

Important information and Health and Safety guidance 2019

The College Day and Term Dates



Session times are different for each course. Please refer to your course outline. Please tell us if you are likely to be more than fifteen minutes late.

Your term dates are enclosed.

The College cannot accommodate students outside of course times. If you have trouble with your transport, please let us know and we will support you as much as we can.

The College must tell the Local Authority of any student absences. Please tell us in advance if you are going on holiday.

Your personal tutor



Your personal tutor will be there for you to talk to about College and will help you with any questions you may have.

Timetable and lunch arrangements



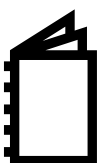
You should bring a packed lunch every day that you are at College. You will also have a morning and afternoon break for snacks. There are cooking facilities available at each Centre. Due to health and safety guidelines we are unable to allow reheating of pre-cooked rice.

Nut Ban



Please do not bring any nuts or any food or drink that may contain nuts to College.

Communication Book



The College will give you a Communication Book which we can use to let your parents or carers know about your time at College. You can use your Communication Book to let us know any important information.

Travel passes



You must bring your free travel pass to College.

A **Freedom Pass** is provided by your local council to give older and disabled Londoners free travel on almost all public transport in London.

If you live in London and you have a disability you could be entitled to a Freedom Pass. For more information or to apply go to:

www.londoncouncils.gov.uk/services/freedom-pass/disabled-persons-freedom-pass

You may also apply for a Transport for London student card. This scheme allows you to get 30% off the price of adult rate travel card and bus and tram pass tickets if you live within greater London.

Please note that if you withdraw from your course this card will be cancelled by the College.

For more information or to apply go to:

tfl.gov.uk/fares-and-payments/adult-discounts-and-concessions/18-student

Medication



Please tell us if you need to take any medication at College. This should be labelled with your name, date of birth, name of medication, dose, and how often you take it. You will need to complete a consent for medication administration form. If there are any changes to the medicine that you take, please tell us.

A form must be completed before students can access College. Please let us know if you have not received one.

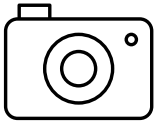
Clothing



You will need to wear appropriate clothing when at College or if you are going out.

Please bring a change of clothes or sanitary products if you need them.

Photo permission



Please read our Privacy Statement for information on use of photographs and videos at College.

Should you have any objections please contact the Marketing team on 0345 402 0453 or email marketing@ohcat.org

Sickness



Please do not come into College if you are sick. If you cannot come to College, please let us know. You may not be allowed to come to College for 48 hours if you have an illness which you may give to other staff or students. When returning from being off please can you put a note in the Communication Book with the reason for absence and any details to changes in medical needs.

Parents/carers have a responsibility to provide at least two emergency contact numbers and MUST be contactable at all times during College hours. In the event of parents/carers not being contactable or not collecting students as required on three occasions, there may be a need for referral to Social Services.

First Aid and Medical Cover



We have Nurses and First Aiders at College.

If there is no Nurse cover, emergency care and seizure management will be given to you by teaching staff or the Emergency Services.

If you have a seizure when out in the community, emergency treatment will be given by the Emergency Services if required.

Support



It is important that the College knows your needs so that you are safe while you are here.

Please tell us if you need any additional support medically or with challenging behaviour. All information you give us is confidential.

Financial Support



Bursaries are available to students who face genuine financial barriers to participate in education to help with costs such as transport, meals, books and equipment. For more information or to apply, please email Natasha on NMusonda-Salati@orchardhill.ac.uk

The College is registered with the National Union of Students (NUS) so students can apply for NUS cards to receive discounts. To apply go to the website below. Orchard Hill College will appear on the drop down list for 'Place of Study'.

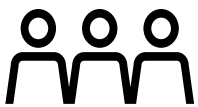
www.cards.nusextra.co.uk

Student Council



The Student Council meets once a term to talk about issues at College which affect all students. Students write their own agenda for each Student Council meeting and representatives are voted in termly. Previous Student Council meetings have discussed College policies, the awards ceremonies and new names for classrooms.

Therapy



Therapy programmes are integrated within the curriculum through the Individual Learning Plan (ILP). These are tailored to each student's clinical needs, aspirations, and Educational Health Care Plans (EHCP) outcomes.

Delivery of therapeutic interventions takes place over a period of time to ensure goals are supported/achieved. This will be in the form of a termly or yearly package as therapy is embedded into the curriculum and may not be weekly therapy sessions.

The therapy team works as part of the multidisciplinary team to support students, staff and parents/carers to facilitate learning. The therapy provision includes delivering specialist and bespoke training to the curriculum staff from all disciplines and adapted to the student's needs.

Therapy aims to promote each student's ability to generalise learned skills into their everyday life so that they have tangible, measurable and realistic outcomes.

Safeguarding



The most important thing for our students is that they are safe and they feel safe, whether at College, home or in the community.

If you have any safeguarding issue or concerns please contact:

Kirsty Cottrell

0345 402 0453

07944 475 353

KCottrell@orchardhill.ac.uk

Travelling to and from College



Orchard Hill College wants to make sure you are safe on your journey to and from College.

We will need a list of the people who will be picking you up from College, please provide this to the Centre Receptionist.

Any person who takes you to and from College will have to show photo I.D.

A password system is used by the College for the collection of students; this password will be sent to you shortly. Please let the College know if there are any changes to your transport.

Equality and Diversity



The College is committed to providing a service that offers equality of opportunity and aims to be responsive to the individual needs of its students. The College will actively reflect, promote and celebrate the diversity of its students, staff and stakeholders in its planning and operations.

Feedback



If you have any comments or feedback about something at College you can talk to your Lecturer.

If your parent or carer has any comments or feedback about College, they can contact us by phone or email on the details below.

Mental Health Capacity



Orchard Hill College strives to maximise the independence and self-advocacy of all students, operating from a starting assumption that each student has capacity to make decisions related to their learning. A decision-specific approach to capacity and consent is promoted in line with Mental Capacity Act 2005 for all students. Consent will be gained as appropriate, using accessible documentation for students. Decisions are made in the student's best interest when they lack capacity.

Please refer to College Mental Capacity and Consent Policy for more in depth information, which can be found on the College website.