

11 September 2024

Dear Parents/Carers

A huge welcome from us at East Surrey College/John Ruskin College!

We are so pleased your young person has joined us to achieve their next steps, and we are looking forward to an exciting year ahead. This letter contains some key information for you to support your young person as they adjust to college life.

1. How to access information about attendance and progress

Please see attached guidance so you can access **Parent Hub**. Once you are logged in, you can see the timetable, attendance, and progress reviews for your young person. The first **Parent Evening** will be the week of 4 November, and you will be contacted by the curriculum administrator for the area to book your slot. Please be aware that when a young person turns 18, we need explicit permission from them to share information about them with others, including their parent/carers, this includes learners with an Education Health and Care Plan (EHCP). This does not apply to serious well-being or safeguarding concerns.

2. How we will communicate with you

We have gathered most parent/carers' contact details via the application and enrolment process. Most of our communication will be via your email address or a telephone call to your phone number. If either of these change, please inform the curriculum administrator and they will change this on our systems.

3. Support available to young people

Many young people will have disclosed on their application forms that they have additional needs, an EHCP, or are care-experienced and we have been planning the support needed.

As young people settle into college life, support with well-being, mental health, or learning needs may become apparent and stressors outside of college can impact on their ability to attend and learn. For support, advice and signposting, students can speak to the Safeguarding/Well-being officers or Additional Learning Support team. Additionally, all our Level 1 students have a 'Progress Coach' who will be their main point of contact and pastoral support.

4. Safe travel to and from college

It's important for students to think carefully about their travel to and from college, particularly as we go through the autumn term and they are likely to be travelling in the dark and wet weather. The following can help keep students safe as they travel:

- If driving, practice driving the route, thinking carefully about changing speed and distance between vehicles in adverse weather

- Wearing sensible shoes and weather appropriate clothes- even if driving
- Not carrying large amounts of cash on their person
- Thinking carefully about whether an expensive phone (eg the latest model) or very expensive outer wear (eg Canada Goose type coats) could make them a target if travelling through particular areas
- Keeping up to date with public transport information via apps and planning alternative routes/methods of transport in case of cancellations
- Monitoring our website for news of college closure in instances of adverse weather
- Keeping phones charged and not relying solely on phone payment methods (carrying a cash card also, for example)
- If walking or using public transport, travel with friends wherever possible

5. Bursary

The Bursary application window closes on **15 September**, all applications submitted prior to this date will be processed.

The online portal is showing a number of incomplete applications. If you have applied for a bursary, please make sure your application is complete, and all evidence has been uploaded.

6. Exam Access Arrangements

Students who had exam access arrangements at school and feel they will continue to need these in college must provide evidence to support this. We ask that you speak to the SENCO or Exams Officer at the school and ask them to give you a copy of the Form 8 or Form 9 and assessors certificate. These can be sent directly to us by email: als@osc.ac.uk

A quick reminder that Term Dates are available on our website. Please also note that **Wednesday 9 October** will be a non-teaching day and both colleges will be closed.

Finally, I'd like to thank students and parents/carers who have shown patience this week whilst we finalise some of our timetables. As you can appreciate, sometimes after enrolment we need to split or reform groups depending on group sizes, and this can affect the timetable. We will continue to have 'timetable queries' desks set up in central areas on both campuses as long as necessary to provide support for students. The **OSC Connect app** is the best place for students to see their up-to-date timetable.

Yours faithfully



Rebecca Taylor
Vice Principal Curriculum & Standards