



BILBOROUGH
SIXTH FORM COLLEGE

Support for Students



A Guide for
Parents and
Carers
2024-2025

www.bilborough.ac.uk

College Way, Bilborough Road,
Nottingham, NG8 4DQ.
Tel Number: 0115 8515000



CONTENTS

Welcome from the Principal	Page 3
Student Support Team Contact Details	Page 4
Skills and Progression Teachers Contact Details	Page 5
How to Contact College	Page 6
The Skills and progression System	Page 7
The Curriculum	Page 8
Bilborough Attributes	Page 9
Supporting Learning	Page 9
Working with Parents and Carers	Page 11
Other Support for Students	Page 12
Exams	Page 14
Careers and Progression	Page 14
Other Student Expectations	Page 15
Safeguarding	Page 15
Equality and Diversity	Page 17
General Information	Page 17
Transport and Parking Information	Page 18
Student Agreement and Code of Conduct	Page 20
College Timetable	Page 21
College Academic Year Calendar	Page 22

Bilborough College

Dear Parent or Carer

We are delighted that you and your young person are giving us the opportunity to help them take the next important step in their educational journey. The team here at Bilborough takes very seriously our responsibility to provide an environment where students can experience strong personal development alongside academic success.

Our purpose is 'To develop confident, curious, happy students ready to change the world for the better', We know that the formula for this success involves enthusiasm, hard work, and a positive mindset. We will do our utmost to provide the right blend of support and challenge to meet everyone's needs and give them the best chance of making this happen.

We place great value on developing a strong partnership with parents and carers from the start and we aim to be open and transparent in how we share information with parents. In this Guide we will explain the arrangements we have made to support good communication with you. We hope it will serve as a useful point of reference over the next two years.

Moving from the school environment to a college one, with different expectations and ways of working for students, can present a challenge. Students need and deserve help in getting to know new people and discovering where to find support, in becoming familiar with new ways of studying and coming to terms with a greater emphasis on independent work. We will do all we can to make sure the transition is as easy as possible.












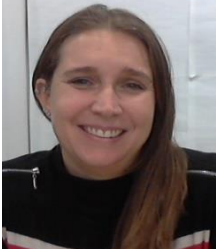



Skills and Progression Teachers provide support for students, as well as covering any individual questions or problems that might be raised. Please feel free to contact them if the need arises via email or phone.

I look forward to working with you over the next 2 years.







With best wishes



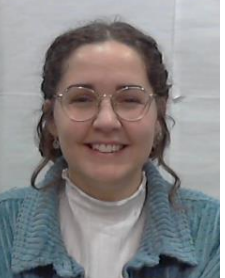


David Shaw
Principal

Student Support Services

 <p>Michelle Harvey Assistant Principal Student Support Michelle.harvey@bilborough.ac.uk</p>	 <p>Monique Norcliffe Student Support Manager Monique.norcliffe@bilborough.ac.uk</p>	 <p>Kirsty Lockton Learning Support Manager Kirsty.lockton@bilborough.ac.uk</p>	 <p>Helen Ginns-Farrow Welfare Officer Helen.ginns-farrow@bilborough.ac.uk</p>
 <p>Helen Smith Learning Support Teacher Helen.smith@bilborough.ac.uk</p>	 <p>Emily Mellors Specialist Teacher Dyslexia emily.mellors@bilborough.ac.uk</p>	 <p>Natalie Minott Learning Support Natalie.minott@bilborough.ac.uk</p>	 <p>Rachel Crofts Learning Support Rachel.crofts@bilborough.ac.uk</p>
 <p>Kate Moon Mental Health Support Worker Kate.moon@bilborough.ac.uk</p>	 <p>Molly Travers Wellbeing Coach Molly.travers@bilborough.ac.uk</p>	 <p>Beth Lucas Counsellor Beth.lucas@bilborough.ac.uk</p>	 <p>Lisa Hardy Counsellor lisa.hardy@bilborough.ac.uk</p>
 <p>Student Support Administrator @bilborough.ac.uk</p>	 <p>Alison Armes Student Supervisor</p>	 <p>Michelle Johnson Student Supervisor</p>	

Student Support Services cont.. Careers, Skills and Progression Teachers (SPTs)

 <p>Jill Hay Assistant Principal Student Engagement and Progression Jill.hay@bilborough.ac.uk</p>	 <p>James Qusted Head of Bilborough Extra James.quested@bilborough.ac.uk</p>	 <p>Elizabeth Dark Careers Manager Elizabeth.dark@bilborough.ac.uk</p>	 <p>Selina Greaves Head of Faculty SP Selina.greaves@bilborough.ac.uk</p>
 <p>Joanna Zielinska Work Experience Co-ordinator Joanna.zielinska@bilborough.ac.uk</p>	 <p>Amy Dominic Careers Administrator Amy.dominic@bilborough.ac.uk</p>	 <p>Lydia Blurton Careers lydia.blurton@bilborough.ac.uk</p>	
 <p>Joanna Tillotson Lead SPT Joanna.tillotson@bilborough.ac.uk</p>	 <p>Katie Stray Lead SPT Katie.stray@bilborough.ac.uk</p>	 <p>Nikki Baines SPT Nikki.baines@bilborough.ac.uk</p>	 <p>Rashida Hassanali SPT Rashida.hassanali@bilborough.ac.uk</p>

			
<p>Andrew Felfoldi SPT Andrew.felfoldi@bilborough.ac.uk</p>	<p>Katie Potts SPT Katie.potts@bilborough.ac.uk</p>	<p>Gemma Chapman SPT Gemma.collins@bilborough.ac.uk</p>	<p>Amy Parker SPT Amy.parker@bilborough.ac.uk</p>
			
<p>Caroline Bradshaw SPT Caroline.bradshaw@bilborough.ac.uk</p>	<p>Farzana Karim SPT Farzana.karim@bilborough.ac.uk</p>	<p>Clare Stevenson SPT Clare.stevenson@bilborough.ac.uk</p>	<p>Matthew Treliving SPT Matthew.treliving@bilborough.ac.uk</p>

Welcome to Bilborough College

We hope that your child is beginning to settle down to life at college and that they are enjoying the challenge of studying at this level. The transition from school to college, and from GCSE to A Level / BTEC is not an easy one and we want to do all we can to support your young person in this process.

At Bilborough College, we value each student as an individual and our aim is to help each one achieve their full academic potential through high quality teaching and student support. We hope that you find the information in this guide useful in supporting your young person as they embark on their studies.

How to contact the College

College Way, Bilborough Road, Nottingham, NG8 4DQ.

Tel Number: 0115 8515000

enquiries@bilborough.ac.uk

The email addresses of individual staff at the college follow the format of **first name.surname@bilborough.ac.uk**.

Parent / Carer CEDAR

CEDAR allows you to access secure information online including progress reports, attendance data etc about your young person. If you have not received an email with details of access, please email cedarparent@bilborough.ac.uk

Attendance and Reporting Student Absence

One major factor that affects achievement is attendance and we expect students to aim for at least 95% attendance. However, we appreciate that there may be times when students are unavoidably absent through illness. If this is the case, **parents/carers and students** can notify

us by using the “absence notification procedures on CEDAR”. Once we have been notified the registers will be updated with the appropriate mark. An automatic email is generated when a student is absent or when you or your young person have updated the registers using CEDAR. If you are unable to notify us by CEDAR, you can phone the college reception on (0115 8515000). It is important to help us manage student absences and follow up any that are not authorised. **Persistent poor attendance will lead to students being withdrawn from external exams and can lead to withdrawal from college in both Y12 and Y13.**

Please note we will not authorise holidays in term time, and we will require GP notes to cover sickness beyond 7 days. Frequent short-term absences will require a meeting with the SPT and parents. **Persistent or prolonged absences are considered a potential safeguarding concern** and will be dealt with via the Bilborough’s safeguarding policy and procedures.

Contacting Your young person’s Skills and Progression Teacher (SPT)

The SPT should always be the first point of contact if you have any concerns regarding your young person’s progress. If you are unable to contact staff by email, please telephone the College. A message will be passed on for the SPT to phone you back when they are available.

The College Website

The college website contains useful information about the College. CEDAR can be accessed via the website and includes copies of any generic correspondence sent home, as well as newsletters etc. The website is also used to communicate extraordinary events such as College closures due to extreme weather conditions. You can also follow us on X, Facebook and Instagram for the most up to date information.

The Skills and Progression System

Skills and Progression Teachers

SPTs should always be the first point of contact if you or your young person has any concerns, or you need to contact somebody at the College. There is a photo gallery at the beginning of this booklet with contact details. If the SPT is unavailable, you can always contact the Lead SPT, Student Support Manager, or the Assistant Principal of Student Support Services. They will deal with any persistent issues relating to attendance, commitment, health study support needs etc.

How to decipher the SPT group code e.g., 12APe3

12	AP	e3
Year 12	SPT = Amy Parker	Block E3 on timetable is the time of the SPT group session.

How do Skills and Progression Teachers support their students?

All students have one 90-minute Skills and Progression lesson each week. These lessons will usually involve 45 minutes of delivery, and a further 45 minutes of guided study time where the teachers deliver vital information and a programme tailored to support students’ learning and progression. Students must attend all of these. These sessions cover a wide range of activities, ranging from study skills, safeguarding and prevent agenda, personal safety, sexual health sessions, tax, and legal responsibilities through to careers education and advice. There will also be regular 1:1 review with their SPT during which they will discuss personal and academic progress, set targets, and explore progression plans. The SPT is very much the

professional/critical friend who will support and walk alongside students in the two years they are here with us.

We strongly encourage all students to seek out their SPT (either in person, or by Teams/email) at any point, if they have any issues or concerns during their time at college. Parents/carers can contact the student's SPT if they have any questions or concerns.

Consultation Evenings and End of Year Report

The first opportunity to meet your child's SPT will be at our **Parent / Carers' Introduction Evening** held at the end of September/beginning of October.

Student Monitoring System / Cause for Concern

All students sign a copy of the Student Agreement at induction (see page 19); if students do not keep to the agreement, then measures will be put in to place to support them to get back on track.

Initially, any issues will be dealt with by the relevant subject teacher or SPT. Ongoing concerns will lead to students being dealt with in line with the student intervention process.

Intervention Process

Occasionally, staff raise concerns with regards to students' attendance, commitment, and attitude, failing to meet deadlines, etc. The aim of the intervention process is to work with the student to help them to get back on track.

Please note: If a student does not respond positively, or they have not been able to maintain their studies due to a decline in health, despite reasonable adjustments, then we will do all we can to help them find an alternative to continuing at college.

The Curriculum

All students at Bilborough College are full-time students and will be timetabled for a minimum of 15 hours per week. The remaining time is dedicated to independent study, and it is expected that students dedicate 5 hours towards each subject to support their in-class learning. The following sections aim to explain the structure of our range of qualifications.

A Levels

Students enrolled on three A level subjects or will be on a mixed programme of A Levels and other Level 3 qualifications such as BTEC diplomas. All A levels specifications are 2-year courses. Students will sit the examinations in the summer of 2026. Students have the opportunity of adding one of our extended studies options to their programme of study either in year 1 or year 2. Currently these options include Maths Studies (level 3 maths qualification), Extended Project Qualification (equivalent $1\frac{1}{2}$ A level), Trinity Guildhall Level 8 or the Trinity Gold Arts Award.

Applied General Courses (BTEC)

If your child is not taking a programme of pure A Level courses, they will be studying a mixture of A Levels and vocational courses, such as BTECs. Their programme will be the same size, value, and duration as 3 A Levels. Individual assessments are graded at Pass, Merit or Distinction by the teacher rather than A*-E as in A Level subject (the one exception is Criminology, with grades A*-E).

Progression from Year 1 to Year 2

Students are on a 2-year linear programme, the assumption is that they remain at college for the duration of their course.

- Students must prove themselves to be serious and committed, which is demonstrated through excellent attendance at lessons, completion of homework and coursework to given deadlines, good results in formal assessments and a commitment to our Student Expectations.
- BTEC students need to have successfully completed all Year 1 assignments.

Bilborough Attributes

Bilborough has always been at the forefront in developing well-rounded students. Bilborough **Attributes** is a college-wide initiative providing the ideal student journey where students achieve top grades and personal growth to prepare them for life beyond Bilborough. We believe these attributes are vitally important for well-rounded students and they run throughout our core practices.

The Six Key Attributes

Get things done.

Adapt my approach.

Communicate effectively.

Act with integrity

Think creatively.

Remain positive.

Everyone is responsible for developing these across the college.

'Bilborough Xtra'

The College offers a wide range of activities for students outside of lessons. Enrichment activities range from sporting activities, writing for the College magazine, taking part in theatre / music productions, Duke of Edinburgh, Young Enterprise to juggling. We strongly recommend students make the most of what is on offer. There are also visiting speakers, work experience opportunities and subject workshops.

We expect all students to engage in the Bilborough Xtra Programme and encourage students to participate for at least 1 hour per week. Students will log their activities on Unifrog each term and these details will strongly support progression to employment and/or university.

Supporting Learning

Assessment of Learning and Progress

Homework/independent study is set on a weekly basis so that students are consolidating their learning, researching topics, or testing their knowledge and skills. This work is crucial in helping students recognise the standard of their work and for teaching staff to direct students as to how to improve. It is expected that your young person will complete the assignments on time and to the best of their ability. We know that students who put effort into their independent study gain better grades than those who do not, and we expect to set around 5 hours a week of activity for each course.

Subject teachers track homework progress carefully and systematically follow up non-completion. Homework will be set as an assignment in Microsoft TEAMS and so all know what has been set.

We are serious about homework and expect students to be serious too. We trust you will support us in reinforcing this policy.

College Coursework Policy

Coursework or Non-Exam Assessment (NEA) is an integral part of formal assessment for many courses. All coursework must be handed in by the pre-arranged College deadlines. If students are ill on the deadline date, they need to inform the College immediately and obtain a doctor's letter. We accept that there are a small number of very exceptional circumstances that justify an extension to the deadline date.

Students should seek advice from subject staff should they wish for apply for an extension to be considered. This extension needs to be applied for at least 10 days in advance and should be supported by parents/carers. (Draft Coursework dates are published in advance by courses).

BTEC Course Policies

As these courses consist of assignments graded by teachers, the exam board sets out rules to ensure that assignments are taken seriously by teaching centres and students. Work is assessed and graded a Pass, Merit or Distinction for each piece of work. Each student receives a course handbook to explain the rules and we would advise you to read this to help support your child. The key points to take note of are:

- Students' complete assignments to the set deadline, students are allowed one submission. If students have met the deadline and it is judged that they can improve without further guidance, they may be allowed one re-submission. Once they submit this work, they cannot have any further attempts.
- If a student does not pass the assignment after a re-submission or they miss a deadline, they are required to complete a brand-new assignment (called a re-take) based on the same criteria, with one submission and are limited to a Pass. If they do not pass, then they fail the unit and, in most cases, the entire course. We will write to you if your child requires a re-take.
- Students must sign a statement for each assignment to verify that the work is their own. Teachers will check that sentences and paragraphs are unique by using software that compares their work to other material and sources. There are sanctions if work is found to be unoriginal, including the unauthorised use of AI. Repeated plagiarism leads to failing the qualification.
- Students should discuss deadlines with teachers and exceptional circumstances are considered.

Subject Support/boost sessions

All subject departments offer boost sessions (subject support sessions) in addition to normal timetabled lessons.

The availability of these sessions is made known to all students through individual subject departments and we strongly recommend that students make good use of this support. Students who do, usually get better grades.

Some students will be allocated a time to attend boost support, for example if they are currently working well below their target grade, or want to improve their already high grade further.

Accessing College Devices, Internet, and email

The Internet is an extremely valuable educational resource, and the College is committed to providing access to it and to developing students' familiarity with information technology and its many applications, including AI. Each time students log on to a computer they are asked to accept the College rules for the use of our computer systems.

All access to any college device, college platforms and the Internet is closely monitored, College takes it seriously if attempts to access unacceptable material made. This also proves to be a useful strategy to ensure safeguarding.

Students are encouraged to access the college's email and Teams platform for communication with staff. Students are required to check their college email/Teams daily so as not to miss any essential information.

If your young person requires advice re the use of college systems, photocopying, scanning etc please ask them to speak with student support, their SPT or helpme@bfmat.ac.uk

SharePoint

Is our Learning Environment which can be accessed from all PCs in College and home via the College website. SharePoint contains course materials including course outlines, materials from lessons, past papers, and extension materials. Students should access this regularly as part of their learning programme. Some subjects have discussion forums, and some homework can be submitted online. Subject areas usually contain useful links to other learning websites. Why not get your child to show you?

Formal Assessments/Data Collection points

Student work in all subjects is assessed regularly throughout the 2 years, with a mixture of peer assessment, teacher assessment and formal assessments in subjects that have external examinations. Progress to date is summarised with a half termly OCTA (On Course to Achieve) grade. It is vitally important all students take these assessment opportunities seriously.

Independent Study

It is the College's expectation that all students build up to an average of 5-6 hours per week completing homework and independent study for **each** of their subjects/units of work. Students will not succeed at this level unless they can adjust to this; successful students tell us that they regularly study for over 20 hours a week. Some of this work will need to be completed at home but most students have at least 10 hours of study time in the week's timetable. We expect them to make effective use of this time and the facilities within college to ensure they reach their potential.

The Library and Information Centre (LIC) is open from 8.30am – 4.30pm Monday to Friday and we strongly advise students to make effective use of the facility and the many resources available. There is also a **Study Room** and three **Study Zones** where students can work when not in lessons. Sometimes a teacher will specifically timetable students to attend certain Study Room sessions. This is intended to help support the students in developing good independent study habits. Students can also drop in and use the facilities at any time when they want a place of peace and quiet to focus on homework or independent study. Study Zone facilities in B1 are available up to 6pm Monday to Thursday. However, students will then have to make their own travel arrangements for getting home.

Working with Parents and Carers

The College expects that students will accept responsibility for their own learning and academic progress. Nevertheless, there is a continuing role for parents/cares to play in supporting that progress and the College will consult with parents/cares at all times, taking into account the needs and wishes of individual students.

The College Provision

You can expect the College to provide:

- A parents' and carers' information booklet explaining how the College functions.
- A personal link with the College via your young person's Skills and Progression Teacher (SPT).
- An invitation to accompany your child to their annual Consultation Evening.
- Contact from the SPT should the College become concerned about your child's attendance or progress.
- An appointment with the SPT if either you or we need to discuss any aspect of your child's progress.
- Copies of the College's complaints procedure, on request.
- Access to certain information on CEDAR e.g., attendance, timetables etc.

Your contribution

- To be aware of the contents of the Parents' and Carers' Handbook and other College documents.
- To inform us if you become concerned about any aspect of your young person's progress.
- To inform us of any changes in personal circumstances, for example change of address, telephone number or domestic situation.
- To update CEDAR with any absences for your young person.
- To avoid taking holidays in term time.

Parent/Carer Voice

It is important to us that you can give us your views on all aspects of college life and that those views should have an appropriate response. There are several ways that your views can be heard, including:

- Directly to appropriate staff
- By responding to any questionnaire which may be sent to you or which you may be asked to
Complete e.g. parent/carer voice questionnaire in the safeguarding bulletin.

We hope that your young person will be happy and successful at college and that you will also be satisfied with our support systems.

We promise to listen carefully to any concerns or complaints which you may have about the College. If you should be dissatisfied, an informal approach to the SPT or to the Lead SPT may help to resolve the matter. You may also write directly to the Assistant Principal or Principal.

Email: Assistant Principal of Student Support Services: michelle.harvey@bilborough.ac.uk

Principal: david.shaw@bilborough.ac.uk

Other Support for Students

Learning Support

Kirsty Lockton is the Learning Support Manager.

Learning Support offer support to students who might have specific learning needs such as Dyslexia and Dyspraxia and students with long-term physical health conditions. Reasonable adjustments are made for all students with identified support needs to ensure access to the curriculum. Where appropriate, students receive a summary of strategies to develop throughout their studies and to prepare for the future. Support can be offered through the Learning Support Study Room as an opportunity to practice and develop skills.

If a student has previously had exam arrangements, they **do not** automatically follow them here to college, once a student has disclosed a previous exam arrangement or learning need, we will arrange to complete appropriate testing with them to ensure the exam arrangements are in place at Bilborough. Further information can be obtained from Kirsty, please email kirsty.lockton@bilborough.ac.uk

If you are deaf or hard of hearing, please contact learning support who will look at interpreter options for college events e.g. consultation evening.

Health and Welfare Issues

Helen Ginns-Farrow is the Welfare Officer. She has a wealth of information to support, advise and guide students through their time at college. She is based in Student Support, she is easy to find, and you do not need an appointment.

As well as advice on bursaries Helen can support students who live independently, are parents, are in care or care leavers and students who are young carers. She also has contacts with many organisations outside of college.

Mental Health Support Worker, Kate Moon and **Wellbeing Coach**, Mollie Travers.

They offer mental health and wellbeing support in college, as well as support to attain excellent academic progress. The issues and needs addressed include anxiety, depression, eating disorders, self-harm, suicide ideation, and others. The Wellbeing Coach also works with students lacking in motivation, difficult family circumstances and stress.

NB This support is offered as part of the intervention procedures of the Health Study Support Plan (HSSP, see below).

Student Counselling Service

The College has a team of College Counsellors. This is a confidential service. Students can make a self-referral by email, or they can ask their SPT or student support to do so on their behalf.

First Aiders

If students feel unwell during a college day, they should report to the main reception. There are medical rooms and a number of college staff who are qualified First Aiders and work to a weekly rota. The College does not employ a nurse and First Aiders are unable to dispense painkillers.

Students must not go home when feeling unwell without first seeing a member of staff. This is important so that we can ensure their welfare before they leave College premises.

Health Study Support Plan (HSSP)

We are committed to tailoring our education to individual needs and promoting inclusivity and equality of opportunity. However, it is important, to be clear about what is reasonable in an educational setting and the limits to the individual support that can be provided within a sixth form college. Our staff provide outstanding care for all students, but there will be times when a student's physical or mental health are so affected that they are no longer able, despite the support provided both within the College and externally, to maintain reasonable academic progress.

Ideally, a clear consensus would always emerge about the best way forwards, but this will not always be the case. There will be occasions where the College believes that it has exhausted the support options available, it has made reasonable adjustments in all aspects of college life, but the student is unable to maintain their fitness to study. These situations impact negatively both on the student, since their welfare is at risk, and on the College since there is an excessive demand on resources. If the College reaches a decision, after consultation with the student, parents / carers, and medical professionals, that a student should withdraw then this will be actioned. In these situations, we would always assure students and their parents or carers that the best interests of the individual student and their welfare are at the centre of decisions. A full copy of the Fitness to Study policy, which is issued when the HSSP is first established, can be obtained from the Student Support department.

Bursary Fund

A limited amount of funding is available to assist those students on total household incomes of £29,000 or less (+£1000 for each additional dependent under 18).

FSM transition protection - Transitional protections continue to apply. The protection means that all students already receiving free meals on or after 1 April 2018, continue to be eligible to receive free meals up until March 2025 and then until the end of their phase of education. This also applies to students who were eligible for free school meals (FSM) prior to moving into further education provision.

All bursary students are eligible for a laptop loan during their period of study with us. Please follow this [link](#) and complete the application process. Please call 0115 8515816 if you require further information. Our Bursary Policy and Guidelines can be found on the College website.

Exams

Few people look forward to examinations, but they are a pivotal part of college life. It is essential that students are aware of all examination arrangements relating to their course.

The College provides students with all the necessary information, but students must take responsibility for making sure that they are entered for the right examinations, that they turn up in the right place at the right time and that they abide by the rules and regulations associated with each examination.

Entry for Exams

The College pays for entries but if a student's attendance falls below 90%, we reserve the right to withdraw the student from exam entries.

Students are required to check provisional statements of entry printed by the College and those issued by the Awarding Bodies and have the responsibility to inform the College of any errors or omissions.

Cheating in any examination, internal or external, or in assessed coursework is regarded by the College as a serious matter. Cheating may result in disqualification by the awarding body concerned. The term “cheating” covers a wide range of breaches of the regulations, including possession of mobile phones, notes in an examination and plagiarism in coursework.

The Rules and Regulations governing a particular examination are always made clear to candidates and must be strictly adhered to. The College Examination Officer can be contacted on 0115 8515000 extension 2036.

Careers and Progression

Careers Team Support

The Careers Team are in the Student Support Services area within the College. Students can book individual careers appointments with our Careers Adviser and can drop in to chat to our Work Experience co-ordinator. We make effective use of the Unifrog platform, where students can research university and apprenticeship options, record activities they have done and the employability skills they achieve, and access information on careers linked to their subjects. There is specialised support for students interested in Medicine/Veterinary Science/Dentistry, and for students interested in applying to Oxford and Cambridge.

Each year we hold an Apprenticeship and Higher Education Information Evening. Many other events, talks and visits are organised throughout the year covering university and other higher education choices, apprenticeships, and employment options, to ensure our students make informed choices. We host a Careers and Higher Education fair in college each year.

SPTs work closely with individual students on career and progression planning, and teaching staff embed careers in the curriculum into their schemes of work. Students and parents are welcome to contact us at any time with any questions, you can request your own log on for our digital platform ‘Unifrog’ to access information about progression options. If you are interested, please email Elizabeth.dark@bilborough.ac.uk to request log on instructions.

Work Experience

One of our expectations is that all students take part in relevant work experience during their time with us. Our Y12s take part in our Work-related Experience and Progression (WREP) Week in May, which is face to face and virtual and involves many local and national employers and universities, as well as curriculum-based progression activities. (If any of you feel that you could offer work experience to our students, please contact Joanna.Zielinksa@bilborough.ac.uk). This all helps to widen access to opportunities for all students, and make sure that they make an informed choice once they leave Bilborough College.

Other Student Expectations

Students who attend College do so voluntarily. Having opted to join Bilborough they must accept responsibility for their own actions and progress. A signed Student Agreement (see page 25 and 28) commits students to the standards of behaviour we expect for students.

Our aim is to be a friendly learning community. Students and staff are always expected to treat everyone with respect and courtesy.

Health and Safety

Students are required to exercise personal responsibility for the safety of themselves and others.

They must take particular care and be aware of the safety issues concerning balconies.

Student lanyards

Both students and staff **must** always wear their ID lanyards, they cannot gain access to the building without their ID and will be required to return home. Students must show their ID to any member of staff if requested. If the ID and lanyard is lost or stolen, then a replacement must be purchased using Wisepay.

Smoking, Vaping, Drugs and Alcohol

Students must not have in their possession, or consume, alcohol or drugs on the College site, or enter the College having consumed alcohol or drugs. Immediate suspension and disciplinary action will follow if this occurs. This excludes students who need to carry or consume prescription drugs for medical reasons. The Learning Support Team need to be aware of any students in this category.

The College strongly discourages smoking/vaping. However, we are aware that some students do smoke and to avoid any potential safety issues with students smoking and vaping off site we have a designated smoking area which students must keep to. Please note that the Welfare Office in Student Support can provide information on agencies that help students should they require support to stop smoking.

College property

Students are expected to treat all College property with respect and will be asked to make good, or pay for making good, wilful, or careless damage. All litter should be placed in the bins provided. If all students act in a responsible manner, the College remains a clean, tidy, and healthy community for all.

All books, equipment and other materials issued to students on loan become the responsibility of the student, who is expected to return them in good condition. Loss or damage, other than normal wear and tear, will be charged for at the actual cost of repair or replacement.

Safeguarding

Bilborough College is committed to safeguarding and promoting the welfare of young people and expects its staff and those associated with the college to share this commitment.

The college does its utmost to actively promote Safeguarding and Wellbeing. We will not tolerate bullying or harassment of any kind. Student awareness raising sessions are carried out as part of the SPT group lessons. In addition to advice on all aspects of Wellbeing, sessions will deal with bullying, harassment, and cyber bullying. Your child will also receive information relating to the Prevent Duty, extremism, and radicalisation, FGM, County Lines, healthy relationships as well as Child Sexual Exploitation. We encourage students to share with us any concerns they have about their own wellbeing or that of another student. Likewise, if you have concerns regarding the

safety/wellbeing of your child or any other student in college then please contact a member of the Safeguarding Team.

Parent/carers and safeguarding.

Parents are issued with a **parent/carer safeguarding bulletin** at regular intervals throughout the year. In addition, Parents can attend **online live safeguarding events** throughout the academic year. If you are unable to attend, you can watch a recording of the event on the college website. Topics have included, Harmful Sexual Behaviours (Child on Child Abuse), Mental Health, Online Safety, what a Parent/Carer should know about Pornography, Supporting our LGBTQ Young People, Safeguarding Younger People with Additional Needs, Cyber Security and many more. If you would like to suggest a particular safeguarding issue, please email michelle.harvey@bilborough.ac.uk and we will try to accommodate requests.

The named persons to contact regarding safeguarding are:

Contact College 0115 851 5000, ask for a the Safeguarding Team



Michelle Harvey
DSL
B1.04



Monique Norcliffe
Deputy DSL



Helen Ginns-Farrow
Deputy DSL
Student Support



James Qusted



Charlotte Kendall
Exams Office



Helen Maddison
C0.02



Emily Mellors
Learning Support



Kate Moon
B1.07



Ryan Sainty
C1.11



Victoria Hunter
Performing Arts

A copy of Bilborough College's Safeguarding Policy can be found on the [college website](#)

Useful Websites:

Harmful Sexual Behaviours - **Contact the NSPCC Helpline** on [0808 800 5000](tel:08088005000) or by emailing help@nspcc.org.uk.

Prevent - Act Early' safeguarding website <https://actearly.uk/>

<https://www.gov.uk/report-terrorism>

[How can the Nottinghamshire Prevent team help me?](#)

Online Safety

<http://ceop.police.uk/>

<http://www.thinkuknow.co.uk/>

<https://nationalonlinesafety.com/>

Young Minds – Parents Helpline

<https://youngminds.org.uk/find-help/for-parents/parents-helpline/>

Shout 24/7 Free , confidential, anonymous service – text support to get you to a calmer and safe place
<https://giveusashout.org/>
Wellbeing <http://www.nhs.uk/Tools/Pages/Wellbeing-self-assessment.aspx>
Support for parents/carers with online safety <https://parentsafe.jgfl.net/>

Equality and Diversity

At Bilborough we value every individual who forms part of our college community. We aim to create an environment in which people treat each other with mutual respect regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. As a college we are committed to eliminating discrimination and encouraging diversity amongst our workforce and our students.

- We will aim to eliminate discrimination, harassment, and victimisation against anyone with protected characteristics.
- We will advance equality of opportunity and foster good relations between all members of the College and the communities we serve.
- We will promote awareness of Equality and Diversity issues through curriculum Delivery.
- We will monitor all aspects of our provision with the aim of continuously improving equality of opportunity.
- We will actively challenge expressions of prejudice and take action to stop discriminatory practices or behaviour.
- We will provide appropriate learning support for all those students identified as needing it.
- We will continue to develop ways of encouraging students from protected groups to apply to the College.
- We will seek to appoint staff and governors to reflect the diversity of the community we live in
- We will actively promote the use of Bursary Funding to increase student engagement.

General Information

College Hours / Timetable

Lessons take place from 8.50am to 4.10pm. The College Refectory opens at 8.30am. College facilities are only open to students when staff are available to supervise. Sports activities and performance rehearsals regularly take place after college hours. Students are strongly encouraged to use College facilities during study blocks.

Fees and Expenses

Essential textbooks and materials are provided free of charge unless they are kept by the student after the course or annotated for use throughout. Students are expected to pay towards the cost of field trips and visits, although the charges for these are kept to a minimum.

Examination fees are normally paid by the College. However, if attendance falls below 90% then the College reserves the right to withdraw the student. Any resit examinations must be paid for by the student.

Mobile Devices

Students who bring such items into college do so at their own risk. They must be switched off in all lessons, in study facilities and on college visits, unless students have been given specific permission to use them. In other parts of the College, i.e., the refectory, they may be used in a manner that does not cause annoyance to others. They must not be taken into any examinations. All mobile devices can log onto the college wireless network.

Insurance

The BFMAT Board will not accept liability for loss or damage to private property or personal belongings whilst on college premises other than that which arises through the negligence of the College or its employees. Students should make their own provision for all their property for example by “all risks” insurance. Bicycles should be insured as well as padlocked.

Student Executive

The College is affiliated to the National Union of Students. Every year the student body elect an executive committee which organises a number of social events for students. Any parties organised by the Student Executive are **student affairs and not Bilborough College events**. We would like parents and carers to be aware of this as college staff do not attend or supervise these events. If your child mentions Bilborough College parties, you need to know this means “Student Executive” parties!

Transport and Parking Information

Visiting the College

If you have an appointment at the College, you will be able to park in the College car park as there are a limited number of parking spaces reserved for visitors, including disabled parking bays, situated near the main entrance.

Dropping off and picking up students

We **strongly recommend** that students are dropped off and picked up on Bilborough Road. College Way is a busy road at the start and end of the day and can easily become congested.

We would prefer you not to stop at the mini roundabout at the College gates to drop students off, as this tends to cause severe disruption to traffic flow and is likely to cause accidents. If you must drop off or pick up in the neighbouring estate, we ask that you do so with consideration for our neighbours, by not parking across driveways etc.

Student Parking

There is **no** student parking available on site and the College strongly recommends the use of public transport or College buses. Parking in the local area is not recommended and is done at the students’ own risk. College takes no responsibility for any loss or damage to any vehicle.

If students do choose to park locally, we ask again that they show full consideration for our neighbours, avoiding driveways and double parking. For further information please see the Student Parking Policy on the college website.

Bus Information

The College buses are run by Skills Coaches. We aim to offer a convenient, dependable, and friendly service. However, please be aware that factors outside our control, such as traffic conditions, weather, and accidents, may occasionally cause delays. In these circumstances we aim to keep students updated by text message.

Copies of the current College bus timetables can be found on our website. Should you have any issues or concerns regarding any of the College bus services, please contact reception on: tel: 0115 8515000 email: reception@bilborough.ac.uk

Student Agreement and Code of Conduct 2024

At Induction, your young person signed the following agreement:

Section A – Student Expectations

At Bilborough, we have high expectations of all our students. We want to work with you to ensure that when you leave us you have achieved your potential at this stage of your education and have enjoyed your time with us. We want all to enjoy working in a purposeful, adult environment and to establish positive working relationships with each other. We pride ourselves on the ethos and culture of the college. Bilborough has always been at the forefront in developing well-rounded students. Bilborough Attributes is a Better Futures MAT wide initiative providing the ideal student journey where students achieve top grades and personal growth to prepare them for life beyond Bilborough. We believe these attributes are vitally important for well-rounded students and they run throughout our core practices. The key attributes include: get things done, adapt my approach, communicate effectively, act with integrity, think creatively, and remain positive. Staff and students share responsibility for creating this positive learning environment across the college. As members of the college community, we require all students to abide by the following code of conduct.

To show consideration and respect for others and for the College environment:

- Speak to all members of the College community and visitors to the college with respect and behave in an appropriate and courteous manner.
- Treat the College premises with respect and use College resources sensibly.
- Keep the College tidy and put litter in bins provided.
- Use the college turnstiles in an appropriate manner, failure to do so will result in a disciplinary.
- Respect the rules governing the use of lifts (students can only use them if they have a valid lift pass).
- Respect the rules governing the use of the LIC/Study Zones and breakout areas in college acknowledging that these are private study spaces for students not in lessons (e.g., mobile phones on silent).
- Vaping and smoking are only permitted in the designated area.
- When using social media, behave in a courteous manner, always respecting the privacy and feelings of others and do not transmit communications or images which may cause distress.
- Be respectful of the community in which we live – e.g., if you drive to college be sensitive about where and how you park and how you interact with local residents.
- Celebrate and respect individuality and diversity.
- Maintain an appropriate dress code for college.
- Students who damage or lose college property e.g., laptops, books, etc., may be asked to pay towards a replacement.

To help ensure a safe and secure learning environment:

- Always wear your college lanyard with ID card.

- Do not invite non-students onto the college premises. If you are bringing visitors in for a legitimate purpose, ensure they are signed in at reception and wear a visitor's badge for the duration of their visit.
- Act always in accordance with the college's policies and expectations, including the safeguarding policy, health and safety, acceptable use of IT, anti-bullying/harassment and equality and diversity, coursework, and plagiarism.
- Do not have in your possession: weapons or anything that can be used as an offensive weapon; alcohol or controlled substances.
- Do not enter the college site or participate in college activities under the influence of alcohol or drugs.
- Do not climb over the perimeter fence into the college grounds, enter only by the gated entrance.
- If you have any concerns about yourself or others, see a member of the safeguarding team or report on Whisper via the student portal.

To accept responsibility for your own learning:

- Engage with the college attributes, enabling you to be a confident, curious, happy student, ready to change the world for the better.
- Attend all timetabled lessons, including skills and progression (SP) lessons. Less than 95% attendance could lead to you being withdrawn from the examinations.
- Attend subject support and study room sessions as directed.
- Attend all appointments with your SP teacher or other staff, if you can't attend, contact them in advance.
- There is an expectation that you will attend interventions as required and complete them to support your own learning and progression.
- Participate in Bilborough Extra activities (enrichment/careers related).
- There is an expectation that you will participate in work experience.
- Arrive on time at the start of all classes and stay until the end of the lesson.
- Ensure you are properly equipped (e.g., files, pens, stationary, etc.) and appropriately dressed for lessons.
- Mobile phones should always be switched off in lessons unless otherwise instructed by staff member.
- Engage fully in lessons, actively participating in all tasks set.
- Organise your time effectively, completing all work to the best of your ability and by set deadlines.
- Complete at least 5 hours of homework/assignment completion per week for each subject/unit studied.
- It is your responsibility to check college emails and teams daily - they are an important part of college communication.
- Keep to any local rules drawn up by curriculum areas (e.g., food/drink).
- Ensure that College activities take priority during the college day and any part-time work you undertake does not clash with college commitments. We recommend that you should work no more than 10-12 hours per week outside of college.

Section B – Consent to contact home.

We believe it is important to maintain contact with your parents/carers as they continue to support you in full-time education. This means we will provide them with access to certain information e.g., attendance & OCTA grades using our online system. We will also invite them to accompany you to consultation Afternoon/Evenings and send out newsletters etc. Staff will also contact them if we have

any concerns about your commitment or progress which we feel we have not been able to resolve with you. We will also respond to any concerns or queries that your parent/carer might raise with us regarding your progress during your time with us.

If you are unwilling for us to liaise with your parents/carers you need to notify us in writing and nominate an alternative name and address as a contact point for the college system. If you choose not to give permission for contacting parents/carers we will contact them to inform them of your decision.

If things go wrong

We very much hope that things don't go wrong. We have very few rules and the vast majority of students want to do their very best and succeed whilst with us and know that keeping to the Student Agreement is the way to achieve this. However, if you do default on our Student Agreement then you can expect some or all the following to be implemented:

- Your SP and subject teachers will discuss progress with you and implement measures to support you to get back on track. Sanctions will be imposed in subjects e.g., compulsory attendance at a study room or subject support session. Continued failure to abide by the terms of the agreement will lead to intervention/disciplinary measures being put in place.
- Low attendance can lead to the withdrawal from college. Exam entries will be withdrawn if attendance falls below 95%. Parent/carer invited into college for a meeting.

*The Attendance Policy states that NO holidays are to be taken in term time and that the college will require a doctor's note to cover long-term sickness of more than 7 days. If you are ill, you, your parent/carer need to update CEDAR with the details.

COLLEGE TIMETABLE

DAY	8.50-10.20	break	10.40-12.10	12.10-12.55	12.55-2.25	break	2.40-4.10
MON	A		B	lunch	C		D
TUES	E		F	lunch	B		A
WED	D		C	lunch	Enrichment		
THURS	F		E	lunch	A		B
FRI	C		D	lunch	E		F

Bilborough College 2024-2025

Academic Year Calendar

August 24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 24						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 25						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 25						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- Holidays
- INSET
- Year 13 only
- Year 12 only
- All students back in college

How to Succeed at Bilborough

The advice from our students past and present is valuable information! They have already done this, and they are telling you what you must do to reach your untapped potential.

Practice Makes Perfect

Our courses are demanding.

They demand that you put in hours of practice and get used to making mistakes.

F *First*
A *Attempt*
I *In*
L *Learning*

Never be afraid to fail.

Anyone who is successful has failed many times before picking themselves up to try again.

LIFE is not
 about falling
 down, it's
 about GETTING
BACK UP
 AGAIN

Believe you can change.

Your brain can change to take on more information if you let it so keep an open mind. Exams (at this level) are not passed by natural ability, you will get high grades from dedicating hours to practice and from challenging yourself.



Natural Talent

You might think that others in your classes are naturally more intelligent or gifted than you are. However, all the evidence shows that it is hard work and never giving up that are important at college and in life.

**“HARD WORK BEATS
 TALENT WHEN TALENT
 DOESN'T WORK HARD”**
 -TIM NOTKE

Be who you are, become who you want to be.

Developing confident, curious, happy students ready to change the world for the better.