



ACTIVATE
LEARNING

A parents' and carers' GUIDE TO COLLEGE

BANBURY AND BICESTER COLLEGE
BRACKNELL AND WOKINGHAM COLLEGE
CITY OF OXFORD COLLEGE AND UNIVERSITY CENTRE
FARNHAM COLLEGE
GUILDFORD COLLEGE
MERRIST WOOD COLLEGE AND UNIVERSITY CENTRE
READING COLLEGE AND UNIVERSITY CENTRE

Welcome to

ACTIVATE LEARNING

Everyone wants the best for their young person. And we do too!

As the young person in your life embarks on the next chapter of their educational journey, they are about to find out how college differs from school. This transitional period between school and university or the work place, provides a learning curve to adulthood, giving some valuable experiences and exciting opportunities along the way.

Settling in to college life is something that our students generally embrace after the structured environment of school. Further Education encourages students to take more ownership of their learning and this new-found independence allows them to explore their interests, choose their own courses, and develop a sense of responsibility.

Our students are encouraged to take more responsibility for their own learning, manage their time effectively, and meet deadlines independently. This transition can sometimes be challenging, but it is also an opportunity for personal growth and self discovery.

Another exciting aspect of college life is the chance to make new friends. Whether your young person has chosen a fresh start or is starting college with an established friendship group, they will have the opportunity to meet people from various backgrounds and cultures while building connections that can last a lifetime. Something our extensive Alumni community can bear testament to!

It's our mission to transform lives through learning. We want to inspire, support and encourage your young person to achieve their best and enjoy their time as students on campus.

We recognise there are many different options open to our young people, and the learning landscape continues to grow and evolve, but don't worry, we've got this covered!

► Read on to find out the ways in which we will support and nurture your young person during their time with us.

"Teachers are well-qualified subject **specialists**, who use their knowledge **skilfully** to explain concepts clearly and **successfully** **stimulate learners' interest** so that they are **enquiring learners.**"

Ofsted 2022

Why should your young person study with **ACTIVATE LEARNING?**

Student experience

Your young person will learn in an independent environment, make new friends, and manage a more flexible timetable.

Health and wellness

Our highly-trained Performance Coaches support our students in the development of emotional intelligence, wellbeing and self-confidence.

Great locations

Our campuses are located in town and city-centre locations; close to shops, restaurants, cultural hotspots and amenities, all within good reach of travel links.

Innovative teaching

We offer innovative learning and assessment methods using our award-winning Learning Philosophy, that helps students develop at their own pace. We are also the proud recipients of a Beacon Award for Effective Use of Digital Technology from the Association of Colleges (AoC).

Progression

Our students follow clearly-mapped career pathways to progress to higher-level programmes.

Events and enrichment

Your young person will have the opportunity to join in with student activities, join college clubs and take part in trips and visits.

Specialist programmes

Our students can choose from a variety of specialist and career-focused programmes to suit their career goals.

Increased employability

We develop key skills required for future careers, and help our students to undertake exciting work experience placements.

The LEARNING PHILOSOPHY

Our award-winning Learning Philosophy is at the heart of our approach to teaching.

It helps us understand how our students learn best, how we teach our learners effectively and how to work with every individual to remove traditional barriers to learning.

Our expertise in the field of neuroscience means that we understand the limitless capacity of the brain. We also recognise that emotional intelligence and a sense of purpose are essential for learners to fulfil their potential. Our close links working with industry partners play a strong role in giving our learners a sense of what they might achieve when they have completed their courses, and this has proven to be a key motivator for accomplishment.

We utilise the important relationship between the following elements:



Our Learning Philosophy is
about YOU - [LEARN MORE](#)



Brain

Our brains are capable of incredible things. From the study of neuroscience, we understand that the brain connects neurons to make networks. These networks strengthen and work faster through repeated use. We believe in hard work and recognise the value in working through our failures, so that we are constantly learning and improving.

Motivation

We need to motivate ourselves in order to do the practice that strengthens the networks in our brains. By repeatedly demonstrating the relevance and impact of newly-learnt skills and knowledge, we maintain our students' motivation. Engaging students in the learning process by explaining the purpose and relevance of the tasks fosters motivation and prevents them from blindly completing assignments without comprehending their significance or context.

Emotions

Our emotional response to studying has a massive influence on how we learn. The more positive our learners' emotional response to studying is, the more likely they are to engage with and remember what they're learning.

By giving our students the tools to understand their past failures, they can gain valuable insights that enhance their capacity to learn and grow, turning setbacks into stepping stones toward success.

Our five-year strategy - **EMPOWERING LEARNING**

Our five-year strategy sets out the things that are important to us as an organisation to focus on. These are the themes that we will feature in your young person's experience while studying with us at college.

We call these themes our strategic drivers, these include:

Neuroscience

The discipline of neuroscience is continually expanding our understanding of how we learn. We are evolving our knowledge about how the brain functions and how we understand the impact of emotion on the brain and the way we learn.

We take a neuroscience-led approach to teaching and learning, revolving around our Learning Philosophy, which plays a vital role in transforming the lives and successful outcomes for our learners, so that they leave us with confidence in their own abilities.

Technology

The pace of technological change is accelerating. Automation is changing the shape of the labour market in all sectors and educators must prepare learners for jobs which are yet to be created. Our approach has been to extend and enliven students' learning; removing traditional barriers by offering access any time, any place, via any device.

Playing a significant role in supporting our students' achievements, our Activate Learning Online digital platform, recognised as an integral part of our award-winning online offerings, is complemented by personalised learning platforms such as Century Tech, which helps drive attainment in GCSE English and maths.

The use of Virtual and Augmented Reality in our teaching and learning continues to expand, as we prepare our learners for future workplace advances in the technological and digital space. [See here](#) for our Academic Integrity policy in the use of Artificial Intelligence in teaching and learning.

Globalisation

We are preparing learners and staff for global careers and global citizenship. Whether or not individuals work in different parts of the world, every business is impacted by customers and markets on a global scale.

We are working with global brands and employers to provide the best possible student experience, including Microsoft, Huawei, Cisco, British Airways, Forst and BBC, to name just a few!

Wellbeing

Wellbeing is at the heart of our beliefs and values. We recognise that how our students feel has a massive impact on how well they are able to function, both in their studies they are doing or may do in the future.

When people are happy, have a sense of belonging and feel well, they are able to focus on the task at hand better and have more resilience to take on any surprises life may throw at them.



“ Strategies give everybody in an organisation an idea of where we are all heading. And while they are **fixed** on the one hand, they obviously **flex** as you get more information.”

Gary Headland DL, CEO,
Activate Learning

STUDY PROGRAMMES

When your young person starts college, they will join a study programme. Study programmes are full-time courses of study which are funded by the government up to the age of 18. They might be vocational, or career-based, or they might be academic, such as A Level programmes, or one of our new T Level programmes. They are made up of the following elements:

A main qualification

This is what your young person will enter on their application form and they will gain on completion of their course. Our qualifications have been designed in partnership with employers to make sure they are relevant and prepare students for their chosen industry.

Work experience

This will be relevant to their programme and provide opportunities to develop skills and build confidence in the workplace. For our T Level learners, there will be an expectation to complete more than 315 hours of industry placements over the course of the two-year programme.

Experience of work

As well as work experience, we incorporate experiences of work throughout our study programmes. These include talks by industry experts, projects set and evaluated by employers, time spent in a learning company or enterprise activities.

English and maths

English and maths are essential life skills and are crucial to equipping students for their next step, whether that's employment, university or an apprenticeship. Students who join us with a grade 3 (D) or lower in GCSE English or maths, will attend revision classes each week to prepare them to re-sit the exams in the summer term.

Tutorials

All full-time students participate in our tutorial and wellness programme. This supports learners to make choices about their learning and career, as well as developing the attributes required to make progress and succeed.

Activate Learning provides a:

“Calm, welcoming and inclusive
**learning
environment**”

Where learners:

“Enjoy their learning and
**are respectful of their
peers and teachers.**”

Ofsted 2022



ATTRIBUTES FOR SUCCESS

At Activate Learning, we work closely with employers to identify the characteristics and skills they are looking for in potential employees. We will help your young person identify which of these desirable attributes they have and which they can strengthen throughout their programme, ensuring their future employability is the focus throughout their studies.

Professional —————

We help to develop their people skills. Your young person will become a master in communication and customer service.

Enterprising —————

We encourage positive risk-taking alongside creative problem solving. This boosts leadership skills and resourcefulness.

Resilient —————

We teach them how to adapt to changing situations and persevere to reach goals, giving the best chance to thrive and succeed.

Confident —————

We build confidence and prepare young people for the workplace. They will present their real selves to employers: motivated, proactive and inquisitive individuals.

Aware —————

We help to develop a reflective attitude so that your young person will always play to their strengths and be able to work on their weaknesses.

STUDENT LIFE ON CAMPUS

On a typical day at college, in between lessons, there are spaces for quiet study in our Learning Environments or our student hubs, where learners can plug themselves in and study without being interrupted.

Or if they just want to hang out between lessons, there are many spaces and communal areas for them to catch up with all the new friends they will make at college.

If your young person needs breakfast, a snack in between classes or a full meal at lunchtime, they can grab a bite to eat and something to drink in Recharge, our on-site refectory that provides hot and cold meals and an array of snacks and drinks every day.

Breakfast Club

We recognise that the cost of living crisis has had an impact on the lives of our students, and we want to ensure that everyone has a good start to their day at college.

The Breakfast Club is available on weekdays, from 8.15-9am, at all of our Recharge outlets across our campus network.

Students can choose from toast or cereal. Either option comes with a hot drink or a bottle of water – there is **no charge** for this.

Enrichment

Our vibrant Enrichment Officers run various clubs, societies, activities and sessions throughout the month at each campus.

This is a great opportunity for your young person to meet students from different areas of their campus and enrich their learning experience during their time with us. Examples are football clubs, LGBTQIA+ societies, film clubs, pool and Dungeons and Dragons clubs.

Timetables

Timetables are set at the start of each academic year and differ depending on the course your young person is on.

Their week will be made up of subject-specific lessons, tutor groups, study coach sessions, independent study and preparation for classroom-based activities.



Career readiness

AND EMPLOYABILITY

At Activate Learning, students don't just join a course, every learner joins a pathway that leads to their future career. We will explore your young person's aspirations during a career pathway interview, which forms the first stage in mapping out the learning journey they will take.

The Career Readiness and Employability Framework is integrated into all programmes at Activate Learning and ensures coverage of the Gatsby Benchmarks and the Career Development Institute framework. Our differentiated framework provides a purposeful approach to career readiness, that drives student engagement with relevant employability experiences, preparing them for success in and after college.

The programme consists of a range of activities:

- **Careers education** - Planned programmes in the curriculum giving students knowledge and skills to help them to plan and manage their own career
- **Career information** - Including qualifications, skills, occupations, labour market information (LMI), pathways and progression routes
- **Work-related learning** - Experiences within and outside the curriculum to help students learn about specific careers and workplace behaviours
- **Careers advice and guidance** - Independent and impartial careers advice and guidance provided by qualified careers advisors.

The team offers:

- One-to-one guidance meetings, which can be booked by students at a time and place to suit them
- **Workshops** - Career planning, decision-making for next steps, Higher Education, Apprenticeships, vacancy searching and applications
- Careers and Apprenticeship fairs through collaboration with local and national employers
- Higher Education events through collaboration with a wide range of institutions
- The Vacancy Hub @Grofar to promote vacancies to our students.

“Learners benefit from a **strong and consistent** focus on preparation and readiness for their next steps.”

“[Students] know how to **access support** through the college's careers service and appreciate the **help and guidance** that they receive from their tutors.”

Ofsted 2022

LEARNING SUPPORT

Our Learning Support team work on every campus to support, help and teach learners, including apprentices and HE students, to develop effective study and personal skills so that they can make progress on their course, achieve their goals and thrive at college. We use our Learning Philosophy to help students to become independent and successful learners.

Group Learning Support (GLS) provides support for students with a wide variety of needs, including profound, severe and moderate learning difficulties, English as a second language, learners who struggle with English and maths (including adult learners), and students who need reengagement back into education.

Types of support available

Depending on need, a learner may require different types of support. Some applicants require additional transition support, to help them join and settle in.

Some learners may need support during a lesson. This could be one-to-one for our high-needs learners (who have an Education, Health and Care Plan) or shared in-class support.

Some students might have support out of class. This can include one-to-one individual or small group sessions which can either be scheduled or accessed on a drop-in basis. Learning Support have a dedicated team of study coaches (learning mentors in Surrey), specialist teachers and assessors and learning support assistants who can help students, perhaps to go back over the lesson topic and develop their vocabulary, so that they can more easily understand the lesson.

Students can be helped with organising and planning their work, or with their course assignments and later with revision

and exam preparation. We offer support to develop maths and English skills. Some students need specific intervention programmes to fill gaps in understanding or knowledge, which is in addition to their main course of study. Staff can support learners who are working remotely and taking part in online courses.

For learners with specific learning difficulties and disabilities, such as dyslexia, and depending on the level of need, students have additional support provided by their own Faculty staff and/or from specialist staff within Learning Support and Student Support.

Some learners will have an Education, Health and Care Plan (EHCP). This plan has detailed information about the learner's individual needs and the Learning Outcomes that they are working towards. All support is focussed towards helping the learners achieve these Learning Outcomes.

“The provision for learners with
high needs
is especially ambitious and
meets the needs of the
high number of these learners studying
across the college campuses
exceptionally
well.”

Ofsted 2022



Study Coaches or Learning Mentors and Learning Support Assistants (LSAs) often work with learners who have an Education, Health and Care Plan (EHCP). Students with an EHCP will have an annual review.

Apprentices have support from their assessors and may access Group Learning Support and Student Support. This support enables the learner to make the most of their opportunities and time in college.

Other types of support available

Support services work closely with teaching staff, internal and external support services and other organisations, to ensure that students get the support that suits them. For some students this might include:

- Mobility support
- Communications support
- Specialist resources, equipment and software
- Modification of resources where required.
- Access to specialist areas at some college sites, including quiet rooms
- Access to specialist services.

Exam access arrangements (EAA)

Some students require exam access arrangements or reasonable adjustments when they take exams. These can include rest breaks; extra time; a reader or computer reader and use of a word processor.

Learners are asked to disclose any previous EAA and to see a specialist assessor on campus.

Past EAA do not automatically carry on in college. However, any past paperwork will help the specialist assessor. New applications for EAA have a very strict deadline in March.

In some cases, we will need evidence of a medical or wellbeing need from a hospital consultant or similar professional body, for example, CAMHS. This includes students with a diagnosis of autism, ADHD, ADD, ODD, with a speech, language and communication need or those who have a sensory and/or physical need. All information is kept confidentially.

If this type of support is required for your young person, please email us at:

gss@activatelearning.ac.uk
and a member of the team will contact you to discuss the individual requirements.

Student support AND SAFEGUARDING

We want all our students to feel safe, supported and cared for while studying with Activate Learning. We have a large range of services with highly-experienced staff to ensure we meet the needs of our learners.

Safeguarding and young person protection

We have a team of highly-trained Safeguarding Advisers to support students who are worried about their own or somebody else's health, safety, or well-being. They work closely with partners such as Social Care, Police and Health, to promote the welfare of young people and adults at risk and protect them from harm, abuse, or neglect.

We also recognise that learners who require a social worker, are cared for, care experienced, are young carers, or young parents, often benefit from additional support with their education. We have designated Transition and Retention Advisers who ensure that these learners are supported at college or on work placement through close liaison with staff, parents, carers, social workers, personal advisors and Local Authorities.

Promoting safety and wellbeing

Every student receives a Safeguarding induction when they start at college so they know who to go to with any concerns and have an overview of some of the ways in which they can keep themselves safe.

This is reiterated during the academic year through the tutorial programme, embedded in the curriculum and through the events and enrichment programme.

Some of the topics covered include:

- Preventing extremism and radicalisation
- Online safety and online subcultures
- Speak Up, Speak Out - our award-winning campaign against sexual abuse, harassment and violence
- Healthy relationships and consent
- Exploitation and County Lines
- British Values
- Mental health and wellbeing.

More information and resources can be found in our student guide to Keeping Safe [here](#).

We also have a large range of services with highly-experienced staff to ensure we meet the needs of our learners.

Students have access to:

- NHS college nurse (Oxfordshire campuses only)
- Contemplation and Multi-faith rooms for prayer and quiet reflection
- Extensive events and enrichment programme, including sports, charity events, health and wellbeing workshops, guest speakers and clubs for example, LGBTQIA+ and Young Carers
- Careers advice
- Learner Voice and student representatives to ensure students feel heard and contribute to learner experience.

Mental health support

More and more young people are experiencing mental ill-health. We have a team of Mental Health First Aiders and champions trained to spot the signs and provide support.

All our learners have access to a free, confidential counselling service. Our qualified counsellors are experts in offering strategies to handle stress, worries or anxiety. Their aim is to help build resilience and coping strategies, helping students to succeed and grow. Students can self refer, or you can speak to the Student Support and Safeguarding team for more information.

We recognise for some that the move to college can be an extremely anxious time. We can create a bespoke transition plan, which can include college tours, taster sessions and one-to-ones with key workers. Our student support and learning support teams work very closely with teaching colleagues, to ensure our learners feel confident when they start their studies with us.

Support for parents and carers

We know that parents and carers play a pivotal role in supporting our learners through college and helping them to make important decisions about their education and future options.

Parents and carers should contact their young person's tutor if they feel their young person requires additional support or wish to discuss any concerns.

The following websites offer helpful advice and support regarding common issues that can affect young people:

- [Young Minds](#)
- [NSPCC](#)
- [BEAT Eating Disorders](#)
- [Carers Trust](#)
- [The Proud Trust](#)
- [Refuge](#)
- [Samaritans](#)
- [Talk To Frank](#)
- [Family Lives](#)
- [Act Early](#)
- [Safer Internet](#)
- [Local Police](#)

If you would like to speak directly to a member of the Student Support and Safeguarding Team, you can call **01865 550401** or email safe@activatelearning.ac.uk

SAFE STUDENTS, STAFF, SPACES

We place safeguarding at the heart of our college culture which is supported with our campaign, **Safe Students, Safe Staff, Safe Spaces.**

We believe that **safeguarding is everyone's responsibility**, and this campaign is a testament to our commitment to ensuring a secure and supportive environment for all.

By focusing on the safety and wellbeing of every member of our community, we create a foundation where learning and personal growth can flourish. This highlights our dedication to providing a safe, inclusive and respectful environment, which is essential for effective education and positive development, in line with our Learning Philosophy.

Our students have told us that they preferred a simple, fresh, clear and concise approach to communicating key information via posters and signage.

The posters and signage that your young person will see around campus are more than just informative: they reflect our dedication to positive behaviour management.

Our **Positive Behaviour Management Framework** is designed to promote and reinforce good conduct and mutual respect.

The framework emphasises understanding, empathy, and proactive strategies to manage and guide behaviour constructively. By adopting this approach, we aim to reduce conflict, foster a sense of community, and support the personal and academic growth of every student.

The new posters are aligned with our Positive Behaviour Management Framework by:

- Clearly outlining expectations and positive behaviors in an easily digestible format.
- Highlighting the support systems available to both students and staff to encourage and maintain positive conduct.
- Providing visual reminders of our commitment to respect, inclusion, and proactive conflict resolution.

The importance of ATTENDANCE AT COLLEGE

Ensuring your young person attends college regularly is crucial to their success in their Further Education journey.

Consistent attendance helps students stay on top of their coursework, develop essential skills, and maintain a routine that prepares them for future careers or higher education.

Missing classes can lead to gaps in knowledge and understanding, making it harder for them to keep up with their studies. Encouraging your child to attend every lesson and seek support if needed fosters a sense of responsibility and commitment that will benefit them long after their time in college.

If your child is going to be unavoidably absent (due to illness etc) please inform the college as soon as possible via our Contact Centre on **0800 612 6008**.





TECHNOLOGY IN LEARNING

Our approach to using technology to bring learning to life is recognised as sector leading. Technology is used to extend and enliven students' learning, enabling them to learn anywhere, anytime, via any device. This helps students to take greater ownership of their learning and to make more rapid progress.

At Activate Learning, students can bring their own device to college to support their learning, or they can make use of the large selection of on-site equipment available to them, such as PCs, Mac studios and college laptops that can be borrowed on a short-term basis from our Learning Environments.

Laptops, tablets and phones can be connected to the free wifi network, which covers all campuses, and has appropriate filtering and monitoring systems in place.

All students are enrolled to ALO (Activate Learning Online). This is our virtual learning environment, where students can find learning resources including videos, presentations and assignments. It is also the place to submit and get feedback on assignments, with opportunities for online discussion with teachers and classmates.

Students can log into ALO from anywhere, meaning that learning doesn't stop when students leave the campus. Our use of learning technologies has won two national awards for innovation and increasing student success.

Fees and **FINANCIAL SUPPORT**

BURSARIES

Students aged 18 or under (as of Saturday 31 August 2024) do not pay any fees for their college programme for that academic year. This is because the government expects young people to remain in education or training, the academic year when they turn 18 and therefore provides the funding directly to us.

While studying a course with us at college, there may be costs which can be incurred, this can include travel to attend college, and some costs while undertaking their course. We understand that cost might be an issue, Activate Learning has a bursary scheme in place to be able to support those who may need support. You may be eligible to apply for a bursary if your household income of £30,000 or less for a single child in the, £1,700 for each additional dependent child aged 18 and under living at the same address.

If you are successful in your bursary application, you may be eligible for some of the following support:

- **Travel Bursary** – help to travel cover costs for those who live three or more miles away from college.
- **Course Costs Bursary** – Provides support for essential specialist protective clothing and essential UK field trips. Bursary funds are awarded for the essential costs, and your faculty will provide you with the items you need. There is no need to buy the essential items for your course.
- **Meal Credits** – Students will receive a free breakfast or lunch on the days they are in college, if they meet the criteria.

- **Bursaries for Young People in Defined Vulnerable Groups** – Supporting eligible students who have a financial need to enable them to remain in education.
- **Accommodation Bursary** – Providing a contribution towards the cost of accommodation for students who are enrolled on a specialist subject that is not available where they live. (This includes Activate Rugby Academy and Land-based courses in Merrist Wood).

An application for bursaries needs to be submitted each academic year, even if your young person's course runs for more than one year.

A link to the online application form can be found on our website: [Financial Support and Bursaries - Activate Learning.](#)

Funds are limited, so please apply early to avoid disappointment. Applications will be processed on a first come, first serve basis, and will require to be complete, with all information, and evidence submitted.

If you need any help, speak to a member of our **Advice and Admissions team on campus** or contact us on **0800 612 6008**.



STUDENT ENRICHMENT

Here's a snapshot of some typical events and activities our students can experience at college...



FAQs

It's true, the transition between school and college can feel a bit daunting not just for your young person, but for you as a parent or carer too! We're sure you have lots of questions about your young person's life at college, and we hope that we have answered a lot of them already. There are many that we get asked a lot, so we have compiled the more frequently asked questions for you below.

How will college engage with me as the parent or carer?

Activate Learning values open communication with parents and carers. We believe that your involvement in your young person's education is crucial to their success. As a result, we maintain regular communication with parents through various channels, including emails, phone calls, and parent-teacher meetings. You can also keep up to date with our latest news via our social media channels.

Are there parents' evenings?

Yes, we organise parents' evenings throughout the academic year. These evenings provide an opportunity for you to meet with your young person's tutors and subject teachers. You can discuss your young person's progress, strengths, areas for improvement and any other concerns you may have.

Will I get updates from my young person's tutors? How will I know how they are doing?

You will receive regular updates from your young person's tutors. These updates may come in the form of progress reports, emails, or phone calls, depending on the individual tutor's preferences.

Will we get reports like we did at school? If so, how many?

Yes, you will receive reports on your young person's progress. The frequency of these reports may vary depending on the course your young person is undertaking. Typically, you can expect to receive at least one progress report per term.

How much contact should we expect as parents?

You can expect regular contact from both the college and your young person's tutor throughout the academic year, either via emails, texts, phone calls and letters. We encourage parents and carers to be actively involved in their young person's educational journey, and will keep you informed about their progress and any important updates.

Attendance - how will I know if my young person is not attending lessons?

Monitoring attendance is important to us. If your young person misses a lesson, we will inform you through our attendance monitoring system. You will be notified promptly, and we will work together to address any concerns related to attendance.

What does the average timetable look like?

The college timetable will vary based on the course your young person is undertaking. Generally, students have a structured timetable with a combination of lectures, practical sessions, and independent study time.

How many teaching hours per week?

The number of teaching hours per week will depend on the course and the level of study. However, students can typically expect around 15-20 hours of teaching per week.

FAQs continued

How much independent study time is expected?

Independent study is an essential part of the learning process. Students are encouraged to dedicate additional time outside of lessons to review material, complete assignments and do whatever research they need to do to complete assignments. The expected independent study time will vary depending on the course and level of study.

What is the disciplinary process and how does it work?

Activate Learning has a clear disciplinary process in place to maintain a safe and respectful learning environment. The safety of our campuses is of the utmost importance to us and there is an expected level of behaviour we require from students. If any disciplinary issues arise, the college will follow a fair and transparent process, which may include warnings, meetings with college staff or other appropriate measures.

Can my young person have a part-time job?

We understand that some students may not just wish to have part-time jobs, it might be necessary for them to have one. While we encourage a healthy balance between work and studies, we also stress the importance of prioritising academic commitments. It's important to find a balance that allows your young person to succeed academically without compromising their wellbeing. For those students who need financial support, please speak to our Advice and Admissions team about what is available to them.

How do I report my young person as being off sick or absent?

If your young person is unable to attend college due to illness or other reasons, please inform the college as soon as possible via our Contact Centre on 0800 612 6008.

Who can I speak to if I think my young person is struggling with their work?

If you have concerns about your young person's academic progress or wellbeing, you can contact their personal tutor or a member of the Learning or Student Support team. They will be able to provide guidance, support, and appropriate interventions to help your young person overcome any challenges they may be facing.

What should I do if I'm worried about my young person's mental health and need to speak to someone?

We take the mental health and wellbeing of our students seriously. If you have concerns about your young person's mental health, please contact your young person's tutor in the first instance. We have a range of mental health support available through the college and will offer whatever support we can to your young person's mental wellbeing.

What do I do if I suspect my young person is being bullied or harassed?

Activate Learning strives to create and maintain a safe, supportive, and inclusive learning environment for all learners, and has a zero-tolerance approach to all forms of discrimination, bullying and harassment, whether this occurs at college or online.

If you have concerns about your young person's safety or wellbeing (whether at college, at home, on work placement, in the community, or online) please contact your young person's tutor or a member of the Student Support team.

What do I do if I suspect my young person is at risk from others or has been targeted by County Lines criminals?

If you suspect that your young person is at risk of being targeted by County Lines criminals or any form of exploitation, it is essential to report your concerns immediately to the college Safeguarding team: Safe@activatelearning.ac.uk or the relevant authorities. We have safeguarding procedures in place to ensure the safety and wellbeing of all our students.

CONTACT US

Our Advice and Admissions team oversees enquiries and applications, right up to the point that your young person starts their programme. From that point onwards, the main point of contact will be their tutor.

The Advice and Admissions team is responsible for responding to enquiries, confirming offers, keeping in touch with your young person about matters relating to the programme and their enrolment on to their course in August.

If you need to contact the team at any point, you can do so via the following methods:


0800 612 6008 - www.activatelearning.ac.uk

BANBURY AND BICESTER COLLEGE

Banbury campus, Broughton Road
Banbury, Oxfordshire, OX16 9QA

banbury.activatelearning.ac.uk

 /BanburyandBicesterCollege

 @banburybicestercollege

BRACKNELL AND WOKINGHAM COLLEGE

Church Road, Bracknell, Berkshire RG12 1DJ

bracknell.activatelearning.ac.uk

 /BracknellandWokinghamCollege

 @bracwokcollege

CITY OF OXFORD COLLEGE AND UNIVERSITY CENTRE

Oxford city-centre campus
Oxpens Road, Oxford, Oxfordshire, OX1 1SA

Technology campus - Blackbird Leys
Cuddesdon Way, Oxford, Oxfordshire, OX4 6HN

oxford.activatelearning.ac.uk

 /cityofoxfordcollege


 @cityofoxfordcollege

FARNHAM COLLEGE

Morley Road, Farnham, Surrey, GU9 8LU

farnham.activatelearning.ac.uk

 /OfficialFarnhamCollege

 @farnhamsixthformcollege

GUILDFORD COLLEGE

Stoke Road, Guildford,
Surrey, GU1 1EZ

guildford.activatelearning.ac.uk

 /OfficialGuildfordCollege

 @official_guildford_college

MERRIST WOOD COLLEGE AND UNIVERSITY CENTRE

Holly Lane, Worplesdon,
Guildford, Surrey, GU3 3PE

merristwood.activatelearning.ac.uk

 /OfficialMerristWood

 @official_merrist_wood

READING COLLEGE AND UNIVERSITY CENTRE

Kings Road, Reading
Berkshire, RG1 4HJ

reading.activatelearning.ac.uk

 /readingcollege

 @readingcollege

