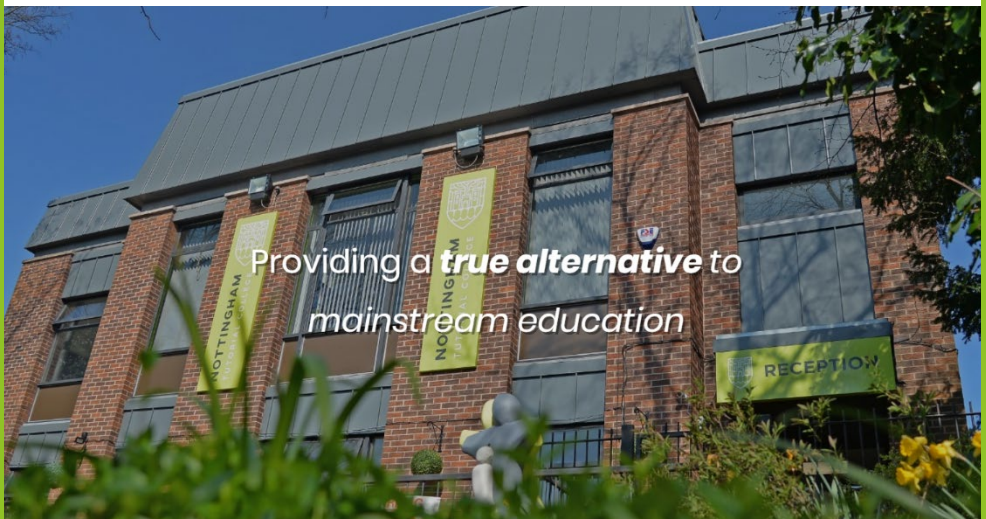




NOTTINGHAM
TUTORIAL COLLEGE

Parent/Carer Handbook 2024-2025



Welcome and Introduction

Welcome to Nottingham Tutorial College and the beginning of your child's journey with us. We understand that families know their children better than anyone, therefore from the very first admissions meeting we take time to get to know families so that they feel valued and are part of the process.

It is important to us that families can get to know our staff, from our management team to our tutors - we have an open-door policy and encourage regular communication. Our team perform regular home visits and meetings with our families to offer additional support and keep them updated on their child's progress. You can request a meeting at any point to discuss your child's progress or to address any concerns you have. We send out termly reports to ensure you have a clear picture of how your child is getting on within each subject area. We also host our annual Macmillan Coffee Morning.

We understand that our students have been referred to us for a variety of reasons, because of this we know that with learning; one size doesn't fit all.

We take the time to get to know our students and work with them to develop unique timetables so that we can break down their barriers to learning and support them in their development. This means on your child's first day they will receive an individual timetable suited to them.

This handbook aims to give you a better understanding of Nottingham Tutorial College, our structure and the way our provision runs. If you have any further questions after reading this, please do not hesitate to get in touch. We hope your child settles in well and creates a positive relationship with the staff here at NTC.



Andy Messent
Principal



The School Day

Our school day starts at 9.30am, with the office being open from 8am. We recommend that your child tries to arrive for 9.15am so they can settle in and be in their lesson punctually for the 9.30am start. The formal school day finishes at either 2.50pm or 3.30pm if using reflective time.

If your child is on 1:1 tuition the timings and locations may vary but this will be confirmed at your Induction.

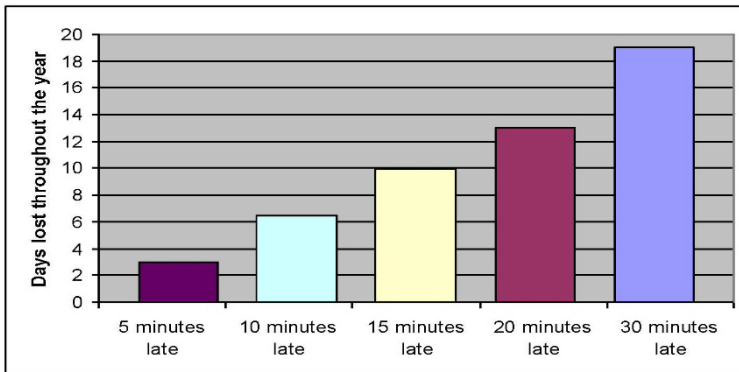
Attendance

Your child's attendance is very important in helping them to achieve here at NTC. Non-attendance will result in your child missing out on vital learning. Lateness turns into truancy after 30 minutes. Persistent non-attendance may result in the involvement of Education Welfare services.

Continuous late marks also affect your child's overall attendance marks. If your child does not arrive to school, a member of the team will contact home, if they are unable to contact you, a home visit will be carried out. The NTC team are here to support you and your child, any concerns regarding your child's attendance, please do not hesitate to contact a member of the team.

Being late adds up to a loss of learning

- If your child is 5 minutes late every day that adds up to over 3 days lost each year
- 15 minutes late is the same as being absent for 2 weeks a year.



Sickness and appointments

If your child is going to be off school for any reason please contact the office on 0115 845 6404/ 07376058379 by 9am. If your child has an appointment, please provide proof of appointment to reception. We would appreciate if any non-urgent medical appointments could be made out of school hours.

Reflective time/Detentions

We hold reflective time from 2.50pm until 3.30pm to allow chance for students to catch up on any work they have missed, do some careers work or to meet with staff. This time is also used for detention for continuous poor behaviour and/or

lateness to school. Parental consent is not required to issue such detentions, however if a student is being kept for longer than 30 minutes, parents will be informed.

Searches

All students will be searched on entry to NTC. This involves a student emptying out pockets and showing the contents of their bags. Students will be scanned with a metal detecting paddle. All of this will be done in view of CCTV. If a child refuses to be searched upon entry, they will not be allowed into the building and a parent/carer will be contacted.

Knives, Laser pens, Offensive Weapons

Students are not allowed to bring knives, hammers, screwdrivers, laser pens or offensive weapons of any kind onto NTC premises.

Mobile phones

Mobile phones are not permitted on site. Students must hand mobile phones in at reception before gaining access to the building. If a student refuses to hand over their mobile phone they will not be permitted entry and the parent/carer will be called. These will be returned at lunchtime and the end of the school day.



Use of Aerosols & Inhalers

Aerosols, of any kind, are not allowed at NTC. This includes hair sprays and deodorants. The only exception is medicines in aerosol form, like inhalers. Should a student use an inhaler we advise that they carry one at all times, for their personal use only. It is also recommended that a spare inhaler, labelled with their name be kept in the onsite medicine cabinet.

Alcohol and drugs

No alcohol or drugs are allowed on the NTC premises.

Any alcohol or drugs will be confiscated and the relevant authority informed.

Any person whose coat or clothes smell of drugs, whether they themselves have taken them or not, may be refused entry to the building. If the clothes can be respectably removed & they are allowed in parents will be contacted to collect the offending items immediately.

Anyone suspected of alcohol or drug involvement will be referred for counselling by CGL.

Being under the influence

Any person suspected of having taken or being exposed to alcohol or drugs before school may be

refused entry and the relevant authorities **will be informed**, as will parents.

Smoking

NTC has a no smoking policy. Tobacco products and lighters are not permitted at NTC.

Cigarettes should not be brought into school and will be confiscated. Lighters will be handed in on entry to the building.

Bullying

Nottingham Tutorial College has a zero tolerance to bullying. If you are worried that your child or another student is being bullied, please inform a member of staff immediately.

Dress code

NTC has no uniform, therefore students should dress appropriately for a school environment in smart/casual clothes. Sliders/Flip Flops and Crocs are not allowed. During hotter weather, tapered shorts and skirts are allowed however they must be of reasonable length. T-shirts should also cover the shoulders & stomach area. Hats and coats may have to be removed on entry to the classrooms.

Prescription Medications

In the circumstances that a student needs to take prescription medication during the school day,

medication can be stored in the onsite medicine cabinet. For us to store and dispense the medication to your child, you will need to fill out the appropriate paperwork which you can request from Reception. Please let us know if the medicine requires refrigerating.

Emergency contact details

During your first initial meeting with us, we will ask you to confirm up to **three** emergency contact numbers which may be used if your child becomes ill at school. It is essential that should any of the emergency contact numbers change, you inform the office immediately. If we are unable to make contact during an emergency medical situation, a member of staff will accompany your child to the hospital.

Safeguarding

NTC places the safeguarding of children, young people and adults at its prime focus and has developed full safeguarding policies and procedures. NTC ensures all its management team, staff members and volunteers have been fully trained in safeguarding. Our Designated Safeguarding Leads are Andy Messent and Tim Wainwright who can be contacted via the office number.

Behaviour code for children

Our behaviour code for children can be found on the NTC Website. This provides the children with advice on the behaviour that is expected of them when attending and using the facilities and services at NTC.

GDPR and Data Protection

NTC collects and processes personal information, or personal data, relating to students who attend the provision. This personal information may be held by NTC on paper or in electronic format. To see a full copy of our GDPR and Privacy Notice please contact the main Reception.

Complaints

If you have any concerns or would like to make a complaint, please contact the Office Manager (enquiries@ntc.education) or call the Office Number on 0115 845 6404.

Bus passes (Nottingham City students only)

As a school we are no longer able to renew or apply for students' travel passes it is now the parents' responsibility. Once it has been decided that a student is entitled to a pass, they are required to apply online, at the below link. Please do this so there are no delays.

<https://www.nottinghamcity.gov.uk/information-for-residents/education-and-schools/travelling-to-school/school-transport-for-primary-and-secondary-school-children>

Once you have clicked the link please scroll to the bottom of the page and click 'Apply for home school bus pass'.

Once you have applied it can take an average of 14 days to process. Once the application has been processed you will receive an email if your child is eligible or not for a bus pass. Please be aware, if your child is Free School Meals the school they attend must be 2 miles away to be eligible for a travel pass. If your child is not free school meals the distance to be eligible is 3 miles.

If you have any problems please contact Nottingham City Council Transport team directly on 0115 876 1780.

Other useful contact numbers

Children and Families Direct - Nottingham:

Tel: 0115 876 4800

Website:

<https://www.nottinghamcity.gov.uk/childrenandfamilies>

Mind - Mental Health support:

Tel: 0300 123 3393 (Monday to Friday, 9am to 6pm)

Website: www.mind.org.uk

National Domestic Violence Helpline:

Tel: 0808 2000 247 (24hr)

Website: www.nationaldahelpline.org.uk

Citizens Advice Nottingham:

Tel: 0300 330 5457

Website: <http://citizensadvicenottingham.org.uk/>

'Stay positive, work hard, make it happen'

Visit: www.ntc.education

Nottingham Tutorial College Limited is a company limited by guarantee, registered in England and Wales.

Company Number: 07013876

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