ADDITIONAL INFORMATION FOR PARENTS, GUARDIANS OR CARERS
WANT TO KNOW WHAT TO EXPECT WHEN YOUR CHILD STARTS AT DERBY COLLEGE?

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

If your child is unable to apply online then they can come to one of our Student Services offices at any of our sites and a member of the team will help them to complete their application form. We also have an Inclusion and Support Team who can support your child with any additional needs they may have during the application process.

WAY2PAY

Convenient, cashless spending from your existing Derby College ID card. Top-up and use you 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 send to you via your college email.

A SAFE PLACE TO BE

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 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.

WHY SHOULD YOUR CHILD CHOOSE DERBY COLLEGE

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!
HEALTH, SAFETY AND SAFEGUARDING

All Derby College 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 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.
CHOOSING THE RIGHT COURSE

You can use the website, prospectus and attend our information evenings. However, if your child has decided on Derby College, but is still unsure which exact course to apply for, contact Student Services for advice and guidance on 0800 0280 289.

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 as well as their interview.

Interviews may include English and Maths screening. When you have received your conditional offer from us you will be invited back into the college at a later date to attend an experience event for your chosen curriculum area, this will give you the opportunity to meet staff and students you will be studying with. Full details will be given on the interview invitation email.

OFFER

Once a definite decision has been made to offer a place on a course a letter 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 Students will be sent a pack with a date and time on it inviting your child to come in and complete their enrolment.

CAN MY CHILD GET FINANCIAL HELP WITH THEIR COURSE FROM COLLEGE?

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 will need to pay tuition and also the 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

CAN MY CHILD GET FINANCIAL HELP WITH THEIR COURSE FROM COLLEGE?
TRAVELLING TO COLLEGE

Derby College 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 Campus Operation team at the relevant campus. 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.
WHAT SUPPORT IS AVAILABLE FOR YOUR CHILD?

There are several Support teams at College to help your child during their time at College, 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.

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

Student Experience and Progression Coordinators

Each Campus has a Student Experience and Progression Coordinator who ensures every full-time 16-18 year old has access to a Student Experience and Progression Coach as and when needed. The Student Experience and Progression Coordinators are on hand to liaise with parents/guardians and carers relating to the young person within your cares’ performance, attitudes and behaviours.

Student Experience and Progression Coach

Every full time student has a dedicated Student Experience and Progression Coach linked to the area of curriculum they will study in.

As well as monitoring students’ attendance and progress, the Student Experience and Progression Coach will help provide a general educational framework for students and will develop in groups and individually the following parts of the curriculum:

• The student’s part in the life of the College as a whole
• The links between the student and the wider community
• The development of study skills
• Review of student’s programme of study and their progress
• The links between a student’s specialist study and other areas of knowledge
• The building up and termly review of an Individual Learning Plan for each student with the student’s Personal Tutor
• Your Student Experience & Progression Coach is here to help you to reach your full potential at College. They are on hand to provide help in many areas of your educational journey such as support with organising your studies, supporting you when you feel under pressure and providing impartial advice on lots of issues.

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.

COUNSELLING
The College offers a Counselling service for all full-time and part-time Students.
The service offers a confidential, non-judgemental setting where Students can discuss any difficulties or personal problems they may face.
For more information on any of the support on offer at Derby College contact us on 0800 028 0289.
WHAT DO WE EXPECT FROM STUDENTS AT DERBY COLLEGE?

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](http://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 son/daughter/dependent’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 Personal Coach.

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

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.
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 Evening are available on the website www.derby-college.ac.uk

What can parents, guardians or carers expect from Derby College?

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 extra-curricular 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

What will my child be able to do after they have successfully completed their College course?

Derby College is an inspirational place to learn, but don’t take our word for it, read the experiences of some of our former Students, from Games Tester to Michelin Chef read more about our Role Models on our website www.derby-college.ac.uk
The Florist

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

Staff are always pleased to meet with you and discuss your personal requirements, whether it be for a gift, innovative wedding designs or advice for funeral tributes.

We will always do our very best to provide an outstanding service.

For further information or bookings please contact
Contact: claire.lambeth@derby-college.ac.uk
or amanda.drury@derby-college.ac.uk

Derby College
Broomfield Hall, Morley,
Ilkeston, Derbyshire, DE7 6DN
SPORT, HEALTH AND LEISURE FACILITIES AT DERBY COLLEGE

Derby College has an extensive range of leisure facilities at Broomfield Hall available for public use.

FACILITIES INCLUDE:
• Sports Hall available for hire
• Fitness Centre
• Climbing wall (outdoor)
• Grass/Sports pitches for hire

FOR FURTHER DETAILS:
Email: nick.ramsden@derby-college.ac.uk
or steve.powell@derby-college.ac.uk
Call Nick Ramsden on 07860 826851 between the hours 9:00am and 4:30pm, or
Steve Powell on 01332 334813 between the hours of 7:00am - 9:00am or 4:30 - 9:00pm.

BROOMFIELD HALL FITNESS CENTRE OPENING TIMES:
Monday - Friday 7.00am - 9.00am and 4.30pm - 9.00pm
Saturday and Sunday 9.00am - 1.00pm

Broomfield Hall,
Ilkeston, Derby DE7 6DN
Derby College
Equestrian Centre

Our Equestrian Centre is an approved BHS riding establishment which is run as a commercial yard.

The excellent facilities, which are available to hire include:

- 65m x 30m indoor arena with mirrors
- 40m x 40m floodlit outdoor school
- A XC Schooling field with a bank, water, ditches and many XC fences up to 80 cms high
- 2 well equipped lecture rooms
- Horse weighbridge
- Horse walker

The Centre also hosts a range of training events and competitions in all equestrian disciplines throughout the year, open to the public as well as students. Visiting professional trainers regularly hold clinics covering a complete range of topics, both ridden and stable management.

You can keep track of equestrian events and facilities hire, on the Derby College Equestrian Centre Facebook and Twitter pages.

Contact Stephanie Meadows
stephanie.meadows@derby-college.ac.uk
07970726830 / 07980891295
for more information

Derby College, Broomfield Hall, Morley, Ilkeston, Derbyshire, DE7 6DN
www.derby-college.ac.uk/equestrian-centre
facebook.com/DerbyCollegeEquestrianCentre
twitter.com/DerbyEquine
The College provides a very popular, high quality grooming service catering for all breeds and sizes of dogs.

The salon is run with students working on the dogs under staff supervision. We have many satisfied clients and take pride in what we do.

Our prices are very competitive.

Grooming offered includes:

• Bathing and drying
• Clipping, styling and trimming
• Ear plucking and ear cleaning
• Nail trimming

In addition to the dog grooming service, Broomfield Hall provides dog grooming courses. You may decide to come along and learn to groom your own dog or become a qualified dog groomer by enrolling on the City and Guilds course. Masterclasses and CPD sessions are also available for professionals.

For further information or bookings, please contact the salon on 01332 836615 or email dog.grooming@derby-college.ac.uk

Like us on facebook

Derby College, Broomfield Hall, Morley, Ilkeston, Derbyshire DE7 6DN
THE PLANT CENTRE
at Broomfield Hall

Very competitively priced plants grown by the students, Broomfield’s Plant Centre offers a haven for plant lovers.

The range includes seasonal bedding, vegetable and herb plants, alpines and border perennials.

Open 10am - 4pm
six days a week
(Closed Wednesdays and during January and February)

01332 836629
Email enquiries welcome
david.harris@derby-college.ac.uk
www.derby-college.ac.uk/PlantCentre
facebook.com/BroomfieldPlantCentre

Derby College, Broomfield Hall, Morley, Ilkeston, Derby DE7 6DN
The Roundhouse

A venue of true international quality located in the heart of the country

The Roundhouse in Derby is a series of truly iconic buildings which are set in a wonderful location with an atmosphere as unique as the venue itself.

The heart of the new development is The Roundhouse itself - built in 1839, it has been returned to its former glory with original features restored and complemented by a host of unique interpretation artwork. The Roundhouse is flexible to accommodate a diverse range of events from national conferences and product launches to formal dinners and wedding breakfasts.

Whilst The Roundhouse itself comfortably accommodates up to 680 delegates or guests, the Carriage Shop Theatre seats 120 and the adjoining Library over 500 for pre-dinner drinks while a superb mezzanine floor offers a unique range of breakout or reception rooms.

The Roundhouse at Derby has links to a number of other sites in and around Derby city centre.

Broomfield Hall
Set in 450 acres of beautiful Derbyshire countryside, Broomfield Hall is the perfect venue for weddings and rural events such as farmers’ markets.

Joseph Wright Centre
The handsome, contemporary Joseph Wright Centre set in the heart of Derby, has a breathtaking Atrium ideal for dinner events, drinks receptions and intimate concerts.

For further information about our facilities, please contact the Roundhouse Events team on 01332 334800 or email hello@roundhouse-events.co.uk or visit www.roundhouse-events.co.uk
Our unique 54-place nursery, set in the picturesque grounds of the historic Broomfield Hall, provides high-quality care for children aged from three months to five years. Clubs for older children also run during the school holidays.

- Forest School trained staff
- Locally sourced home produced food
- Open 51 weeks of the year
- Set within 450 acres of land including farm woodland and orchards

Our ethos is centred around the fantastic outdoor surroundings at Broomfield Hall. The curriculum will involve Forest School sessions in the woodland areas of the site, gardening and much more.

For more information please do not hesitate to contact us on 01332 836620
www.littleforestexplorers.co.uk

Derby College, Broomfield Hall, Morley, Ilkeston, Derbyshire DE7 6DN
Located in the converted old Engine Shed house, of Derby’s historic Roundhouse.

The Engine Shed Restaurant offers diners the chance to experience our Training Restaurant during weekday lunchtimes.

Our menus reflect excellent locally sourced produce at competitive prices cooked by our students with instruction from experienced, highly skilled chef lecturers and our experienced Head Chef.

Contact us now to book

Telephone 01332 387487
or email: engineshed@derby-college.ac.uk
www.derby-college.ac.uk/engine-shed

facebook.com/EngineShedRestaurant
@EngineShedDerby
http://goo.gl/OuofLO

Car parking is available for Engine Shed Restaurant customers

The Engine Shed Restaurant, The Roundhouse, Roundhouse Road, Pride Park, Derby DE24 8JE
HAIR & BEAUTY SALON

Derby College’s training and commercial hair and beauty salons are situated at our Roundhouse and Ilkeston campuses.

From luscious locks to radiant skin, the therapists at SENSI offer a range of hair, beauty and holistic therapies to meet all your needs at competitive prices.

For further details, special offers or to make an appointment contact:
SENSI at The Roundhouse, Roundhouse Road, Pride Park, Derby, DE24 8JE
Telephone 01332 387474

SENSI at Ilkeston, Pimlico, Ilkeston, Derbyshire, DE7 5JS
Telephone 01332 387474

Alternatively, you can book online, view more information and a full list of treatments and prices at

www.derby-college.ac.uk/sensi
Facebook.com/sensiderby
twitter.com/SENSISalon

Car parking is available for SENSI customers