on **0300 123 7890** and we will put you in touch with their Student Experience and Progression Coach.

Regular absence from classes or absence for unacceptable reasons will be subject to College disciplinary measures.





Travelling to College

Transport routes to College

Derby College Group is closer than you think with a wide range of transport options to all sites.

Visit the Derby College website for more information including bus routes. Some Students travel long distance to the College and we know that it can be quite expensive. We will help your child get the best deals from the local bus companies. If it is too expensive your child might be able to get help from the Student Support Fund.

Bus timetables are available from Reception at all sites.

There is no Student parking on any of our campuses except Broomfield Hall, unless you are a disabled badge holder. Where there is parking, a college permit can be applied for from the main reception. There is limited motorcycle and moped parking for which a permit is also required. Any vehicles on College premises are parked entirely at the owner's risk.



Open to the public

We enjoy our role at the heart of the community. There's always a warm welcome for visitors to our Colleges and we have a range of commercial centres which are open to the public and run with the help of our enterprising students.



Derby College Equestrian Centre

An approved BHS riding establishment which is run as a commercial yard.



The Florist

Bespoke floristry designs produced within the beautiful grounds at Broomfield Hall.



The Plant Centre

Competitively priced plants grown by our students, including seasonal bedding, vegetable and herb plants, alpines and border perennials.



SENSI

Offering a range of hair, beauty and holistic therapies at competitive prices.



Little Explorers Forest School Nursery

This unique forest school nursery, focussed on the outdoor learning environment, is set in the picturesque grounds of historic Broomfield Hall and provides excellent care for children.





Where to find us

The Roundhouse
Roundhouse Road
Pride Park
Derby
DE24 8JE



The Joseph Wright Centre
Cathedral Road
Derby
DE1 3PA



Broomfield Hall
Morley
Ilkeston
Derby
DE7 6DN



The Community College
2 Pimlico
Ilkeston
Derbyshire
DE7 5JS



0800 028 0289

enquiries@derby-college.ac.uk

www.derby-college.ac.uk

www.facebook.com/derbycollege

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[Derby College](https://www.youtube.com/derbycollege)

[Instagram.com/derbycollege](https://www.instagram.com/derbycollege)