



Information for Learners, Parents, Guardians & Carers

14 - 19 Programme

NPTC Group is an award winning group of Colleges linked closely to local schools. We can offer year 10 and 11 learners the kind of qualifications that can help lead to a job or Further Education. Our lecturers deliver special programmes for 14-16 year olds. Industries, businesses and universities need qualifications and skills - we help supply them.

Our 14-19 Programmes

Year 10 and 11 learners have been coming to NPTC Group, Neath College, for years. We offer a range of special programmes for 14-16 year olds at Level 1* and Level 2*. We deliver a range of programmes in response to young people's needs and aspirations.

We also build into each programme of study

- **Literacy**
- **Numeracy**
- **Communication**

These are skills we all need today.

A course at NPTC Group could be the start of a career or a clear pathway into further and higher education.

* Level 1 - equivalent to D to G grades at GCSE level

* Level 2 - equivalent to A* to C grades at GCSE level



All the Neath Port Talbot learning providers are working together to provide you with high quality learning.

You will:

- be treated as a partner in your learning
- receive a Learning Pathways Plan that meets your needs, shows your progress and achievements*, sets targets and moves with you to your next level or next place of learning
- get regular feedback on your progress and targets
- have someone to talk to about personal and social problems
- have someone to help you review your studies, set targets and discuss your needs, preferences and choices
- get extra help if you are at risk of leaving learning or need to change course.

* currently this is your option choices at year 9 and at year 11

In return you will:

- work to the best of your ability
- attend regularly, on time and not be absent without good reason
- complete work and hand it in on time
- wear the appropriate clothing expected by the College
- respect others and their property
- respect people's differences in ability, culture, race, religion, age, gender or sexual orientation
- behave in a way that does not put the safety of yourself or others at risk
- take care of equipment and facilities
- ask for help if you have any problems
- accept the College code of conduct and practice.



When you are attending a course at the College you are expected to follow the **Neath Port Talbot 14 – 19 Network Learner Behaviour Policy**

You will be expected to:

- attend regularly and be on time for your course. If you are absent you should explain the reason to your school
- respect all staff and other learners and their property
- respect people's differences in ability, culture, race, religion, age, gender or sexual orientation
- follow all instructions given by staff. When you are not sure you should ask
- complete all work to the best of your ability and hand work in on time
- behave appropriately and not disturb others
- take care of all property and equipment and return equipment after use
- follow all Health and Safety requirements, including wearing protective clothing, and not put anyone's safety at risk
- wear the type of clothes expected by the college and the school i.e. PPE (Personal Protective Equipment)
- tell your school and the College if you are unhappy with your course, using the Student Complaint Sheet
- make sure that all your work is handed in on time. If you are sitting an examination, make sure you turn up on time and in the right place

You must not:

- eat or drink except in the canteens
- smoke anywhere in the College
- use bad language
- threaten or abuse anyone else
- use your mobile phone, radio or a portable music device in class
- use social networking sites to bully or harass other students or staff
- use social networking sites to make insulting or negative remarks about the College, other students or staff

You may be expected to take part in educational trips and visits as part of your course.

If you do not follow the above you may have to leave the course.

Positive behaviour will always be recognised and reported at all times.

What happens if you misbehave?

Positive behaviour will be recognised and reported at all times. However, if you misbehave, these are some of the steps the College will take to deal with your behaviour.

If there is a problem with your behaviour, we will always try to solve it informally in the first instance. Your school will be informed for information purposes.

If we can't agree a course of action or if the inappropriate behaviour is repeated, we will issue a formal written warning. Your school and your parents, guardians or carers will receive a copy too.

You will be given every opportunity to improve your behaviour but, if your inappropriate behaviour continues, a final written warning will be issued. We will also arrange a meeting with your school and your parents, guardians or carer to discuss the problem. This will be your last chance to improve your behaviour.

If your unacceptable behaviour continues, or if you are involved in gross misbehaviour*, you may be removed from the course.

At each stage, a plan of action will be drawn up and you will be given every opportunity to improve your behaviour.

You also have the right to appeal to any decision. You will need to do this through your school.

You can get a full copy of the **14-19 Network Behaviour Policy and Procedure from your school.**

***Examples of gross misbehaviour include:** physical violence and fighting; abusive behaviour to staff; behaviour dangerous to themselves or to others; wanton damage; serious breaches of health and safety; being in possession of, using or dealing in illegal drugs/alcohol; carrying and/or using offensive weapons.



As Parents, Guardians or Carers, you will:

- be involved with the choice of courses and agree to your son/daughter choosing this option
- agree to your son/daughter travelling to the learning provider by appropriate transport
- do what you can to ensure regular and punctual attendance
- encourage commitment to the course with the College
- contact the school if you have any queries
- agree to personal information being shared between the school and the College, including any medical, learning or behavioural needs your son/daughter may have, to ensure they receive the appropriate support when they are at College
- agree to unsupervised breaks at the College

Health and Safety

Our main Health and Safety Rules:

- **Stay on the College site at all times.**
For an **appointment** outside, you need **written permission** from a **parent**, a **guardian**, a **carer** or your **school**.
- **Do not enter a laboratory or workshop unless staff are with you.**
There are special rules for labs and workshops: follow them!
- **Do not enter workshops or kitchens without the right clothing.**
Lecturers will not let you in without **PPE**, (PPE = Personal Protective Equipment) overalls, safety shoes etc. **You** must remember to **bring** it and **wear** it.
- **If you hear the Fire Alarm**
Your **tutor** will tell you **when** and **where** to go.
Stay at the Assembly Point: your lecturer will take a roll call.
Stay out of the building until they tell you to go back.
- **Tell your lecturer at once about accidents, illness or incidents.**
Each part of the College has its own First Aider.

Travel Behaviour Code

It is your responsibility to behave in a way that ensures your safety and the safety and respect of others when travelling to and from all places of learning.

The Travel Behaviour Code applies to all students using all forms of transport.

If the Travel Behaviour Code is not followed, the Council, the School and the College can take action against you. If you do not act in a responsible way whilst travelling to and from the College you may lose your right to transport to College and may also be withdrawn from College.

Your responsibilities are to:

- respect other students, passengers, drivers and escorts
- respect other road users, pedestrians and residents
- respect vehicles and property including not dropping litter
- behave appropriately when travelling
- obey driver instructions when travelling

To make sure you and others are safe:

- wait for the bus in an orderly manner – don't push or shove while getting on or off
- be seated throughout the journey and wear a seatbelt if one is fitted
- do not distract the driver
- always follow the Highway Code
- always follow the Green Cross Code

College Bus Travel Behaviour Code

- when at the bus stop always wait sensibly off the road
- make an agreement with your parents what to do if the bus does not arrive or if you miss it
- when the bus arrives wait for it to stop, never push or rush for the door
- remain seated throughout the journey
- never block the aisle with your bag or other belongings
- always wear a seatbelt if one is provided
- you must not distract the driver when he or she is driving
- do not eat or drink on the bus
- never damage or vandalise any part of the bus
- always follow the instructions of the driver or assistant at all times
- if there is an accident stay on the bus until you are told to leave
If it is unsafe to stay on the bus then leave by the safest exit
- get off the bus sensibly taking all your belongings with you
- never cross the road in front of or close behind the bus

IT & Internet Rules

Staff and pupils at NPTC Group use IT and the Internet in most courses. They may **ONLY** be used for education.

- Do not use the internet except to work on your course
- Do not access pictures or text that are:
 - **obscene**
 - **upsetting**
 - **embarrassing**
- Do not play games or use chat rooms
- Do not visit illegal websites
- Do not send e-mails except as part of your course
- Do not print lots of copies: print one, then photocopy it
- Do not try to change the network in any way
- After an hour on a computer, you must take a break

**IF YOU BREAK THESE RULES, WE MAY NOT
LET YOU INTO THE COMPUTER ROOM!**

**Don't forget - NPTC Group of Colleges keeps a record of your
time on the computer**



Consent Form 14 – 19 Programme

Please write in BLOCK LETTERS

Learner's Name:..... Date of Birth:.....

Parent/Guardian/Carer's Name:.....

School:.....

College Programme:..... Year:.....

I have received and read the information in the NPTC Group Information for Learners, Parents, Guardians and Carers 14-19 Programme booklet with the above named learner.

He / She agrees to abide by the 14-19 Network Behaviour Policy, the Travel Behaviour Code, the IT and Internet Rules and the Health and Safety Rules as outlined in the booklet.

***I agree to the above named learner's information being shared with the College.**

I agree / do not agree (delete as necessary) - to photographs of the above named learner being used for course file work/ College / 14-19 Partnership advertising.

Signature of Parent/Guardian/Carer:.....

Signature of Learner:.....

Important: Please sign and return this page only to the school. Keep the information booklet for future reference.

Learners who fail to return the form will not be allowed to come to College.

*Information Sharing: It is important that information about any medical, learning or behavioural needs the learner has is shared with the College. Information will only be shared when necessary and will be kept confidential and in line with Data protection guidelines.

Return this page only