



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.

Lanyard Policy: From **Monday, 16th September**, our **no lanyard no entry policy** will be activated. **If students forget their lanyard, they will not be permitted to use the college buses or enter the building, they will be required to return home.** If a student has lost their lanyard, a replacement can be purchased, at the cost of £3.50 via Wisepay and they will be allowed entry. Please note, this may result in a delay in entering the building, so we highly recommend that they work their own 'lanyard-check' into their morning routine to avoid this. Issuing replacement cards automatically deactivates the lost ID card.

If your young person has **safeguarding** needs and they arrive at college without their lanyard, they should speak to reception, who will contact a safeguarding person.

Learning support and/or **wellbeing** - If you have trouble planning independent/unexpected travel because of your support need, please ask reception to alert a member of the learning support team.

The [Parent/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 Skills and Progression teacher. The parent/ carer guide also provides you with contact details for key members of staff at college. Please do not hesitate to contact them and they 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 2024-25	
<p>Safeguarding</p> <ul style="list-style-type: none"> • Designated Safeguarding Lead and • Safeguarding Officer contact details <p>Student Support Team Contact Details Skills and Progression Teacher Contact Details How to Contact College The Skills and Progression System</p>	<p>Exams Careers and Progression</p> <ul style="list-style-type: none"> • Work Experience <p>Student Behaviour</p> <ul style="list-style-type: none"> • Expectations • Health and Safety • Student Lanyards • Smoking, Drugs and Alcohol


<p>The Curriculum</p> <p>Information Supporting Learning</p> <ul style="list-style-type: none"> • Assessments • College Coursework Policy • BTEC Coursework Policy • Subject support • LIC (Library and Information Centre) <p>Working with Parents and Carers</p> <ul style="list-style-type: none"> • Parent/Carer Voice • Parent/Carer Safeguarding Evenings and half termly safeguarding bulletin <p>Other Support for Students</p> <ul style="list-style-type: none"> • Learning Support • Health and Welfare Issues • Wellbeing • Counselling • First Aid • Health Study Support Plan • Bursary Fund 	<ul style="list-style-type: none"> • College Property <p>Equality and Diversity</p> <p>General Information</p> <ul style="list-style-type: none"> • College Hours • Fees and Expenses <p>Transport and Parking Information</p> <p>Student Agreement</p> <p>College Timetable</p>
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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, Monday 16th September 2024. This event is a Parents' and Carers' Introduction to Bilborough College. Jill Hay, Assistant Principal Student Engagement, and Michelle Harvey, Assistant Principal Student Support Services, will give a brief presentation about Bilborough College and the support available for students, focusing on transition from GCSE to A Levels / BTEC level 3 and how parents and staff working together, can support young people through the process. You will have access to type questions, so please use this facility to ask any questions you may have. We would be delighted if you would take some time to join us for this event.

 **Monday 16th September 2024**

 **16.30 - 17.00**

[CLICK HERE](#) to access this event. Please note if you are unable to attend, a recording will be posted on the college website shortly afterwards.

If you have any questions or you would like to discuss issues of a more personal nature, please contact your young person's Skills and Progression teacher for a telephone appointment; they will follow up with a phone call at a mutually convenient time.

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 student progress logs by their teachers. It also enables our parents/carers to report absences online. We sent an email with a link for all parents/carers to create a CEDAR account earlier this week [CEDAR parent access and absences\(1\).docx](#).

If you have attendance concerns please seek support from your young person's SP Teacher, here is the link to the Bilborough College

[Attendance Policy](#),

which highlights expectations.

Change of course

For your information, here is the link to the student course change process

[Course Change Process Sept 2024 student.docx](#)

, 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

Michelle Harvey (she/her)
Assistant Principal
Student Support Services

Michelle Harvey (she/her)
Assistant Principal
Student Support Services
Designated Safeguarding Lead
Prevent Lead

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