

SKEGNESS TEC WELCOME PACK



Skegness
TEC Training
Education
Careers

T: C Partnership
Training • Education • Careers

WELCOME

Dear Parents/Guardians,

Re: Behavioural Expectations and Acceptable Standards at Skegness TEC

We are delighted to welcome your young person as a new student to Skegness TEC. As an educational institution committed to providing a positive and conducive learning environment, we believe in nurturing not only academic growth but also personal development and good character. To ensure a respectful and inclusive community, we would like to outline the behavioural expectations that we uphold at Skegness TEC.

Our Values:

- We expect all students to treat each other, staff, and visitors with respect, kindness, and courtesy.
- Bullying, discrimination, harassment, or any form of disrespectful behaviour will not be tolerated.
- Students should demonstrate understanding and appreciation for the diverse backgrounds, cultures, and opinions of others.

Respect our Environment:

- Regular attendance and punctuality are essential for academic success and developing a sense of responsibility. We request that parents ensure their young person attends classes regularly and arrives on time fully prepared to learn.
- Mobile phones are only to be used appropriately to support learning as directed by the member of staff.
- If a student is unable to attend, please notify the college by 9.30am on each day of absence to adhere to absence reporting policy.

Academic Standards:

- Students are expected to maintain high-standards of academic integrity and honesty.
- Cheating, plagiarism, or any form of academic dishonesty will not be tolerated.
- Encourage your child to ask for help when needed and to engage in their studies with diligence and dedication.
- The use of inappropriate and offensive language is not acceptable.

Dress Code:

- Students are required to adhere to the college's dress code policy, which promotes professionalism and respect for the learning environment.
- It is essential for all students to wear their lanyard at all times while on college premises. It is compulsory for all lanyards to be visible at all times.
- Students who are required to wear mandatory uniform as part of their programme must do so for all lessons. Information regarding this will be provided by the programme leaders on enrolment.

Personal Conduct:

- Students are expected to conduct themselves in a manner that upholds the reputation of Skegness TEC.
- Engaging in illegal activities, substance abuse, or any behaviour that poses a risk to oneself or others is strictly prohibited.
- Students should not attend college under the influence of alcohol or drugs. As a college we have zero tolerance to this.
- Food and drink are only to be consumed in the appropriate spaces.

Reports are sent out at regular intervals throughout the academic year to allow parents/guardians to see their young person's academic progress. Parents/guardians will also be invited in for an opportunity to speak with key staff to discuss progress and development.

We believe that a supportive partnership between the college, parents, and students is crucial for creating a conducive learning environment. We encourage you to have open communication with us regarding any concerns, questions, or suggestions you may have throughout your young person's academic journey.

By working together, we can ensure that Skegness TEC remains a place where students thrive academically, socially, and personally. We look forward to a successful and fulfilling year ahead.

Kind regards,

G. Robinson

Gemma Robinson
Assistant Principal & Campus Director
Skegness TEC

COLLEGE READY WORK READY LIFE READY

HERE WE

RESPECT OURSELVES
RESPECT OUR ENVIRONMENT
RESPECT EACH OTHER

OUR VALUES

- Staff and students value and respect each other.
- Bullying and harassment are unacceptable and will be challenged.

RESPECT OUR ENVIRONMENT

- Arrive at your sessions on time fully prepared to learn.
- Mobile phones are only to be used appropriately to support learning as directed by the member of staff.
- All litter will be placed in the relevant bins.
- The use of inappropriate and offensive language is not acceptable.
- Smoking is only to be done in designated areas. These are outlined in green.
- Spitting is unacceptable.
- Food and drink are to be only consumed in the appropriate spaces.
- If you see something that worries you, report it to a staff member.

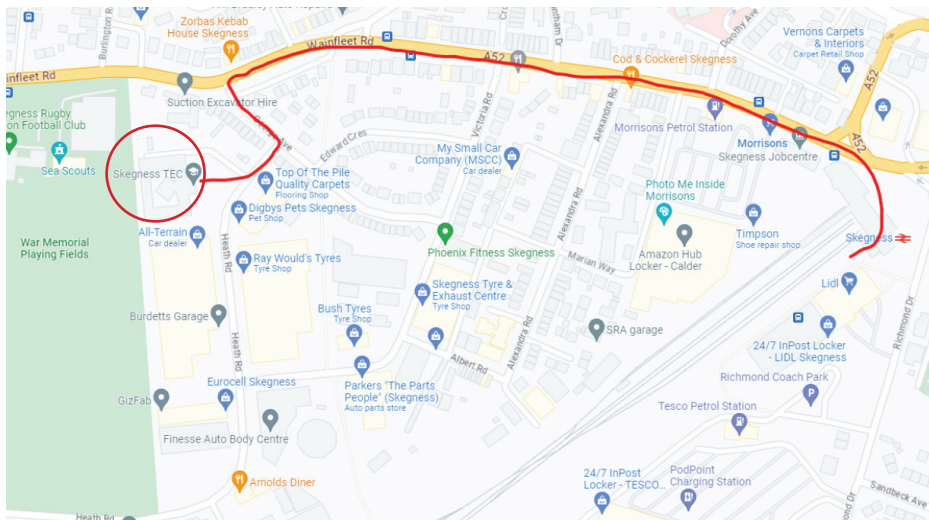
RESPECT OURSELVES

- Your student lanyard should be worn and be clearly visible at all times.
- All persons will be challenged where no ID is visible.
- All campus spaces should be kept clean and tidy.
- You should not come onto College grounds under the influence of alcohol or drugs.
- Avoid behaviours that will result in disciplinary.
- Ask for help when you need it.

RESPECT EACH OTHER

- Bullying and harassment in any form is not ok – be kind.
- Be mindful of our behaviours and attitudes at college and when on college transport.
- Be polite to our peers and staff.
- Don't disrupt others' learning.

HOW TO FIND US



Skegness TEC has spacious free parking with priority spaces available for disabled learners and easy access to all of our buildings.



Applying for Transport in order to access Skegness TEC September 2023

Eligibility:

- Students must be under the age of 19 on 1st September 2023 however, there is eligibility for learners who reach the age of 19 whilst continuing a course, e.g., if they are on a 2-year Level 3 which started when they were 18.
- There is also some support for certain learners aged 19+ if they have learning difficulties/disabilities (LLDD) with an EHCP. Transport support for 19+ learners with an EHCP is available under the policy if the Local Authority have determined that it is necessary to support their transport arrangements in order to complete an appropriate programme of study.
- The student must live more than 3 miles but less than 45 miles away from their chosen College. The student must study at the nearest college offering the subject they are studying.

Please see guidance below regarding how to do this:

Go to the following link:

<https://apps.lincolnshire.gov.uk/StampTransport/Dynamicpages/schTransapp.aspx>

This link will bring you to the following page: `School Transport Application`. Please read through the page and tick that you have read the information and that you agree/disagree to the Data Protection Act, then click `Next`

It will then take you to `Your Application`. It will ask you the following information:

- Date you require Transport from – This is the date that the young person is first due at college in September
- Is your application for: Please tick `College`.
- Complete the Name, Date of Birth, Gender, Address and Telephone Numbers
- It then asks for `Preferred Contact`. This is asking how you would like to be contacted regarding the Bus Pass. If you click email, then the Council will send you an Email with all the relevant information within a few days. If you click on Post, then they will send you a letter within 7 – 10 days.
- You will then need to tick yes/no regarding whether the application is due to a house move and indicate whether the young person has any special educational needs or medical conditions. These must be completed before clicking `Next`

You will then be taken to `Finding your School or College`. If you write Skegness TEC and click `Search College`. It will then produce a Green Tick.

You will then be asked for the following information:

- Date started the college – If you put the same date as the date, you require transport from **(See number 4 - within the link)**.
- Previous School/College – Please state which Secondary School or College the learner attended last academic year.
- Full title of course to be attended – This is the course and level that the young person has chosen to study at Skegness TEC. Please contact us if you are unsure.
- Year of Study – Please tick `First`
- Is your course Full Time – All courses are Full Time, but again please contact Skegness TEC if unsure.
- Additional Information – If you feel any other information is required for the Council then please add.
- Then click `Next`

This will then take you to a new page, `Declaration`. You then need to fill in the boxes with the young person's name. Then select an option from the drop-down box next to `Relationship to the child`. Then click agree/disagree to the statement at the top of the page. There is also an option to add any additional information/documents. This is in relation to learners with Additional Needs. If you don't need to do this, then please click Submit.

Upon doing this you will be taken to a new page which will thank you for completing the form and give you a Reference Number (This number will start with FS-CASE-number). Please make a note of this as it may be required if there are any further issues or delay with receiving your information.

What to do next?

Upon receiving your Email or Letter from the council, they will send you a **TRA number** and also ask you to pay the first terms payment in advance. When you receive this, please inform us of your TRA number as soon as you can. You can email it to **skegnesslsa@grimsby.ac.uk** with your name and date of birth or bring in a copy of the email/letter you receive with your TRA number on.

When you receive this, please follow **ONE** of the **TWO** options:

If you are able to financially pay the first terms payment, then follow the 'how to pay' information on the paperwork you will have received. Once payment has been made, please keep your receipt as you may be able to claim this payment back from the council if eligible.

If you are in financial hardship and unable to make the first term's payment, please contact the college with your TRA number as you may be eligible for support.

If you live under 3 miles away from the college, your application will be rejected however you can apply for financial support with travel through the college bursary. Please note, bursary is not a guaranteed source of funding, and you must meet certain eligibility criteria to apply. Additionally, funds are available on a first come, first served basis.

Bursary Application Guidance 23/24

Eligibility:

Overall household income must be below £33,000. The vulnerable young people's bursary is available but now subject to eligibility and assessed needs. For further information, please see page 2 of your bursary application

- The deadline for applications is the 29th September 2023. Please note that discretionary bursary funding is not guaranteed and is only available on a first come, first served basis.
- If you are unsure of your student reference number, please ensure that your full name and date of birth are recorded clearly
- Course details: Please list the full name of your course i.e. Level 1 Motor Vehicle Course, Campus/Site of Study: Skegness TEC. All courses are full time.
- The term 'Looked after Child' refers to if a person is looked after through the Authorities. Care Leavers are classed as those who have recently left care through the Authorities due to age. This does not include private fostering.
- Please provide bank details of the person who will be studying at the college (learner) and not those of a family member
- Additional Information: Please include any additional relevant information in this box for instance, if you are not eligible for a travel pass however you do require financial support towards your travel costs to college
- Please ensure that you sign the declaration on page 6 (Section 8). Your bursary application cannot be processed without this signature
- Please note: Bursary funding will primarily be available for support towards travel and meal costs for learners.
- It is the responsibility of the learner to purchase the relevant kit and equipment required to complete their course. For further information regarding the kit and equipment that you require for your course, please contact your Programme Leader.
- If you have any questions or queries regarding the bursary application process, please do not hesitate to contact a member of the team at enquiries@skegnesstec.ac.uk. Alternatively, you can call us on 0800 389 0097 for further guidance.



Absence Procedure

Please see below for the correct process to follow, should you be absent from college;

Illness (under 18 years old)	Parent/Guardian must contact the college either by phone to confirm illness. If parent/guardian does not call it will mean an unauthorised absence.
Illness (18 years old +)	Learner/parent/guardian must contact the college either by phone or by email to confirm illness.
Appointments (e.g. doctors, driving test etc.)	Make staff aware beforehand and provide proof of the appointment, e.g. appointment card or email/text.
Lateness	Contact the main reception to inform the college.
Employment	College is a priority, you have signed a contract. Any absences due to work commitments will be unauthorised.
Other (Valid reason)	Contact the college to let the staff know of the reason for absence.

Failure to contact us before 9.30am on the day of your absence for any of the above reasons will result in an unauthorised absence and a formal warning may be issued.

If you make us aware of your forthcoming absence, we may be able to authorise it and the correct mark will be inputted into the register.

Skegness TEC-Main Reception	TEL: 01754761867 or 0800 389 0097
Safeguarding Team	TEL: 079208060241 EMAIL: safeguarding@grimsby.ac.uk
Success Coaches	TEL: 01754 498034 01754 49802



Every day in the refectory

**FREE
BREAKFAST**

8:30 - 9:30

CHOOSE FROM...

Beans on Toast

Toast & Jam

Cereal Fruit

Plus a Hot or Cold drink

Available to all, just show your Student ID Badge