

## To Year 13 Students - PLEASE READ CAREFULLY!

I hope you have had a restful summer break and are looking forward to your second year.

### Start of Year Arrangements: Y13 Progression Day

You will need to attend college on **Tuesday 2nd and Wednesday 3rd September**. Your college timetable for these days will be the same as last year. **For a minority of students some groups may have been changed, so it is essential you check your timetable on Cedar first which will be available on Monday 1st September**. All college buses are running as normal.

**Subject Sessions** During the Progression Days you will attend a lesson in all your subjects and collect work to complete remotely before the start of normal timetable on Monday 8th Sept. Classrooms will be the same ones as your Tuesday/Wednesday lessons last year.

- Please note: EPQ, Maths Studies and GCSE resit will not be running on Progression Day.
- Design Technology lessons start on the 8th of September.

**Start of Year Session** You are required to attend a short session with the Principal Dave Shaw or Deputy Principal Laura Rawson in B3.7 during one of your free periods on Progression Day. Places for each session are limited so please try to attend as early as possible in the day. These sessions are **compulsory** and will be **registered**. The times of the sessions are below:

9am, 9:30am, 10am, 10:30am, 11:15am, 11.45am, 1pm, 1.30pm, 2pm, 2:30pm

**SP Lessons** SP is not running on the Y13 progression days, but their SP will be in contact with them if they need to attend a 1:1 review with them during the progression days.

Any questions about Progression Day please email [james.quested@bilborough.ac.uk](mailto:james.quested@bilborough.ac.uk)

### What do I need to do between Progression Day and the start of full college timetable?

Full timetable begins on **Monday 8th September**. Before this, you should:

- Update your UCAS form and personal statement
- Complete all work set by subject staff – transition work, holiday work, Progression Day work
- Organise folders and review all your work from Y12
- Ensure you are fully prepared for the new academic year – stationery, folders, your college bus pass etc

**College buses will run as normal on the Progression Days and then from Monday 8th September**. If you wish to purchase bus passes and single tickets should do this online, either using the Search my Coach app or the booking <https://smc.skills.co.uk/>. For assistance, please contact Skills 0115 977 7426 Monday – Friday (09.00AM -17.00) for assistance or email [smc.bookings@skills.co.uk](mailto:smc.bookings@skills.co.uk)

Alternatively, you can make a booking using the Skills app which can be downloaded on android or iPhone

- o Android: [Skills app](#)
- o iPhone: [Skills app](#)

**Each time you travel you must scan your pass on the driver's device to board the bus AND be wearing your Bilborough College ID Lanyard.**

### **Lanyards**

On your return to college please remember your lanyard as we operate a **no lanyard no entry policy**. If you have lost your lanyard, a replacement can be purchased at the cost of £3.50 via Wisepay. Speak to reception if you require support. Safeguarding - If you arrive at college without your lanyard and you need to speak with a safeguarding person, please alert reception to this and a member of the safeguarding team will see you. 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.

### **Bursary Applications**

Students living in households where the annual income is less than £29,000 (+£1000 for each additional dependent under 18) can and should apply for a College Bursary. This is granted on an annual basis, so you need to [apply again](#) for 2024-2025. Please apply so we can support you with transport costs to and from college, laptop loan, essential course equipment, trips, and free meals in college.

### **Timetable**

Your **timetable** is attached and will also be available on CEDAR and will include:

- Details of your subjects and Extended Studies option if applicable
- The name of your Skills and Progression Teacher. In some cases, these have changed due to timetabling issues.

### **What should I do if I think my timetable is incorrect?**

It is important we sort all timetable queries ASAP and no later than **8th September**. We can usually sort simple timetable issues (e.g., missing subject) remotely.

Email [MISSAmend@Bilborough.ac.uk](mailto:MISSAmend@Bilborough.ac.uk) explaining the issue. Please note we cannot make timetable alterations to suit personal preferences for non-contact time. Any complicated issues can be sorted in person on the Y13 progression days (2nd/3rd September).

I realise this is a long letter, many thanks for getting to the end! Looking forward to seeing you soon.

Best wishes