

**PARENTS**  
**& CARERS**  
*Guide*

Dear Parent/Carer

**We are delighted that your son, daughter or ward has chosen Leeds College of Building as their place of study during the next stage in their education. This is an exciting time for us as we look forward to the continued growth in the construction industry and the opening of an additional campus in Hunslet.**

Here at Leeds College of Building, we encourage all parents, guardians and carers to join us as we support and encourage our 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.

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

We hope this handbook will provide you with the information you need to answer any questions you may have about your young person's experience at Leeds College of Building. If you do have any queries, please don't hesitate to contact us.



**Ian Billyard**  
**Principal**



# IMPORTANT DATES FOR 2018/2019

<b>Enrolment Days</b>	Tuesday 4 September
<b>Term Starts</b>	Monday 10 September
<b>Christmas Break</b>	Friday 21 December
<b>Term Starts</b>	Wednesday 2 January
<b>Easter Break</b>	Monday 15 April to Friday 26 April
<b>Term Starts</b>	Monday 29 April
<b>May Day Bank Holiday</b>	Monday 6 May
<b>Staff Training Day</b>	Tuesday 7 May
<b>Spring Bank Holiday</b>	Monday 25 May to Friday 31 May
<b>Term Starts</b>	Monday 3 June
<b>Summer Term Ends</b>	Friday 26 July

Please note the above is just a guide and some courses may specify different dates, these will be confirmed at the start of the course.

# HOW YOU CAN HELP

## Attendance & Time Management

Just like school, we expect and encourage **100% attendance and punctuality.**

Students typically attend between 2 to 4 days a week and we recommend obtaining a copy of your son, daughter or ward's timetable, so you can support them to achieve this target.

We discourage holidays and appointments during term time as these can adversely affect students' achievement and progression opportunities. If students are unable to attend, or they are running late, they must notify us of their absence before their first lesson starts.

## Absence Line Numbers

### Faculty of Construction Crafts

For students on Carpentry & Joinery, Brickwork, Painting & Decorating, Plastering, Level 2 Construction & the Built Environment, or Wall & Floor Tiling

**0113 222 6014**

### Faculty of Built Environment & Engineering Services

For students on BTEC Level 3 Construction & the Built Environment, Electrical or Plumbing

**0113 222 6061**

## Maths and English

All students, regardless of their previous level of study will be timetabled to attend maths and English lessons. These sessions are just as important as their vocational subject and make up part of the study

programme they enrol on; if they do not attend them, they risk failing their entire qualification!

We ask that you support and encourage engagement in maths and English as much as possible, especially during exam time when students may need somewhere quiet to revise at home.

## Make Sure They're Prepared

Students studying a construction crafts, electrical or plumbing course will spend roughly 50% of their time in a vocational workshop. In these lessons, they must wear personal protective equipment (PPE) at all times as it is a requirement for health and safety. If your young person is due in the workshop, please encourage them to take their boots, glasses and gloves as they will be refused entry to the lesson and lose out on valuable teaching if they do not have them. Students due in theory sessions will be expected to be prepared with the required stationery.

## Parents Evenings

You will be invited to meet our tutors, find out how your son, daughter or ward is doing on their course and if there is anything which we may need your support with. Please try and attend where possible but if you can't, you are welcome to contact tutors for progress updates at any point throughout the year by phone or email.

## **Be Involved!**

We encourage you to talk to your son, daughter or ward about their experience at college as much as possible. If we have any concerns about their motivation, attendance or behaviour, we will keep you informed wherever possible, so please ensure that we have your correct contact details upon enrolment.

## **Parent/Carer Voice**

The College is always interested in your feedback and suggestions on how we can improve. You will be asked to complete a short survey when you attend parents/carers evening.



# STUDENT SUPPORT

## Student Services

With a presence across all our campuses, our Student Services team is dedicated to supporting our students during their time with us and they can also help you.

The North Street office is open **8:30am – 5:00pm, Monday to Thursday and 8:30am – 4:30pm on Friday**. You can call on **0113 222 6002** or email **info@lcb.ac.uk**

## Personal Advisers

Every 1st year student will have a Personal Adviser (or PA), to mentor them throughout their course. Through 1:1 reviews and bespoke targets, students will work with their PA towards successfully achieving their qualification, improving their employability and securing a positive progression. Each member of the team is also a trained Safeguarding Officer and is dedicated to supporting any students who find themselves in need of support and advice for their welfare at home, or at college.

The PAs welcome engagement from you and may contact you from time to time. If you would like to speak to them, they are available during College hours on **0113 222 6002**.

The team are:

---

- Sam
- Helen
- Wayne
- Liz
- Jill
- Kyrie
- Michelle

If you would like to visit one of our campuses before September, please check our website for details of our open and enrolment events.

## Employability

By choosing a specialist course, our students are already on their way to preparing themselves for the world of work. They will learn vital industry standard skills that will set them apart in the construction sector. We also offer support with CV writing, job applications and interview techniques and promote employability skills throughout their college experience. Our Apprenticeship team can also support students with a work experience placement within their chosen subject.

Employers tell us that the skills they are looking for in an employee include:

- Reliability and good timekeeping
- A positive and can-do attitude
- Willingness and eagerness to work to a high standard
- Honesty and integrity
- Team work and co-operation skills

## Pre-Placement Form

Please encourage your son, daughter or ward to complete this form. Ask them to research suitable companies that are relevant to the course they are studying. It is our aim to send all students on a work placement, in order to do so they need to be fully engaged with their course and be able to meet employer expectations.

## Financial Support

Students whose household income is below £20,000 may be entitled to financial help whilst on their course. Our 16-19 Bursary Fund can help with the costs of coming to college including:

- Personal Protective Equipment (PPE)
- Travel expenses
- Childcare costs
- Meals
- Stationery/Learning materials

Funds are dependent on attendance and there is no deadline for applications, we do recommend that students apply as early as possible so their entitlement is secured ready for September (Please note: payments cannot be back dated for late applications). For more information on the Bursary fund or other financial support, please speak to Student Services.

## Inclusive Learning Services (ILS)

Our highly qualified and supportive ILS team offers a range of support to our students. If a young person has additional learning support needs or a disability, they may be given access to an in class support worker or a learning mentor, to make sure they have the right support to achieve. If you have any questions about our support services, you can contact the team directly on **0113 222 6029**.

## Equality, Inclusion & British Values

As a College, we celebrate and value the diversity of our students and staff and recognise that there are certain groups who may face disadvantages in education and employment. We take a firm and active approach to support all our students and staff, and are highly committed to equality and inclusion.

We encourage everyone to learn, be aware and respect; democracy and the democratic processes, other faiths and beliefs, individual liberty and the basis on which the law is made and applied in modern Britain. For further information on our Equality, Inclusion and Human Rights Policy please see our website.

## Safeguarding

All staff at College have a statutory and moral duty to ensure that they safeguard and promote the welfare of children and vulnerable adults, receiving education and training here. We hold the health, safety and welfare of all our students as one of our highest priorities and aim to take a preventative approach to protecting them from potential harm or damage. 97% of students say they feel safe at College!

Our lead designated Safeguarding Officer Charlotte Duffy is available to help and support students who need it. Please don't hesitate to contact her if you need to speak to someone about any concerns on **0113 222 6000 ext. 6845**.

# OUR VALUES

## Our Values

Our values are designed to support the delivery of our mission and vision, they represent what we believe is important.

### Respectful...

to value diversity, care for and support each other and the environment.

### Aspirational...

to achieve excellence in all we do.

### Integrity...

to be open, fair and honest.

### Accountable...

to be responsible for our actions.

### Inspirational...

to be creative and innovative in all we do.

### Enjoyable...

to have fun and succeed.

## Rights and Responsibilities

Whether in lessons, on the corridor or on a site visit or trip, we encourage all our students to behave in a mature and responsible way at all times. This helps prepare them for the next step on their career path in full-time employment, an apprenticeship or further education.

College is a more mature environment than school and we expect students to take responsibility for their behaviour and actions at all times, however, we may request support from you if we are unable to find a solution to a problem.

## We believe students have the right to:

- A high standard of teaching and management on their course of study
- Feedback on their progress and assessments
- Specialised support for any learning needs or disabilities
- Access to information, advice and guidance on careers, financial support and personal issues
- Information about examination procedures and notification about achievements
- Have their voices and views heard

## We expect students to:

- Wear their student ID badge at all times when on any College campus
- Treat everyone with respect and tolerance at all times
- Attend all of their lessons on time and contact College if they are unable to do this
- Bring and wear the relevant personal protective equipment to practical lessons
- Bring the relevant equipment to theory lessons
- Adhere to health and safety guidelines
- Hand in any work on time and to an acceptable standard
- Respond to reasonable requests and instructions from staff
- Put mobile phones on silent and turn off music players in classrooms and learning resource centres



## **We will not tolerate:**

- Threatening, abusive or offensive language or behaviour
- Disregard for health and safety
- Substance misuse of any kind, including alcohol, new psychoactive substances and drugs
- Theft, fraud or damage to property or equipment
- Hate crime of any kind, including homophobia, racism, sexism or any behaviour that does not comply with the British Values
- Misuse of the College IT equipment



# FAQs

## Can my son, daughter or ward leave College without my knowledge?

Unless a student (aged 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. Please ensure we have current contact numbers and inform us if your details change.

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

All students between 16 and 18 at the start of their course are currently entitled to subsidised transport. Information on this is given during the interview process. They may also be able to apply for the Bursary fund for help with the cost of equipment and books, for further information please contact **Student Services on 0113 222 6002**.

## My son, daughter or 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. They are then invited to meet a member of our Inclusive Learning Service team to discuss support for their studies. If you have any questions or think your young person may have forgotten to disclose the correct information, please contact the **Inclusive Learning Service team on 0113 222 6029**.

## What happens if my son, daughter or ward is being bullied?

We encourage our students to talk to their tutor or Personal Advisers as soon as possible if they feel bullied or discriminated against but you can also report any incidents directly to their **Personal Advisers on 0113 222 6002**. The College does not tolerate this type of behaviour and will always act in an appropriate manner.

## What is a study programme?

A study programme combines a vocational qualification (BTEC, City & Guilds), English and maths, work experience, employability skills, enrichment and tutorials.

- **Vocational Course:** Students will work towards a vocational qualification, which will include time spent in the classroom learning theory and time in the workshop.
- **Maths & English:** Developing English and maths skills are a key priority for the College and the Government. They are important skills to have in both life and in the construction industry, from communicating with customers to creating quotations and invoices. Whatever course a student is on they will continue to develop maths and English skills. If they have not achieved a grade 4/C in either subject they will study Functional Skills or GCSE.
- **Work Experience & Employability Skills:** All students will take part in work related learning each year, including site visits and the opportunity to go on a work placement.
- **Tutorials:** You will have the opportunity to have regular one to one sessions with your tutor to discuss your progress and any issues you may have.
- **Enrichment** Students can take part in a variety of enrichment and sport activities, including go-karting, paintballing, football, rugby, fitness sessions and DJ club.





**North Street Campus**

0113 222 6000

North Street  
Leeds  
LS2 7QT

**Hunslet Campus**

0113 222 6003

Cudbear Street  
Leeds  
LS10 1EF  
(Sat Nav LS10 1HD)

**Millwright Street Campus**

0113 222 6010

Millwright Street  
Leeds  
LS2 7QG

**Joseph Aspdin Campus**

0113 222 6003

Address TBC