

September 2022

Dear Parent/Guardian

I am delighted to welcome your child to the 2022/23 academic year at Basingstoke College of Technology. We are sure they will find their chosen course of study rewarding and enjoyable.

This year we are offering the option to come into college to meet the teams supporting your child. This will be on either the 26<sup>th</sup> or 27<sup>th</sup> of September in the lower concourse - you will have received a letter confirming your appointment. In addition, we are also offering you the opportunity to meet the team virtually through Google Meet. This will allow you the opportunity to ask any specific questions you may have to the course team. You would only attend one of these sessions as the same content will be covered.

All full-time students have to do Industry Placement hours as part of their study programme. To find out more about what this entails, join our **Virtual Industry Placement Talk on Wednesday 5th October at 6pm**, more information will be following.

We will usually communicate by email and via the website. We believe we are missing some parent email addresses so if you did not also receive this as an email it could mean we do not have your email address.

Please can you contact the department administrator who will be able to add the details to our systems. The details are at the bottom of this letter. We will keep the website updated with all the latest information and copies of emails/letters that we send. If you would like paper copies, please let the department administrator know.

We have included with this letter some useful college contact details and a guide to our expectations of BCoT students, for your information.

The staff look forward to working in partnership with you and our students to ensure a successful year.

Yours faithfully

BCoT

## **General BCoT Guidelines**

### **Badges**

It is really important that students wear their badges at all times, this is for their security as well as being able to access classrooms and the registers. If a student forgets their badge they can get one temporary badge a term from reception, they will need to leave a deposit. After this they can either purchase a new badge or we will ask them to go home to collect their badge. If you could support us with expressing the importance of the badge we would be grateful.

### **Industrial placement**

All students undertake work experience as part of their programme of study. It is really important we have information on any medical conditions that may have an impact. If you have not already let us know can you please talk to the RAP tutor at the earliest opportunity. We have set up some projects that the students can access from home as we understand finding a placement in the current climate can be challenging.

### **Targets**

Students will be given a target for their academic performance and this will be closely monitored. Monitoring student progress and action planning is an important aspect for the success of student. (You will also be able to check their progress through our Parent Portal.) We will be issuing reports in December and March.

### **Attendance**

In order to ensure that students achieve their full potential, the college has a zero-tolerance policy to poor attendance and punctuality. Students must also be punctual to lessons and ready to learn when they arrive; this means they must have relevant writing materials and course specific kit and equipment. Holidays should not be taken during term time, nor should students attend non-urgent medical appointments or driving lessons during their normal college day. Failure to meet our expectations in this area could lead to withdrawal from the course. If a student does not attend a session you will get an email alert.

### **Illness/Absence/self-isolating**

To report student absences please call 01256 306321, you can also call 01256 354141 and either key extension 6321 or wait for the option list. If the student is aged 16 to 18 we ask the next of kin to phone in. We need the student name, student number, and course they are on. Please also call this line to report if you are self-isolating.

### **Mobile Phones**

The use of mobile phones is forbidden during lessons, unless directed to use them by the teacher. If there is any need to contact a student urgently then please do so via the department administrator who will inform the student.

### **Contacts**

All students have a RAP (Retention and Progression) Tutor, who should be the first point of contact if you have any concerns over progress or any other issues. Their name, email address and direct line number can be found on the enclosed contact details form. If you have any concerns which cannot be resolved by the RAP Tutor then please feel free to contact the relevant course director or faculty head, details are also on the enclosed contact details form.

## **E-support**

Your son/daughter will have access to an electronic handbook which is in Google Classroom. These handbooks contain vital information about the college, our expectations and the structure of the course. Much of this information can be accessed through the college's website [www.bcot.ac.uk](http://www.bcot.ac.uk)

## **BCoT Respect Agreement and Ready, Respect and Safe**

The Student Contract is on the dashboard and this has been discussed in detail with all students. We have high expectations that all students will follow this code and adhere to the principles included in the Ready, Respect and Safe agenda. Failure to live up to these expectations may lead to a student being withdrawn from their course.

## **Trips & Visits**

There may be times when lessons are affected because students are taking part in an off-site visit. We will do our best to inform you of any changes to the normal timetable well in advance. As one-day visits are an important part of all students' programmes of study your son/daughter will be asked to make a contribution to such trips and we would ask for your support to ensure that they can take part.

If a residential trip is part of the programme of study the course tutor will be advising you of this separately.

## **Exam Arrangements**

If your child needs access arrangements for exams (extra time, reader or scribe), they should contact their Retention and Progression tutor (RAP) who can book an appointment with the assessor

## **Parent Portal**

If you look at the parent section on our website <https://gateway.bcot.ac.uk/> you will be able to register and then you will be able to view reports, attendance and the progress of your young person. If you have not completed the parental consent form, please can you complete it as soon as possible.

## **DATES**

Thursday 20 October 6- 7pm - English and Maths evening.  
Some students will be retaking Maths and English GCSE in November. The English and Maths team will talk to the students that this affects.

## **GCSEs November series**

**GCSE Maths: Tuesday 1 November, Thursday 3 November and Monday 7 November**  
**GCSE English: Monday 31 October and Wednesday 2 November**

## Important Contact details – please keep for future reference

Student Name	«student_first_name» «student_surname»
Programme of Study	«Course_Name»
RAP	«RAP_Name»
RAP email	«RAP_Email»
RAP telephone number	«RAP_telephone»
Course Tutor	«Tutor»
Course Tutor Email address	«Tutor_email»
Course Tutor Telephone Number	«Tutor_telephone_number»
Course Director	«Course_Director »
Course Director Email address	«Course_Director_email»
Course Director Telephone Number	«Course_Director_telephone_number»
Faculty Head	«Faculty_Head»
Faculty Head Email address	«Faculty_Head_email»
Faculty Head Telephone Number	«Faculty_Head_telephone_number»
Industrial placement Co-ordinator	
Head of Support for Learners	Helen.Key@bcot.ac.uk
Department Administrator	