



Skills Development

Frequently Asked Questions



**BE PART
OF IT**



A guide to the first few days and weeks at
College for students and parents/carers

Welcome

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Coming to College

Starting a new college can be a daunting prospect but please do not worry, we are all here to help you.

This booklet will help you understand what life in the Skills Development department is like and what to expect in your first few days and weeks.

We have tried to put in as many frequently asked questions as possible, however, if you have anything specific you would like to ask, please feel free to get in touch with us at any time. There is a list of contacts on the back page of this booklet.

We are sure you are going to make many new friends and learn lots of new skills.

We look forward to seeing you in September.



If you would find it easier to read this guide in larger type or a different format, please call **01752 305300** or e-mail **info@cityplym.ac.uk**.

Before I leave home



What do I wear?

- In Skills Development, students do not wear a uniform. You will be taking part in a lot of activities, so it's best that you wear whatever you feel comfortable in, especially sensible shoes.

What do I need to bring?

- A bag to carry your things.
- If you have a mobile, you can bring that to use at break time and after College. If you want to listen to music, you can also bring some headphones.
- Something to write with.
- A coat if it's cold or wet.

How will I get to City College?

- Students arrive at the College in many ways. Some come with their parents by car, some come in a taxi or on public transport. There are disabled parking spaces close to the entrances of the College and ramps to the doors with handrails.
- Some students who are independent travellers come by bus. The number 36 bus regularly goes from the centre of Plymouth to City College. Students can access the bus timetable on the Citybus website **www.plymouthbus.co.uk**.
- As a student of City College, the number 36 bus is a free service. You just need to show your College ID when you get on the bus. Your College ID will be given to you in your first few days of College.

My First Few Days



Where do I go?

- There are two entrances to City College. One is the main entrance on Kings Road and Skills Development staff will be there each day to meet you and take you to your classroom.
- There is another entrance just for Skills Development students, which is on Paradise Road. This is a much quieter entrance than the main one. Transport drops off outside this door and again, our staff will be there to meet you.
- At the end of the day you can leave from either of these entrances and staff will wait with you until you have left safely.
- On your first day, we will show you around the College, so you know where both entrances are.

What will I eat?

- A free breakfast is provided for students at City College Plymouth, each morning, before your lessons start. You can choose one item from a choice of bacon or sausage baps, cereals, toast, yoghurts and different fruits. Other items can be purchased if desired.
- You can bring a snack to have at break time. We also have various cafes around the College where you can purchase snacks and drinks if you prefer.
- At lunchtime, you can buy a large selection of food and drink from the canteen. This includes sandwiches

and wraps, a healthy salad bar, jacket potatoes with various fillings, pizza, pasta, and a selection of main meals which change each day (such as fish 'n' chips on a Friday) Prices vary but £3.50 will usually buy you a good meal and a drink. Someone will be with you if you need help with choices or using money.

- If you qualify for free school meals, please see the funding page for how to apply.
- If you prefer, you can bring a packed lunch to eat with your friends in the canteen.

What time do I need to be there?

- College times will be given to you by your tutor before you join.
- Lunchtime is 12.15pm to 1.15pm. You will also get a short break at around 10.30am.

What will I do when I get there?

- At the start of the day, you will be taken to your classroom to meet your new tutor and the other students on your course.
- This will give you an opportunity to get to know everyone and make some new friends. Making new friends can take time and may seem like an impossible challenge at first, but we will help you through this.



What if I get lost?

- Skills Development is a highly supported course; there will always be someone who can help you to ensure that you are safe.
- You will see other students who are on different courses, in the corridors and the canteen, but they have their own classrooms, away from the Skills Development department.
- You will be shown around the College, but don't worry if you don't remember where everything is, you will have someone with you to support you at all times and you will soon get used to where everything is!

Getting your College ID

In order to keep everyone in the College safe, all students and staff are required to have identification. We will take a picture of you, which will appear on your official College ID badge. You will be given a badge holder with an orange lanyard to wear, which you must bring with you every day you are in College.

What if I am nervous?

- There will be lots of new people starting at Skills Development and they are all going to be as nervous as you! We will help you settle in and answer any questions or worries that you have. This may take a little time, but we will work on it together.
- The staff at City College will make sure you're getting the best mix of work and play while you're with us. As well as organising many enrichment activities, we have a team that runs the common rooms and the Students' Union, where you can play a game on the Wii or pool table at break times, or just take some time to unwind.
- If you are feeling a bit overwhelmed by student life and struggling to adjust, we have two friendly mentors who can give you advice and support.

How many people will be in my class?

- Our class sizes are small, normally around seven to eight students, with three members of staff.

What do I call my tutor?

- College is not like school. We ask you to call us by our first names, which may seem weird at first, but you will soon get used to it!

My First Few Weeks



Work Expectations

- You will have the opportunity to take part in many enjoyable activities, as well as developing your English and maths skills.
- You will be given a timetable so you know what lessons you have on what days.
- There may be some writing, and you may also be using a computer. We expect all students using computers to be safe and sensible. Someone will be there to help you if you need it.
- We have a varied and active timetable and you may also take part in lots of trips outside of College.
- You'll be glad to know that you won't be getting any homework!

Behaviour Expectations

- All staff and students throughout the whole of City College are expected to behave with respect towards each other and towards college property.
- We expect all students to be on time to classes, be prepared to learn and to come prepared with the right equipment.
- You are responsible for your belongings, so keep them safely in your bag until you need them.
- You must be polite and courteous to others at all times.
- Keep your hands and feet to yourself!
- Don't forget, although College can be hard work, we also want you to have lots of fun, to enjoy learning new things and meeting new people!

Information for Parents/Carers

Funding

- You may be entitled to additional funding to support your child in travelling to and from College. You can contact your local authority for more information.
- If you are eligible, your child will also receive a free, hot, healthy meal on timetabled College days. You can apply for the Free College Meal Scheme using the bursary application process. The College aims to support students to overcome specific barriers to participation, to enable them to remain in education. Your application will be means tested and information relating to household income must be provided.

To contact the Student Funding team, call **01752 305110** or e-mail studentfunding@cityplym.ac.uk.

Communication

- If you need to keep in regular contact with the tutor, we can organise a 'contact book' for students. Please discuss this with the tutor.
- If your son/daughter is going to be absent from college for any reason, please make sure you let us know by contacting **01752 305876** or e-mail mfoley@cityplym.ac.uk.
- If your child takes any medication during the day that you would like us to administer, please let us know in writing. The medication will be kept in safe storage and we will monitor when it is delivered. If there are any changes to medication or any other medical issues, please let us know as soon as possible and we will send a new medical form home for you to complete.
- There will be regular parents' evenings to discuss your child's progress. However, please do not wait until then to contact us if you have any issues you wish to raise. If there is anything else you can tell us about your child that you think would help support his/her learning, please let us know.
- It would be helpful if you could let us know the transport arranged to get your child to and from school, so we are able to make sure they arrive/leave safely.
- It is important that you let us know asap if there are any changes to your address, telephone numbers or e-mail addresses.

Contact us ...

Here are the contact details for the Skills Development staff that can help you with any questions, concerns or queries:

- Amanda Summers-Evans
Skills Development Academy Manager
E-mail: asummers-evans@cityplym.ac.uk
- Michelle Foley
Transition Coordinator for Skills Development
E-mail: mfoley@cityplym.ac.uk

After your interview, you will also have your tutor's e-mail address so please also feel free to contact them if you prefer.

Here are the contact details of other agencies that can provide useful information:

- Plymouth City Council - www.plymouth.gov.uk
- Cornwall City Council - www.cornwall.gov.uk
- Devon City Council - www.devon.gov.uk
- Careers South West - www.csw.org.uk

Transport - with requests for school transport, please follow the procedure outlined by your local education authority.

City College Plymouth, Kings Road, Devonport, Plymouth, Devon PL1 5QG
01752 305300 | info@cityplym.ac.uk | www.cityplym.ac.uk

DISCLAIMER

Whilst every effort has been made to ensure that this guide is correct at the time of going to press, due to circumstances beyond the College's reasonable control, changes may occur to course content, prices, courses offered and/or the services and facilities. 01752 305300.