

# Information for Parents & Carers



**Support your Son or Daughter**

**Rights & Responsibilities**

**What to Expect from College**

**Leeds College of Building**  
**North Street**

**Leeds, LS2 7QT**

**T: 0113 222 6000**

**W: [www.lcb.ac.uk](http://www.lcb.ac.uk)**

# INTRODUCTION FROM THE PRINCIPAL

Dear Parent / Carer,

We are delighted that your daughter, son or ward has chosen Leeds College of Building as their place of learning during the next stage in their education. Here at Leeds College of Building, we encourage all parents, guardians and carers to join with us as we support and encourage our young students in their studies.

Although the College allows some freedoms not usually available to young people at school, we set high standards of behaviour and expect all students to take their responsibilities, both to themselves and others, seriously. To help them as they develop as young adults, we provide a comprehensive range of support, advice and guidance services. Their tutors are there with them every step of the way.

Your assistance, however, is crucial. The interest you show and the continuing support you provide is an essential part of the package. This leaflet seeks to inform you, so you can play a full part in helping your daughter, son or ward get the very best experience from their chosen learning programme. My colleagues and I look forward to working with you to ensure that they enjoy their time at the College, that they maximise the opportunities it offers and that they complete their course of study successfully.



Ian Billyard  
Principal

# HOW TO SUPPORT YOUR SON/DAUGHTER/WARD AT COLLEGE

Help them with their time management - the change from school to College is sometimes hard to handle, for example not having to be in at 8.45 every day could lead to bad habits. Often we get calls from parents asking if their son/daughter/ward is right in saying they have a day off College so please make sure you get a copy of their timetable so that you can gently remind them of their obligations.

Talk to them about their work and progress, ask if they are up to date with everything. If you are concerned about their progress, don't wait for a parents' evening, call their tutor to talk about it. **Contact us on 0113 222 6000.**

Try and find them some space at home where they can study in peace and quiet. At the College there are a number of areas with computers, where your son or daughter can study so encourage them to use those spaces as well.

Please, please attend parents' evenings. It may not always seem this way, but young people do like their parents/carers to attend these evenings, it shows you care about them and how they are doing. There will be at least one parents/carers evening each year, if you do not receive a letter telling you when this is, contact your son/daughter's personal tutor or the Student Services team.

Try and make sure that part time work doesn't get in the way of learning. Balancing the need to earn, learn and enjoy themselves is sometimes very difficult for young people. A general guide is that between 8-10 hours of part time work a week should be sufficient to earn enough for a normal social life.

Make sure that your son/daughter/ward realises that asking for help is not a sign of weakness, again if they are struggling with anything, contact their personal tutor, or call Student Services.

If your son/daughter/ward feels that they are on the wrong course, talk to our careers advisers or Connexions, sooner rather than later, we may be able to help them change to a more suitable course.

Talk to your son/daughter and listen to what they say about College, if you have any concerns at all, talk to someone at the College.

Finally, praise your son/daughter/ward, a parent's praise is worth its weight in gold.

# RIGHTS AND RESPONSIBILITIES

The College tries to encourage all its students to behave in a mature and responsible way so rules and regulations are minimal.

What rules we do have apply whether the student is in College, on a trip or on a work placement, they also apply to students who are travelling to and from College under the Home to College transport scheme.

We will always try and work through any problems with students before applying any sanctions to them and will always look to parents/carers for their support in doing this.

## WE EXPECT STUDENTS TO

- Attend regularly and be punctual
- Hand in all their work on time and ask for help if they need it
- Respond to reasonable requests from College staff
- Turn off mobile phones and MP3 players in classrooms and learning centres
- Treat everyone with respect and tolerance



## THE COLLEGE WILL NOT TOLERATE

- Disregard for health and safety precautions
- Substance misuse of any sort, including drink and drugs
- Theft, fraud or damage to property or equipment
- Threatening, abusive or offensive language or behaviour
- Any activities deemed as hate crime (e.g. Homophobia, Racism, Sexism, Disablism etc)
- Misuse of the Internet or College computers

Most of these situations are very rare, we do however reserve the right to suspend and discipline students where necessary.

## WE BELIEVE THAT ALL STUDENTS HAVE CERTAIN RIGHTS

- The right to high quality teaching and management of their course of study
- Learning/Learner support for students with learning difficulties and/or disabilities
- Access to advice, information and guidance on careers, finance, personal issues and academic support
- Information about examination procedures and notification about achievements

More information on students' rights and responsibilities can be found in the Student Handbook and College Charter.

# FREQUENTLY ASKED QUESTIONS

## **Can my son/daughter/ward leave College without my knowledge?**

Unless a student (16-18 years) has instructed us not to, as is their right, we will always do our best to inform parents/carers when a student is no longer attending College.

## **Can students get any help with the cost of coming to College?**

All full - time students between 16 -18 (at the start of their course) are currently entitled to subsidised transport. Information on this should have been given when your daughter/son/ward attended their interview at the College. They may also be able to apply to the College Bursary Fund for help with the cost of equipment and books. For further information please contact Student Services.

## **My daughter/son/ward has a disability or learning difficulty how can you help?**

All students are asked to state on their application form if they have a learning difficulty or disability. If your daughter/son/ward did this they should have been offered the opportunity to meet with a member of the Additional Support team to discuss support for their College studies. The College also assesses all students before they start their course and will offer any additional support needed. If you have any concerns about any learning difficulty or disability, you or your son/daughter should contact the Additional Support/Skills for Life team.

## **What happens if my daughter/son/ward is being bullied?**

You or your daughter/son/ward should talk to their personal tutor or Personal Advisor as soon as possible. The College does not tolerate this type of behaviour and will always act in a positive manner.

## **How do I make my views known if I am unhappy?**

With the agreement of your son/daughter/ward any concerns you have can be discussed with their Course Tutor.

# 16-19 BURSARY FUND

## What is the new bursary fund?

The 16-19 bursary fund is a new scheme to help young people facing financial hardship to stay in full-time education.

The scheme is made up of 2 parts:

- Students who need financial support to help them stay in education or training and have a household income of less than £20,000 per year will be able to claim the £215 a year bursary. This can be used to help with expenses such as transport, food, equipment or other course related costs.
- Those most in need will be eligible for a bursary of £1,200 a year, this includes young people in care, care leavers, young people receiving income support and disabled young people receiving both employment support allowance and disability allowance.

## How do I find out more about the bursary?

For more information and advice speak to Student Services. They will send out an application form before the start of your course. You can call into their office at North Street or phone 0113 222 6002.



# COLLEGE CALENDAR 2011/12

|                      |   |
|----------------------|---|
| Enrolment Day        | Thursday 1st September 1pm - 7pm                    |
| Terms Starts         | Monday 5th September (may vary depending on course) |
| Christmas Break      | Monday 19th December - Monday 2nd January           |
| Term Starts          | Tuesday 3rd January                                 |
| Easter Break         | Monday 2nd April - Friday 13th April                |
| May Day Bank Holiday | Monday 7th May                                      |
| Staff Training Day   | Tuesday 8th May                                     |
| Term Starts          | Monday 16th April                                   |
| Spring Bank          | Monday 4th June to Friday 8th June                  |
| Term Starts          | Monday 11th June                                    |
| Summer Term Ends     | Friday 27th July (may vary depending on course)     |

## SAFEGUARDING

Leeds College of Building recognises that members of staff and students have an important role to play in safeguarding the welfare of children and preventing their abuse.

The College has, in consultation with Education Leeds written a comprehensive child protection policy to ensure that the welfare of the child/young person is always placed at the centre of its activities.

Anyone who would like to see a copy of this policy or discuss any child protection issues should contact the Executive Director of Support Services.



### Safeguarding Contact:

#### Jubar Miah

Child Protection Officer  
0113 222 6000 ex 6107

#### Jill Breakwell

Deputy Child Protection Officer  
0113 222 6000 ex 6507