6th Oct 2023

Dear all,

We are pleased to say that all students have settled really well into the new term. We welcomed three new students and families to join a total of 22 students this year.

We now have two tutor groups: Years 1&2 with Kat Durrant as Tutor and Nick Thompson Lead Tutor for years 3&4.

**College Information**

Our website has lots of useful information. You can see all our policies there, including our updated Safeguarding Policy. If you need translations or paper copies do get in touch with Elaine.

**Safeguarding**

The designated Safeguarding Lead for the college is Catriona Guyler-Kone and our Deputy Designated Leads are Nick Thompson and Kat Durrant. Do speak with either of us about any safeguarding issues.

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**The times of the college day are:**

9am-3.15pm. The doors are opened each morning at 8.45am. Please make sure students arrive after 8:45am and before 9:15am so they are here for all their learning. If students are unable to come to college, please call the office to let us know and we will check if there is anything you need.

**Staying Well**

Please don’t send students into college if they are unwell. We need to look after each other and don’t want to spread any viruses. Young adults with autism can find it difficult to communicate how they feel and can find college very challenging when they are unwell. If students are unwell and are not coming to college please call or email the office to let us know. If anyone is absent and we haven’t heard from you we will always give you a call to check in.

**Appointments**

We want to improve student attendance so please do try to make appointments at the beginning or end of the day if it is not possible to make them during the holidays. We understand that some cannot be avoided. If students can attend half a day that will support their attendance so that they don’t miss out on their learning.

**Family Support**

Please do speak to Elaine to let her know if you need to make an appointment with any of the tutors or myself.

**RAAC**

You may have seen recent media coverage regarding Reinforced Autoclaved Aerated Concrete (RAAC) and its use in educational settings. RAAC is a lightweight form of concrete; because it is weaker than regular concrete, concerns have been raised about its long-term durability. We wanted to inform you that we do not have RAAC in our building and therefore we will continue to function as normal.

**College photos.**

The photographer came this term to photograph the students as they do yearly and we send the photos home to you as soon they come through for those students who were present on the day.

**Parent Meetings**

You will be invited to meet with student’s tutor just after half term. We will send you an invite letter

nearer the time. Every student will have an annual review of their Education Health and Care Plan. The office will send you a letter with the date and time. Its fine if you need to rearrange but do let us know as soon as you can.

**Dress Code**

Students are reminded to wear suitable clothing for college and the work place. Students are advised to wear smart/ casual clothing when working in the café and other work experiences. This includes closed shoes for protection and trousers or skirts below the knee. We often have sports or fitness daily so it is advisable to either bring in a change of clothes daily or leave in their lockers. We will send home updated guidance.

**Medication**

If students bring medication into college it needs to be labelled and kept in the office or locked away in their lockers.

**College Meals**

We have sent a separate letter to say that college meals will increase in price from £3 to £3.50 from after the half term.

**Free College Meals in further Education**

If you do not already receive a free college meal and feel you are entitled to one, please do contact the office for an application form and return it along with supporting evidence.

**Bursary**

We have sent home letters regarding a bursary fund available for some students. Please do return it by 31st October 2023, with supporting evidence.

**Student cards**

Please see links to 2 websites where students can join for a free student card which will get them discounts to various shops and places. [www.myunidays.com](http://www.myunidays.com) and [www.totum.com](http://www.totum.com).

**Freedom Pass**

Please do apply for a freedom pass for students if they do not already have one. If you need support with the application form. Please do let us know.

**Upcoming events**

Hello Yellow Mental Health Awareness Day.

Wear it Pink! Friday 20th October.

Half Term Monday 23rd - Mon 30th Oct. Students return on Tuesday 31st October.

Please do get in touch with myself or any of the tutors at any time. We will contact you back as soon as we can.

Yours sincerely,

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Catriona Guyler-Kone

Acting Principal