



## Welcome to the Study Programme

The Study Programme team would like to welcome you during this new academic year and we hope that this guide provides you with some helpful information, whether your child / child in your care is returning to the Study Programme or embarking on a new programme of learning with us.

We want our learners to enjoy their time on the Study Programme, making new friends, growing in confidence and achieving recognised qualifications. We provide a safe and friendly learning environment which is free from discrimination of any kind and where learners will be treated with respect.

Rest assured that safeguarding is of paramount importance to us and we have a team who are trained to support any safeguarding concerns. All staff have the appropriate checks to ensure they are suitable to work with young people and vulnerable adults and all staff undertake mandatory safeguarding training. All learners are provided with information at induction and

throughout their programme regarding how to report any safeguarding concerns. We have a legal duty to prevent learners being drawn into terrorism and all staff undertake Prevent training and our team encourage British Values within the Study Programme. We have policies and procedures that support safeguarding and the promotion of fundamental British Values – these are the values of **democracy, the rule of law, individual liberty, and mutual respect and tolerance** for those with different faiths and beliefs.

It is particularly important to us to provide a safe learning environment regarding COVID-19 and we are following current government guidance and recommendations. It is important that learners follow the rules that are in place at all times.

We provide professional and committed staff who will support learners throughout their time on the programme. We will offer the training and opportunities to help learners gain recognised qualifications.

Tutors will provide pastoral support for learners throughout their time on the Study Programme; whether for advice and guidance or just a friendly face to chat things through. There is also support available for completing college or job applications, interview preparation, mock interviews and impartial information, advice and guidance from Careers Coaches throughout their course.

We have excellent links with local employers and they support our curriculum by providing careers-related talks, employer visits, enrichment activities, work experience and work-related employability projects. This means that our learners gain valuable skills and experience that will help them stand out from the crowd in applications and job interviews.

Your child / child in your care will have access to a number of services and support mechanisms to help them to progress onto either a further education college course, a traineeship, an apprenticeship or employment.



## Comments from learners and parents:

*'I really enjoyed my time on the Study Programme, my tutor was great and very supportive.'*

*'I was able to get involved in lots of different employability projects and work experience, and this has helped me to get an apprenticeship.'*

*'My son has really gained confidence during his time on the Study Programme – I never thought he would take part in a work experience placement but with the support of the staff he has done it and I can't thank them enough.'*

## How can parents and carers support their children?

- ✓ By encouraging and ensuring that your child / child in your care attends regularly and on time to their specific timetable within their learning group.
- ✓ By completing any paperwork relating to your child / child in your care including providing information for risk assessments.
- ✓ By agreeing that your child / child in your care maintains social distancing and follows any signs, seating plans and directions on site to safely move around the building.
- ✓ By encouraging your child / child in your care to follow hygiene advice by staff. All learners will be expected to sanitise / wash their hands on entry and exit and prior to lunch.

- ✓ By ensuring that your child / child in your care does not attend the Study Programme if they are unwell and inform staff if they have family members with COVID-19 symptoms. If they do have COVID-19 symptoms, they should stay home for the recommended time (10 days and the family household should stay home for 14 days).
- ✓ By encouraging your child / child in your care to take an active part in online learning.
- ✓ By ensuring that your child / child in your care comes to the centre in clean clothes. Windows will be open and it might be cooler than normal in class, so learners need to be prepared with warm clothes.
- ✓ By ensuring that your child / child in your care comes prepared with a packed lunch and drink as learners will not be allowed to leave the site at lunchtime.
- ✓ By ensuring that communication regarding your child / child in your care is by phone or email to discuss any concerns. If your child / child in your care becomes ill during class you will be contacted to collect or arrange transport home.
- ✓ By supporting the Behaviour Policy that identifies that if your child / child in your care does not meet the social distancing rules and classroom behaviour rules they will be given a warning and possibly sent home.



**Whilst we have tried to cover anticipated concerns and questions please feel free to discuss personal concerns with us. As a service we will continue to respond to changes in government advice to ensure that young people can learn in a safe and positive learning environment.**

**We all look forward to working with you to help your child / child in your care to achieve their potential.**