



A GUIDE FOR PARENTS

www.moulton.ac.uk



2023/24

Principal's Welcome to Moulton College

As the Principal of Moulton College, I am determined to do everything possible to ensure that your decision to place your child's future in our hands is one of the best decisions you will ever make. Working as partners, I want you to feel confident in my commitment to help your child succeed.



Moulton College is an inclusive College with outstanding facilities. We are surrounded by acres of beautiful countryside, giving us a safe and open environment for students to learn and thrive. We pride ourselves on excellence, and our students can expect an outstanding level of commitment from their tutors. It is my ambition to help every student at Moulton College to leave with the skills and confidence necessary for them to compete in the working world.

Of equal importance, is our students' well-being. We want all our young people to feel fully supported and enjoy their time with us. This is a time for them to build some fabulous memories.

Thank you for trusting us to support your child in this new and important phase of their life.

Corrie

Corrie Harris, Principal & CEO



How will your child develop with us?

We have high expectations and want all of our students to achieve their goals. We provide education and training to young people so when they leave us they are skilled in their subject area – resilient, reliable, caring, articulate and fully rounded individuals. We want our young people to progress confidently onto the next stage of their journey, having enjoyed their college experience and gained so much from learning with us.



How you can help us in this journey

Parents are one of the strongest influences on a child's development and you have an integral role to play.

We are here to help you and your child make the most of their time at Moulton.

We would welcome your support in a number of ways.

- Ensure they attend College every day. Their high performance and success is predicated on high levels of attendance.
- Support them getting involved with College life. For many young people this is their first taste of independence and we want to help them develop the skills to be confident, independent adults.
- Participate in parent evenings so you know how well your child is performing and what, if any additional help they may need from you or from the College.

We would be delighted if you could find time to support your child at events in which they are included.





Keeping you informed

Our commitment to you is that we will do everything we can to ensure you are kept informed.

If your child is under 18, we will ensure that you receive full information about their study programme/course, the College support available and their progress. If a student is over the age of 18 at enrolment, the College needs their permission to discuss issues regarding their studies with you.

You can make an appointment to meet with one of our team to discuss your child's progress at any time, particularly if you have concerns.

Progress Reports

Each student will be assigned a Personal Tutor who will review their progress throughout their study programme. Parents and carers of those students aged 18 or under will be invited to parent sessions throughout the year. These progress report sessions will usually take place online.

You can make an appointment to see a member of our college team to discuss your child's progress at any time.

Attendance

Regular attendance at college is key to student success. Students are required to attend every lesson, unless they are ill or there is another genuine reason to justify absence. If a student is unable to attend, it is important they let us know in advance. A register is taken at every class and any absences will be followed up by the course tutor. Please note: some financial support schemes are based on a minimum of 90% attendance.

If your child is under the age of 18 on 1 September 2023 and their academic work is not of the appropriate standard or their attendance is below the expected levels, you will be informed.





Keeping your child safe

Student safety is always our first priority at Moulton College.

Health and Safety – Course Specific

All students will receive general health and safety advice, those on programmes such as agriculture, construction, or animal sciences will receive very specific health and safety training.

Medical Conditions

The College should be informed about any medical conditions or medication required for students – something which will have been discussed during enrolment.

Internet Safety

We closely monitor student access to the internet during their time with us, and we take every possible precaution to ensure that they are unable to access any inappropriate material.

Mental health

It is estimated that 20% of young people suffer from mental health issues. Mental health can make the things young people do in life like going to College and socialising very hard however we have an experienced Student Support Team in place to help.

If you have any concerns about the safety of your child please report this to their Personal Tutor, or our Student Support Team. Alternatively, you can email safeguarding@moulton.ac.uk



British Values & Prevent Duty

At Moulton we promote British values and seek to ensure that every student is protected from the many forms of radicalisation that exist in our society. The core British values are defined as:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

The Prevent Duty requires us to prevent people being drawn into terrorism, which includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit.

College staff receive specialist training to spot radicalisation or extremism but students spend only part of their life with us. We want you to be comfortable in raising any concerns, in confidence, about these matters.



Contacting the College

If you have any issues you wish to raise, the best initial contact is your child's Personal Tutor. You will also be able to talk to our staff at parents' evenings. As our teaching staff spend most of their time with students the best method of communication is usually email.

To contact your child's Personal Tutor, call 01604 491131 and ask for the relevant email address. However, if you would prefer to chat, please ask to be transferred.

What happens next?

We appreciate that it is an exciting but sometimes stressful time as your child makes the transition from school to college. To help you support them through this process here is a schedule of what will happen over the next few weeks.

AUGUST 2023

GCSE results day Thursday 24 August 2023

It is likely that your child will have been made a conditional offer to study at the College, dependent upon them achieving certain grades in their GCSEs. **If they do not achieve the grades they need please do not worry.** It may be necessary to move them to a course at a lower level but this will be discussed with them when they come in to College to complete their enrolment. Alternatively, Course Tutors will be available to talk to students during the day on the telephone or in person at our Moulton campus, 9am - 5pm on Thursday 24 August. Our online chat service will also be available on our website: www.moulton.ac.uk

Enrolment will take place at the College between Friday 25 August 2023 and Friday 1 September 2023

Enrolment

Enrolment will take place at the College between Friday 25 August 2023 and Friday 1 September 2023. All students will need to come into College to show evidence of their exam results and proof of ID. Information about the exact date and time that your child needs to attend College will have been sent to them in July in their Joining Pack. If you are unable to find this information please contact our Student Services Team (call 01604 491131 and select Option 6).

Bus passes

If your child submitted their transport application before the deadline, and we have received payment to cover the first term's travel, they will be issued with their temporary bus pass when they come in to enrol.

SEPTEMBER 2023

Start of Term

Term starts for all students during week commencing Monday 11 September. The first week will be an induction week to help them settle into College and making sure that they can access college systems etc. Your child will be told which days they need to be in College when they attend to complete their enrolment.

Frequently Asked Questions

Please find below responses to some frequently asked questions.
If you have any other queries, do get in touch.

My child is unable to attend their allocated slot for enrolment. What should they do?

Call our Student Services Team on 01604 491131 Option 6 and they will be able to advise another date that your child can attend college to complete their enrolment.

My child is unwell – how do I let you know?

Please contact us as soon as possible by calling 01604 491131 and selecting Option 2.

I am concerned about my child's progress – who do I contact and how?

Please contact their Personal Tutor in the first instance. You can call reception or email staff.

My child has lost their ID badge – what do they need to do?

Visit The Learning Hub (Moulton) or Reception (Higham Ferrers) and ask for a new card.

I would like my child to travel to College on the bus service. How do I set this up?

A bus pass application form will have been sent through with your child's offer letter. The deadline for securing a guaranteed place on our transport network has now passed however we will still endeavour to find your child a seat on the bus. A completed transport application form and payment for the first term must be received as soon as possible.

I am unhappy about something – how do I feed back?

Feedback is important to us as it assists with the continuous improvement of the services we offer. In order to ensure that we deal with your concerns as quickly as possible, please complete an online feedback form on our website. This function is available under "contact us" on our website.

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What is Microsoft Teams?

Microsoft Teams is our online classroom where students can access resources and submit their work to staff. It's available from any internet enabled computer.

Is there funding available to help pay for equipment or trips?

Students can apply for the Learner Support Fund to cover essential costs to support them completing their course.

The Learner Support Fund is based on the household income of the student. If your household income is below £30k per annum or you are claiming a means-tested benefit then you may be entitled to some support towards costs.

I think my child is entitled to free college meals – how can I set this up?

To check your eligibility, or for more information, please contact our Student Services team:

✉ student.services@moulton.ac.uk

☎ 01604 491131



Key dates for your diary

GCSE Results Day

Thursday 24 August 2023

Enrolment

Friday 25 August – Friday 1 September 2023 inclusive
(check letter for details).

Autumn Term 2023

Monday 11 September 2023 – Friday 15 December 2023
Study week: Week commencing Monday 23 October 2023

Spring Term 2024

Thursday 4 January 2024 – Thursday 28 March 2024
Study week: Week commencing Monday 19 February 2024

Summer Term 2024

Monday 15 April 2024 – Friday 21 June 2024
Study week: Week commencing Monday 27 May 2024

Please note that it may also be necessary to restrict access to the College when GCSE English and maths exams are taking place.