

Macclesfield College

A parents' guide to college and career readiness



Macclesfield College
of Further and Higher Education



What to expect on the study programme

We want your son/daughter to get the most out of their time as a student here at Macclesfield College so that they're fully equipped for their next step. That's why we've developed the following key elements to the full-time programme of study.



The study programme will feature:

- Their main technical or vocational qualification, such as a BTEC, which will be undertaken through practical work, projects, assessments and assignments – your son/daughter will also attend regular tutorials to check their progress and clarify learning goals.
- Working towards a Level 2 in English and Maths if your son/daughter hasn't already achieved a grade C or above at GCSE. If they have achieved a grade C or above in English and Maths they will continue to develop these skills through their coursework. This is to ensure that students leave College with the key literacy and numeracy skills that employers are looking for.
- Work-related learning to help prepare your son/daughter for the world of work – this may involve work placements to gain real-world experience and enhance their CVs.
- Macclesfield College works closely with local and national employers to develop key employability skills to help our learners prepare for successful future employment. Our students also benefit from industry-related trips and visits from guest speakers. Students also participate in a special week of industry-focused activity to help prepare them with future career skills.

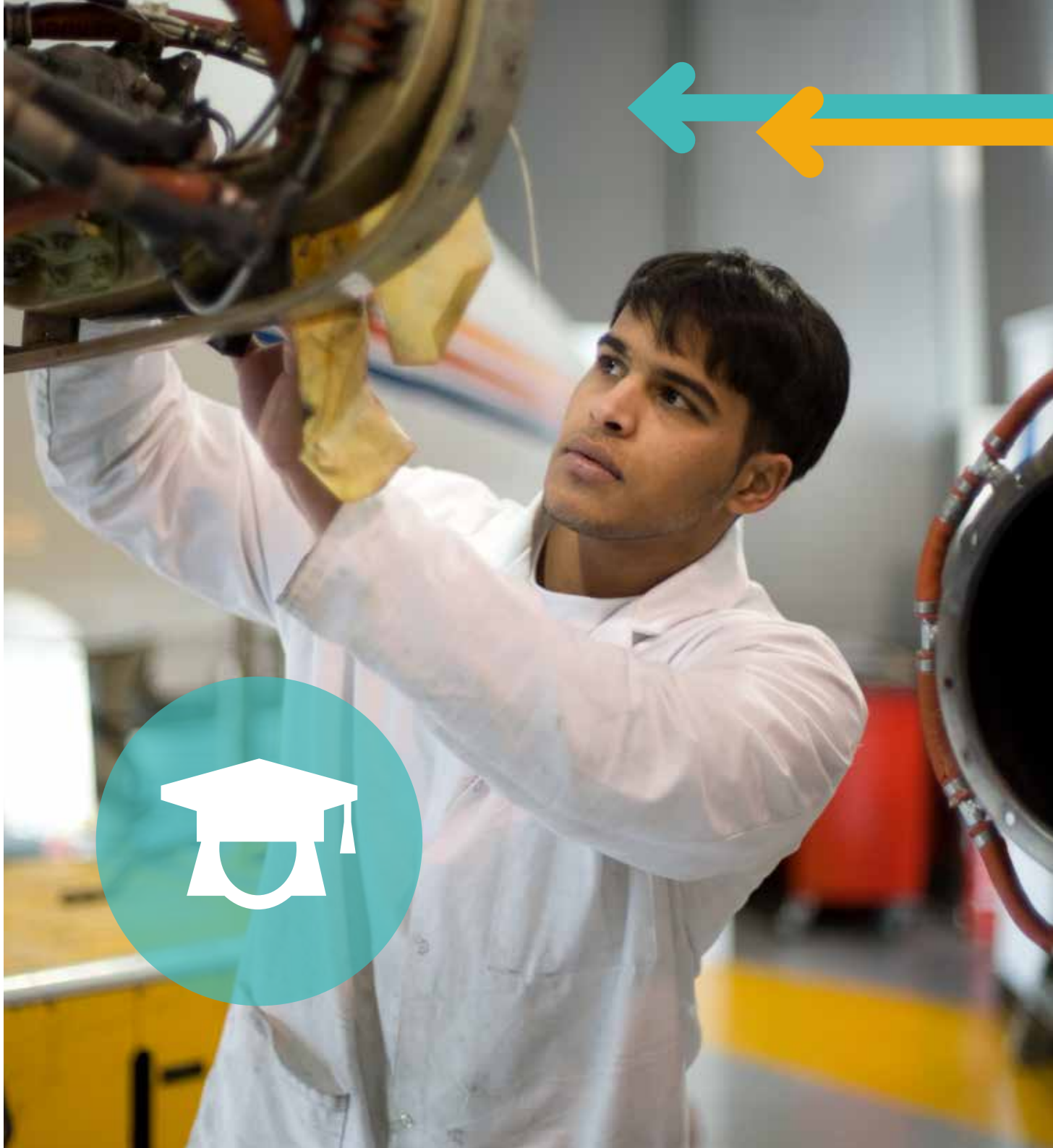


Employability Skills

Throughout the academic year we have lots of different opportunities for our students to gain the valuable employability skills they need to enter the working world. Key players from industry are invited in to student groups for guest speaker slots to cascade their skills and knowledge and provide updates within the industry so students are better prepared for future employment. We run skill development sessions for students including CV writing and mock interviews to prepare them for typical recruitment processes. We also run purposeful external work-based placements for students to showcase their transferable employability skills.

We are currently working closely with Macclesfield Pledge who have stated that:

“Businesses in Macclesfield will work together with the aim of providing every young person living, studying or working in Macclesfield with the opportunity to develop employability related skills and personal qualities whilst in education and then a choice of a job, training or further education opportunity when they leave.”



Progression opportunities at College – Higher Education

Macclesfield College offers university-level study right on your doorstep. Our exciting range of Higher Nationals mix academic study with work-related learning relevant to your chosen career.

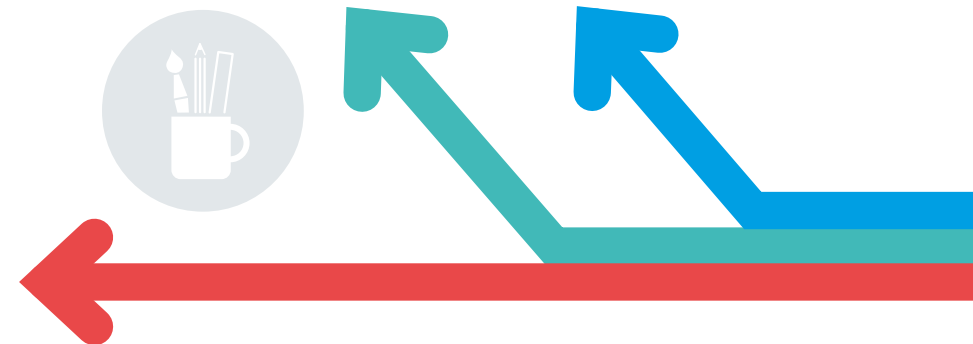
A Higher National Certificate (HNC)/Higher National Diploma (HND) will enhance your performance in the workplace and give you excellent employment prospects. It will act as a stepping stone to further study, allowing you to 'top up' to a full Honours Degree on a relevant degree programme at a university if you wish.

Research shows that on average, those with degree-level qualifications earn substantially more than people with a Level 3 qualification.

Higher Nationals are suitable for anyone aged 18 and over, whether you're straight from College or Sixth Form or are a mature student. In general you need a minimum grade C or equivalent in English and Maths and a suitable Level 3 qualification such as:

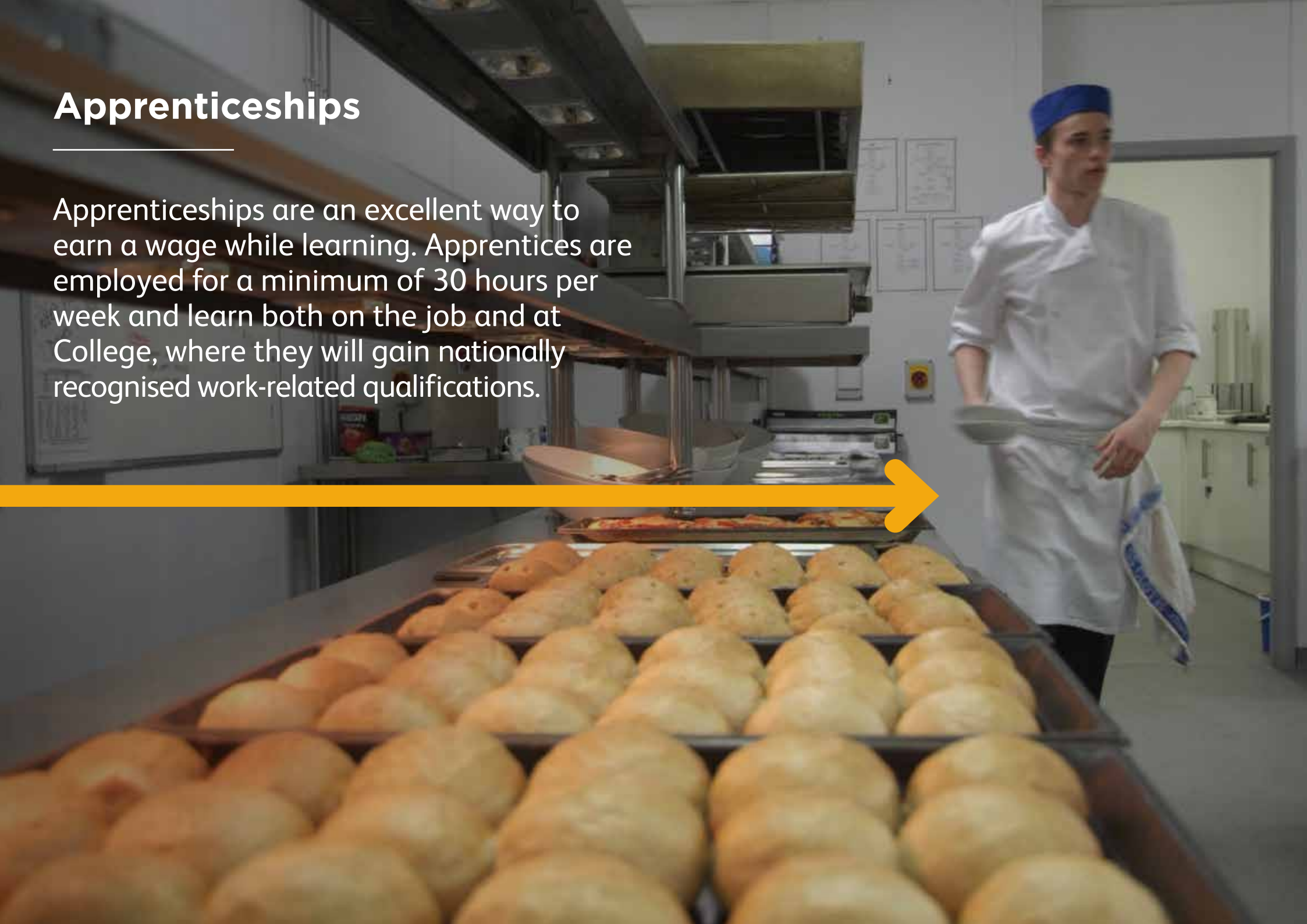
- AS/A2 Level**
- BTEC Extended Diploma**
- Advanced Diploma**
- NVQ/Diploma Level 3 or equivalent**
- Access to HE Diploma**

However, you will be considered if you have the appropriate work experience or a strong desire to succeed.
For more details visit: www.macclesfield.ac.uk/he



Apprenticeships

Apprenticeships are an excellent way to earn a wage while learning. Apprentices are employed for a minimum of 30 hours per week and learn both on the job and at College, where they will gain nationally recognised work-related qualifications.



Additional Support

All students who have a disability (physical or sensory), a learning difficulty e.g. ASD, dyslexia, a health problem, including mental health, or those who need help with language (ESOL), literacy or numeracy are entitled to apply for additional learning support to help them to access their chosen programme.

Catering

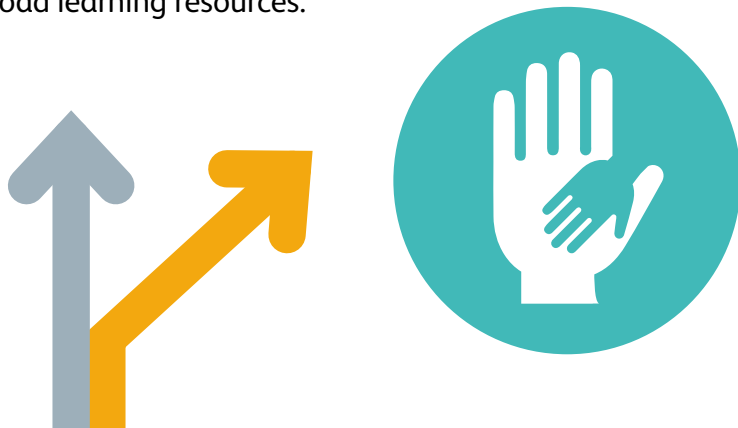
Excellent catering facilities are available to serve your son/daughter a wide range of delicious and healthy drinks, snacks and main meals to help keep them going throughout the day.

Careers Guidance

The College recently received Matrix accreditation for its information, advice and guidance services to students. To supplement our internal employability and work skills initiatives we employ an independent careers advisor to provide impartial advice and guidance to all our students. They are available to provide support with progression, careers, Apprenticeships, Higher Education and employment.



All students have access to the College's virtual learning platform itslearning where they can track progress, submit work and download learning resources.



Useful Contacts

Reception – 01625 410000

Student Central – 01625 410018

or 01625 410000 ext 514, ext 523 or ext 525

Absence Line – 01625 410018

Learning Support – 01625 410000 ext 547

Attendance

Every student is expected to attend 100% of the time and not to take holidays in term time. If your son/daughter cannot attend College for any reason, they should leave a message, before 10:00, on the absence line: 01625 410018. If your son/daughter is absent without explanation they will be contacted to ask for an explanation. If your son/daughter does not attend for four weeks they will lose their place at College and have to pay for any exam fees. Students will receive access to ProPortal which tracks their progress, attendance and enables them to see their timetables.

LRC (Learning Resource Centre)

Our modern LRC is more than just a library full of books – it is a vibrant learning resource centre with free access to:

- Professional staff to support studies
- Books, magazines and newspapers in both printed and electronic form
- Computers with internet and many other software applications, laptops, printers, scanners and a photocopier are available

Our online catalogue, opening hours, e-resources, itslearning and more are accessible 24/7 from www.macclesfield.ac.uk

Money Matters

There are a number of different possible sources of financial support which you may be able to access:

- Student bursaries
- Help with college meals
- Subsidised travel support
- Care to Learn for young parents
- Childcare support for adults
- Hardship support if you are in financial need

To apply speak to someone in Student Central.



Key staff here to help



Rachel Kay
Principal and Chief Executive



Andrea Murphy
Vice Principal:
Curriculum and Quality



Lynn French
Vice Principal:
Finance and Resources



Zoe Benn
Director of Quality



Chantelle Dewberry
Assistant Principal
Vocational Studies



Tracy Cosgrave
Director of Employer Enterprise
and Commercial Services



Karen Pierce
Director MIS



Carole Cawley
Director of
Human Resources



Rachel Smith
Director of Pastoral
and Academic Progress



Imran
Head of Technology and
E-Learning



Ella Tsui-Lau
Director of Curriculum



Ian Carten
Director of Curriculum



Steve Hough
Site Manager

What you can expect from us

Support to succeed:

- Quality teaching
- Learning Mentors
- Additional Learning Support
- Learner Voice
- Financial Assistance
- Transport

Feedback:

- Written report with key data such as MTG (Minimum Target Grade), grade achieving, attendance, effort
- Parents evenings
- By phone otherwise to arrange appointments

Safeguarding:

We are committed to keeping students safe and have the following measures in place –

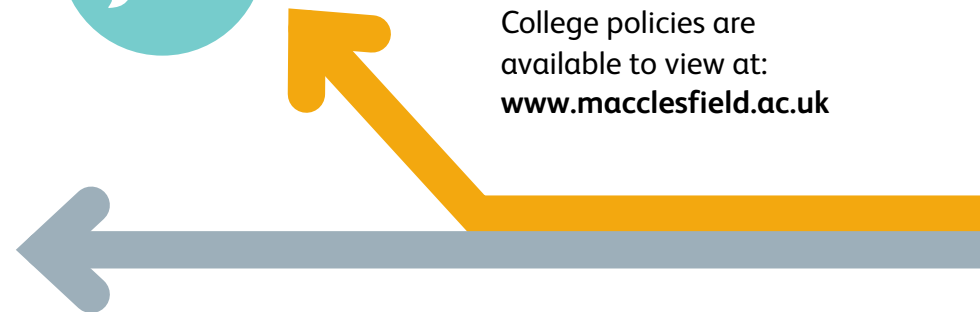
- Safeguarding Policy
- Anti-Bullying & Harassment Policy
- Child Protection Policy
- Tutorial sessions to include e-safety

How you can help:

- Support for the learner
- Make us aware of any concerns you have
- Help us with any concerns we have
- Be aware of the on-line life they lead
- Support good attendance



College policies are available to view at:
www.macclesfield.ac.uk



Code of Conduct

Working and Learning

As a student at Macclesfield College of Further and Higher Education, you are expected to:

- Be punctual, attend all sessions as required by your individual timetable, including main programme, English, Maths, tutorial, directed study and any other sessions as directed by the College. Good attendance and punctuality help towards academic attainment and preparation for the expectations of adult and working life. You are expected to maintain an attendance level of 100%. Unauthorised absence and attendance below 90% will normally result in disciplinary action and you may be asked to pay for your examination board fees. Understand that entry to exams and receiving any funding support requires regular attendance and satisfactory grades for your work. You may jeopardise your place on the course if your attendance falls below 90%.
- Check your attendance records, at least once a week, and alert your teacher if it is not accurate.
- Be punctual for classes and arrive with all the necessary equipment and materials.

- Report your reason for any absences to the College Absence Line on 01625 410018. (We expect you to book appointments with Doctors/ Dentists outside of your timetabled sessions, unless for an emergency). Accept responsibility to catch up on any work missed.
- Be organised and make good use of private study time. Work hard and to the best of your ability.
- Accept responsibility for your own learning and ask for help when you need it.
- Meet all of your work deadlines and make sure that the work you submit for assessment is your own.
- Ensure that you observe classroom management practice e.g. turn mobile phones off, do not use music players, only drink bottled water. (Ensure that mobile phones are switched off or on silent during teaching-related activities unless you have permission from the class teacher to use it).

- Not bring mobile phones, MP3 players or watches into any examination or controlled conditions (even if they are turned off). The examination board is notified and it will lead to disqualification.
- Not take holidays in term time.
- Avoid, where ever possible, working for more than ten hours a week in any part-time job during term time, as it could impact on your learning.



Behaviour

As a student at Macclesfield College, you are expected to:

- Be polite, treat everyone with respect, in person and online. Avoid using inappropriate language which may offend others.
- Follow the reasonable instructions of any member of College staff.
- Respect the learning experience of others and behave in a calm, responsible and orderly manner at all times. We do not tolerate behaviour which endangers safety or disturbs other students' learning.
- Respect the right of all individuals to be free of harassment of any kind, whether sexual, racial or otherwise - do not engage in any type of bullying or harassment of any kind, including by text or online.
- Seek permission from a member of staff before distributing any notices.
- Not consume, or bring on to the College site, any alcohol, illegal substances or new psychoactive substances (NPS), as this will lead to a disciplinary investigation and possible police involvement.
- Not bring on site any offensive weapon or item that could be used as a weapon. You will be removed from the College immediately and where necessary, the Police will be involved.
- Dress appropriately for College which also means not wearing offensive slogans on your clothing. Wear appropriate uniform and Personal Protective Equipment, where advised.
- Avoid damaging the reputation of the College when off campus with inappropriate language, excessive noise and over exuberant behavior.
- Seek permission from a member of staff before distributing any notices.



#BeProudBeProfessional



Respect the environment

- Help to keep the College clean and tidy, especially the cafe, by clearing tables and returning your trays, and in open break-out and other areas by disposing of any rubbish using the bins provided.
 - Do not smoke in the building or around the College other than in the designated areas.
 - Do not spit or drop chewing gum.
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Health, Safety and Security

As a student at Macclesfield College, you are expected to:

- Always have your ID card visible, show it when requested and do not allow anyone else to use it.
- Follow instructions from all staff in regard to Health & Safety procedures.
- Treat everyone's property with respect. Respect the property of the College, its staff, other students and visitors.
- Not invite non-students onto the College premises.
- Report to reception if you feel unwell and need to see a First Aider.
- Let the Student Central Team know if you have to leave College during your timetabled day and will miss lessons as a result of illness or other emergency.
- Take responsibility for your use of ICT and make sure that such usage is safe, responsible and legal. No ICT device, whether College provided or personally owned, may be used for the bullying or harassment of others in any form.
- Look after your valuables (try not to bring anything that is not essential to College as the College cannot be held responsible for loss/damage).
- Register your motor vehicle/motorcycle with the College and drive safely with due care, consideration and attention at all times to other drivers and pedestrians.



This code of conduct is valid for the duration of your time at Macclesfield College and the list is not exhaustive. If there is a change in your personal details or circumstances please inform your Personal Tutor OR a member of the Student Central Team immediately.

#BeProudBeProfessional
