

A BRIGHT & THRIVING FUTURE.

Brooklands College

Welcome Guidebook 2024-25

brooklands.ac.uk

01932 797 700



A Warm Welcome

Welcome to Brooklands!

We are thrilled that you have chosen Brooklands to start your career journey and we are here to support you every step of the way.

Our college community is a place where everyone is welcome and valued. We believe in creating an inclusive environment where you can reach your full potential.

Whether you know exactly what you want to do or are still exploring your options, we are here to support you on your journey.

We are delighted that you have chosen Brooklands and we look forward to working with you to create your success.

Christine Ricketts
Principal & CEO



Welcome Week

Your career journey is about to begin!

Please arrive for Welcome Week on the below dates based on the level of your course:

Level 3 & T Level students: Mon 2nd and Tues 3rd Sept
Entry Level, Level 1 & Level 2: Weds 4th and Thurs 5th Sept
Pre-16 (Year 10 & 11): Term starts Monday 9th September

The first week of term is an exciting time to meet new people, explore your course, and get a feel for college life. You'll have the opportunity to attend induction sessions, meet your tutors, and get to know your classmates. Our Student Support team will also be on hand to provide guidance and support as you settle in.

What to expect during Welcome Week:

- Principals' welcome and expectations
- Safeguarding & wellbeing support
- Teambuilding activities
- Your timetable
- Course specification
- Digital induction (Google Classroom, Google Drive and Outlook)
- Your journey with Brooklands

Term Dates

	Start	Half Term	End
Autumn Term 2024	2nd September 2024	28th October 2024 - 1st November 2024	19th December 2024
Spring Term 2025	6th January 2025	17th-21st February 2025	4th April 2025
Summer Term 2025	22nd April 2025	26th - 30th May 2025	20th June 2025



College Vision & Values

Our Vision:

To be an inclusive centre for lifelong learning and to equip our learners with the professional behaviours, skills and values that they will need for their careers.

Our Values:

The college has four core values. These give us guidance on how we model our behaviours in our college community.

Be Caring

We care, we are compassionate, we foster a safe and supportive environment which enables everyone to grow and flourish.

Be Inspiring

We inspire, motivate and raise aspirations through sharing good practice, taking risks, innovating and embracing change.

Be Collaborative

We collaborate and build high quality, positive relationships to deliver high quality education and skills.

Be a Champion

We champion growth and success, appreciating the ideas, values and beliefs of everyone.

Student Code of Conduct

Your role in demonstrating our college values is:

- » To always wear your lanyard and ID to keep our community safe
- » To attend and be on time for every lesson
- » To follow the absence procedure
- » To be ready for and engage in every lesson and meet all homework and assignment deadlines
- » To treat other staff, students and visitors with respect
- » To contribute to our positive learning environment and support our zero-tolerance approach to language or behaviour that may cause offense to others
- » To respect the college environment by keeping it tidy, only smoking or vaping in designated areas and by adhering to the health and safety guidelines
- » To represent the college positively in the local community by being respectful, compassionate and acting with integrity as part of an equal, diverse and inclusive community

Our role in demonstrating our college values is:

- » To provide a safe place to learn
- » To offer fair treatment and respect to all students
- » To offer extra help and support with educational and emotional needs
- » To offer help with your next steps and future career
- » To listen to all student voices and their opinions on how to improve the college

We know that by following the college values, together we can create a positive learning environment for everyone.

Why you need to wear your lanyard

At the end of enrolment, you will receive your student ID card and lanyard. It is mandatory for all staff, students and visitors to wear a lanyard on campus.

In most sectors, clear identification is mandatory for health and safety purposes. Whether you're on a construction site, working in health care, or even office-based, you will most likely be given an ID card to access buildings and help others easily identify you as an employee throughout your career. College is the stepping stone to your career pathway and safety protocols such as ID cards and lanyards are just one of the ways the college keeps you safe and prepares you to enter the world of work.

But why?

- Using lanyards can lower the risk of a security breach
- You require an ID card to access buildings throughout the campus
- ID cards are personalised with the Brooklands logo, your name and photo for easy identification
- Intruders can be quickly identified and challenged
- Lanyards build trust and create a great first impression
- Visible at eye level
- Students & staff can recognise each other
- Helps improve interactions with others

Not wearing your ID lanyard is a breach of our Safeguarding policy. Therefore, we have firm guidelines and a disciplinary procedure in place to ensure the utmost safety of all students and staff.



What happens if I forget my ID card and lanyard?

You must go to Reception and request a temporary ID and lanyard to use for the day. You must return this to Reception at the end of the day.

This will be reported and your tutor will be notified.

If you forget a second time, you will receive a Stage 1 disciplinary. Each time you forget your lanyard, this will escalate to a higher stage in our performance and conduct procedure.

What happens if I lose my ID card and lanyard?

You must go to Reception and request a replacement ID and lanyard. This will be reported and your tutor will be notified. The first replacement will be free of charge.

If you lose your lanyard again, you will be charged a **£3 replacement fee per card** and this will escalate to a higher stage in our performance and conduct procedure. You can pay at Reception on the day or come back at a suitable time.

Any outstanding charges left at the end of term will be sent home via invoice to be paid before the start of the new term.

When you receive a replacement, your old card will become null and void. If you find this card, please return it to Reception to be destroyed.

Extenuating circumstances will be taken under consideration. In this situation, please speak to our Safeguarding team for support.

You can find more information and detail regarding our performance and conduct policy and procedures on our student portal.

Attendance

The key to success

It is your responsibility to report your absence by 8.30am

Absence number: 01932 558 344

Absence email: office@brooklands.ac.uk

EVERY COLLEGE DAY COUNTS

ATTENDANCE %	NUMBER OF DAYS OFF = DAYS OF EDUCATION LOST
100%	0 DAYS OFF/LOST
98-99%	4 DAYS OFF/LOST
96-97%	8 DAYS OFF/LOST
95%	10 DAYS OFF/LOST
90%	19 DAYS OFF/LOST
85%	29 DAYS OFF/LOST

Good attendance and good results are linked.

Poor attendance will lead to poor results because of the gaps in your learning which will prevent progression!

Student Support Services

Additional Learning Support

Additional Learning Support is available to learners with disabilities and learning difficulties and in some cases to those learners who need further help with their literacy, numeracy or language. The college offers extra advice and support to help you learn and achieve your chosen qualification.

Please take a look at the Additional Learning Support page under Student Services on our website for more information about the support we offer and how to access the support you need.

Bursary

There are various grants and allowances available, dependant on your age and circumstances. If you would like to talk to a member of the team about possible financial support, please contact our Admissions team.

Tel: 01932 558 990

Email: bursary@brooklands.ac.uk

For more information about financial support, please take a look at Student Finance & Support page under Student Services on our website.

Student Support Services

Safeguarding

Everyone has a responsibility to keep children, young people and vulnerable adults safe. Whether you are a student, member of staff, parent/carer, visitor or even a member of the public, if you have any non-urgent concerns about a student or a member of staff at the college, please contact the Safeguarding team on the phone number or email address below. If you are a student, you can also speak to your tutor or any other member of staff who will pass on your concern to the Safeguarding and Wellbeing team.

Meet the Safeguarding & Wellbeing Team



Melissa Breeden
Head of Safeguarding & Wellbeing – Designated
Safeguarding Lead (DSL)



Maureen McDermott
Safeguarding & Wellbeing Officer



Kay Barron
Safeguarding & Wellbeing Officer



Jesse Adekoya
Safeguarding Governor

Tel: 01932 797 670

Email: safeguarding@brooklands.ac.uk

To find out more about our safeguarding policies, please go to our Safeguarding & Wellbeing page under Student Services on our website.

Student Union - BCSU

The Brooklands College Student's Union (BCSU) is run by students for students.

The BCSU is an elected student committee focusing on Student Voice, Welfare and Enrichment, representing the student body and aims to resolve key issues. With the support of the college, the BCSU aims to enrich student life at the college through sporting activities and opportunities to meet other students through clubs and trips.

Additionally, the BCSU supports the local community through community events and charity fundraising; promoting our values in and outside of the college.



Your Changing College...

New year.

New look.

New beginnings.



**BROOKLANDS
TECHNICAL
COLLEGE**

We're excited to announce that our college is getting a brand-new look!

As you start your next chapter with us, you'll be part of something really special. Our fresh image reflects our commitment to providing you with the best possible learning experience.

Get ready to be inspired by our new spaces and discover exciting opportunities. We can't wait to welcome you to the new Brooklands Technical College in September!

The college opened its doors in 1951 as Brooklands Technical College, providing opportunities for young people to upskill, retrain and grow to find sustainable career pathways post-education. In 2024, our goal remains steadfast: to prepare our learners with the technical skills needed to get the best head start in the modern workforce. Which is why we have re-embraced our roots as Brooklands Technical College for September 2024.

But this new look is about more than just a name and a logo – it's a symbol of our dedication to your success.

It's how we make people feel. How we communicate. The experience we create. What sets us apart from other colleges. It's our aspirations and goals. Our values and culture. Our reputation. Our promise. It's our story. Brooklands is entering a bright and thriving future, and we're excited for you to be a part of that journey. **Let's do this, together.**

Your Changing College...



£45m investment into our Weybridge campus is underway

After several years in the making, extensive plans for the redevelopment of the college's Weybridge campus have been given approval by Elmbridge Borough Council.

The plans, which form part of a wider redevelopment of the whole site by Cala Homes, will see the college campus become a purpose-built, secure and attractive learning environment focused on a central quad with enhanced student facilities. The new campus will have upgraded teaching spaces, as well as new industry-level facilities for specialist subjects such as engineering, catering and hair & beauty.

Development work will also see the building of a new specialist facility for students with Special Educational Needs and Disabilities (SEND), thanks to additional funding by Surrey County Council.

This exciting redevelopment will mean there's some movement to where courses are based whilst works are undertaken, and there will be some changes to areas of the Weybridge campus, but this has been very carefully planned and will be managed to ensure minimum impact on our students' college experience.

The current sports hall, hair & beauty salon, café, catering facilities, restaurant and SEND facility will remain fully operational until the new facilities are completed.

FAQs

When will I receive my timetable?

Your timetable will be sent to you via email prior to the start of Welcome Week. Attendance to all timetabled lessons is compulsory.

Who do I ring when I am ill or running late?

It is your responsibility to report your absence by 8.30am

Absence line: 01932 558 344

Email: office@brooklands.ac.uk

Where do I go for support?

You will find the Additional Learning Support team, Safeguarding & Wellbeing Officers, Personal Development Coaches and the Employer Engagement team in the Learning Hub (in the same building as Reception).

I am not sure where my lessons are?

Please come to Reception or the Learning Hub and someone will be able to help you.

I have forgotten/lost my ID, where do I go?

Please go to Reception and they will provide you with either a temporary (if forgotten) or new (if lost) ID. Please refer to pages 7 and 8 for more information about our forgotten/lost lanyard policy and procedure.



Your Career Journey Starts Now

Brooklands College Weybridge Campus
Heath Road, Weybridge, Surrey KT13 8TT

Brooklands College Ashford Campus
Stanwell Road, Ashford TW15 3DU

www.brooklands.ac.uk
info@brooklands.ac.uk 01932 797 700