

Dear Parent/Carer

Your young person has only been at Bilborough for a few days, and I hope everything is going well for them. It takes time to adjust to new ways of working, but as I walk around the college meeting as many students as possible, it seems that they are happy and settling in well.

The [Parent and Carer Guide](#) to Bilborough is a detailed document, it contains lots of useful information about how we support our students, what they need to do to succeed at college and how you can support them in their studies. If you do have any concerns, then please do not hesitate to contact your young person's personal tutor. The first few pages in the parent/ carer guide also provides you with contact details for key members of staff at college, please do not hesitate to contact them, staff will do all they can to respond to any concerns as promptly as possible. You will find the following information in this guide;

Parent and Carer Guide Contents	
Safeguarding <ul style="list-style-type: none">• Designated Safeguarding Lead and• Safeguarding Officer contact details Student Support Team Contact Details Personal Tutors Contact Details How to Contact College The Tutoring System The Curriculum Information Supporting Learning <ul style="list-style-type: none">• Assessments• College Coursework Policy• BTEC Coursework Policy• Subject support• LIC (Library and Information Centre) Working with Parents and Carers <ul style="list-style-type: none">• Parent/Carer Voice• Parent/Carer Safeguarding Evenings and half termly safeguarding bulletin Other Support for Students <ul style="list-style-type: none">• Learning Support• Health and Welfare Issues• Wellbeing• Counselling• First Aid• Health Study Support Plan• Bursary Fund	Exams Careers and Progression <ul style="list-style-type: none">• Work Experience Student Behaviour <ul style="list-style-type: none">• Expectations• Health and Safety• Student Lanyards• Smoking, Drugs and Alcohol• College Property Equality and Diversity General Information <ul style="list-style-type: none">• College Hours• Fees and Expenses Transport and Parking Information Student Agreement College Timetable

Please note we are electronic, if you would prefer to receive a hard copy of the guide, then please contact Claire Bailey (claire.bailey@bilborough.ac.uk) and we will post a copy out to you.

Parents'/Carers' Introductory Online Event

You are invited to attend an online event, a Parents,' and Carers' Introduction to Bilborough College. David Shaw, Principal, and I, will give a brief presentation about Bilborough College and the support

available for students, focusing on transition issues from GCSE to A Levels / BTEC level 3 and how we - parents and staff working together - can support young people through the process. We would be delighted if you would take some time to join us for this event.

Afterwards you are welcome to join a team's meeting with your child's personal tutor to ask general questions. If you would like to discuss issues of a more personal nature, you will be invited to email your child's personal tutor for a telephone appointment. Tutors will follow up with a phone call at a mutually convenient time.

You will receive an email W/C 19th September with joining details for the live event, which is scheduled for 26th of September, 17.30-18.15.

CEDAR

As part of the college support system, we have a portal which allows you to access certain data e.g., attendance, timetable, regularly updated progress grades and enables parent/carer to report absences online. We are hoping to send an email with a link for all parents/carers to create a CEDAR account W/C 19th September.

Change of course

For your information, I have attached to this email the procedures for changing courses, your young person has been informed of this process.

Finally, I would like to say that I am delighted that your young person has chosen Bilborough College for the next stage of their education. We have high hopes for our students, and we want to make sure that for each one of them we get the balance right between the support they need and the challenge that will help them to achieve to their full potential. I hope you can use the information contained here to help support us in this aim.

With best wishes

Michelle

Bilborough College 2022-2023

Academic Year Calendar

August 22						
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September 22						
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January 23						
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August 23						
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September 23						
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- Holidays
- Last day for Year 13 (provisional)
- Last day for year 12s (provisional)
- Y13 Progression Day (all Y13 in college)
- Y12 Induction Days (Y12 students invited in for one of the 2 days)
- INSET - to be confirmed
- Start of normal timetable