



College

Palmer's campus

Your life. Your career.

Parents' information evening 2018

Pre-enrolment

Your son/daughter should have received a letter inviting them to pre-enrolment.

Pre-enrolment will take place on both Wednesday 4 July and Thursday 5 July. The college will be closed to existing students. Students are expected to make their own transport arrangements on this day.

The day will allow your son/daughter to meet with staff and other new students. They will also get the opportunity to attend taster sessions for the subjects they have chosen.

Enrolment

Enrolment will take place from the afternoon of Thursday 23 August onwards. All students are expected to attend, in person, with their examination results.

Students who are unable to attend, e.g. due to holiday, please contact Admissions admissions@palmers.ac.uk. Priority for popular courses will be given to students who do attend their enrolment interview.

Students whose GCSE results are not as expected should not panic as their place is secure and they can discuss course options at enrolment.

Induction

This will take place on Friday 7 September. This is mandatory for students to attend.

First day of teaching

This will start on Monday 10 September. All students are expected in.

General College Information

Timetable

The college day starts at 9am when classes begin and afternoon lessons end at 4.30pm, except for Tuesdays and Thursdays when lessons finish at 2.45pm. The week is divided into teaching blocks and generally students will have some non-contact time. Students can make use of study and social areas during this time, such as the Library and Resource Centre, Study Plus and Lower Student Centre. They can use these areas in order to work on homework, complete additional reading or research and generally supplement the work completed in their lessons. It may be the case that your son or daughter does not have a 9.00am start every day. Students also have access to other facilities such as the canteen, Costa coffee bar and the recently refurbished Sports Centre.

Library & Resource Centre

The Library Resource Centre is a pleasant place to study and is well stocked with a wide range of resources to support all subjects taught at USP College, Palmer's Campus. There are laptops, drop-in and bookable computers all connected to the college network. The Library intranet provides access to e-books and e-resources, which include newspapers, periodicals and reference works. All electronic resources are available 24 hours a day so they are accessible from home.

Lower Student Centre

Our Lower Student Centre is a contemporary and relaxing space for independent or group study. It is a great place for students to study and meet friends.

Canteen and Costa Coffee bar

The canteen and Costa Coffee are open daily from 8.30am to 8.50am and then 9.10am to 2.45pm. There is a variety of hot and cold food and refreshments available and there are often canteen specials where students can purchase hot food from as little as £1.50. Students can also buy the usual Costa Coffee favourites along with a selection of cakes and biscuits at student friendly prices.

Enrichment

Enrichment courses are designed to provide a broad and varied timetable. Enrichment courses do not require exams or homework but can offer additional skills and experience that can offer a direct relevance to future careers or Higher Education courses, such as Voluntary Service or Sport.



General College Information

Safeguarding

USP College is committed to promoting and safeguarding the welfare of young people and staff. Students are required to wear a lanyard at all times. There is commitment to providing the best and safest learning environment possible to ensure learners can succeed and both young people and staff feel secure. The college has a duty of care to both young people and staff and must ensure that their well-being is a priority.

Student Union

The Student Union represent the needs and concerns of all students. To play an active role in this, students can apply to be a Student Union Rep or Executive Officer. They play a major role in college life by providing a student voice and organising fundraising activities for students, which includes charity events and social activities.

Tutorial Programme

Each student is allocated a Progress Coach who provides the support needed to settle into life at college. The Progress Coach will see the students regularly and will help them prepare for progression to universities and employment, as well as completing a range of activities on topics such as employability and personal development.

The Progress Coach monitors the progress of each individual student and will help them with problems that may be affecting their time in college. If parents need to discuss issues relating to their son or daughter, the Progress Coach is usually the first port of call.

Study Plus Centre

Our students demand high standards of themselves and the college. To help them achieve their goals we have the Study Plus Centre to support them to develop learning strategies and therefore enable them to reach their full potential.

Many students feel that investing time in understanding how to manage their learning has improved their confidence and grades. Study Plus is open from 8.30am until the college closes and is staffed by Learning Consultants who can advise on all aspects of learning.

The most common requests are for help with:

Time management

Essay structure

Access arrangements for exams

Organisation

Coursework management

Effective revision strategies

Careers and Student Services

Careers

The Careers Department is open for students during the college day. Drop in to use the computers or arrange one-to-one guidance with a qualified Careers Guidance Adviser.

Staff in the Careers Department are responsible for arranging events throughout the year, including the Higher Education Fair and Careers Fair.

All services on offer are available to every student regardless of their course or ability level and all options are addressed, including employment, university and apprenticeships. We encourage all students to make the most of the information, advice and guidance that is available.

Student Services

Student Services offers support, guidance and practical help to all students. Safeguarding students is our main priority and we aim to promote a climate where students are able to ask for help on a range of issues.

Counselling is available for all students. Mediation is also offered for students having relationship or friendship problems.

Staff and students will not tolerate bullying or harassment. Confidential help is available for students to discuss any bullying or harassment issues if they arise.

An NHS Sexual Health Nurse visits once a week at lunchtime offering information, guidance and advice.

Student Services also run mindfulness sessions to help students deal with anxiety and exam stress.

Bursary & Free School Meals

The college has a limited amount of money provided by the Government to award bursaries. The money is intended to help cover the cost of attending college - transport, books and equipment.

Students can qualify for a bursary by either :

Students who meet one of the four criteria below and who have a financial need can apply for a bursary for vulnerable groups of up to £1,200 per year. The defined vulnerable groups are students who are:

in care

care leavers

receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner receiving Disability Living Allowance or Personal Independent Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

OR

The household income is less than £21,000. There will be a need to provide details showing benefits claimed for the current year.

The amount of the Bursary, apart from those guaranteed £1,200, will depend on the funding allocation from the Government and the number of students who are eligible. It is our intention to initially help with transport and college course fees.

The bursary payment will be dependent upon attendance, behaviour and attitude to learning. Attendance will be recorded at all lessons and tutorials. 100% attendance is expected.

Further Education Free Meals

Free meals will be available for all eligible students. Students must be over 16 and under 19 before the academic year in question. As with free school meals, family income must be below £21,000. Students will be notified if their application is successful via their college email account.

For an application form visit www.uspcollege.ac.uk. Forms will be available from 1 August 2018.

Preparing to Teach programme

This is an exciting opportunity for your son or daughter to find out if a teaching career is for them and to experience life in the classroom from a teacher's perspective. It can also help them decide whether they would like to teach Primary, Secondary or SEN pupils.

What is involved?

The course is timetabled for one morning each week October to March. Your son or daughter will attend an introduction day, a variety of workshops, visits to local Primary, Secondary and SEN schools. The course is experience/activity based - there is no coursework or an written assignments.

There will be an opportunity to speak about pathways into teaching and visit a univer-sity.

How will it help?

It can help your son or daughter to decide if a teaching career is for them. Your son or daughter will develop skills and gain experience within a school essential for university teaching courses.

It will help them decide whether Primary, Secondary or SEN school teaching is right for them.

How to apply?

Your son or daughter can enrol on pre-enrolment in the Garden Room from 12.40pm or when they come into college to enrol in August.

Places may be limited and subject to fitting in with your son/daughter's timetable.



Transport

Ensign / First Group College Bus Scheme

The college works in partnership with Ensignbus and First Group bus companies to offer students a discounted college bus pass. This pass provides students with a quick and easy way of travelling to and from the college, with access on both Ensign and First Group buses over the Thurrock and Basildon areas. This pass can also be used at any time of the day including evenings and weekends.

The cost of this pass is £44 and is valid for 4 weeks. The passes can only be purchased online at www.ensignbus.com.

Bus timetables and the exact location of your nearest stop can be found by visiting www.ensignbus.com and www.firstgroup.com.

The 374 bus route is outside of the above scheme and bus passes must be purchased directly from the bus driver at a cost of £17.50 per week.

For any questions or issues please contact
Ensignbus Company - 01708 865656

Please note that Thurrock Council offer free transport to those students living in Thurrock whose parents/guardians are on certain benefits. If you wish to find out further information, please contact the Council's Awards & Benefits Department on 01375 652511.

College Contract Buses (Routes 1 and 2)

The college provides contract buses from the Brentwood, Upminster and Rainham areas. The cost of this transport is £495 per year. £100 must be paid at enrolment with the remaining balance due on the 31 October 2018. Payments are made online through ParentPay. A passport size photo will also be required.

C2C

Discounted student season tickets are available on the Southend to Fenchurch Street line.

Palmer's College students can register online for a c2c Smartcard at www.c2c-online.co.uk and follow the instructions to save a third off rail travel to College.

Sports Centre

Palmer's Sports Centre has excellent indoor and outdoor facilities, which include: all-weather floodlit football and hockey pitch, floodlit tennis and netball courts, grass football pitches, sports hall, squash courts, aerobic studio and fitness suite.

For students:

Inductions must be completed prior to use of the fitness suite and take place during student lunch sessions at a cost of £5.

Annual centre membership is £9.

Lunchtime sessions: £1.70.

Fitness sessions with a student centre membership in free periods:

£3.30 per hour 9am-4.30pm

From 4.30pm £5 per hour

If you are a regular user to the fitness suite you might be interested in a monthly membership, this is accessible during the hours of 9am-4.30pm weekdays at a cost of £18 per month.

The College PE department arrange lunchtime sessions which include, badminton, football, squash, basketball and table tennis. Full details are available to students from the PE department.

For parents:

Our Sports Centre is available to the public throughout the week offering membership at very competitive prices.

For example: 12 month membership can cost as little as £28 per month which includes:

Free induction to the fitness suite and personal programme

Fitness suite use

Fitness classes

1 racket court per day

Personal training at a reduced rate

Book sessions a week in advance

We have a full class programme offering something for all abilities from Fitness Pilates/Yoga, Toning Classes, Abs, HITT, Spin, Strength & Conditioning, Circuit, Zumba, Glow-Fit and more...

If you enjoy a game of tennis why not join our adult coaching sessions on a Tuesday evening.

FAQs

What is non-contact time?

When students are not in lessons it is known as non-contact time. We expect your son/daughter to use these sessions wisely for private study in the Library or study areas.

How much time should my son/daughter be spending on private study?

This will vary at different points in their course, but on average we expect that students should need to work for at least an additional 15 hours per week on top of their attendance at college. Sometimes this will be devoted to a written homework assignment or coursework. Other out of class work might include research, wider reading and revision.

How can my son/daughter receive extra personal support?

Sometimes the tutor may be the first port of call when a student needs help on a personal matter. However, Counsellors are always available in the Student Services department.

What happens if my son/daughter has a problem at college?

Either they or you should contact their Progress Coach in the first instance.

What if my son/daughter loses his/her ID card and lanyard?

If they lose their ID card and lanyard they will need to purchase a new one as a matter of urgency.

This will cost £5 to replace and can be purchased from the Finance Office. If they forget their ID Card and lanyard they can purchase a temporary card and lanyard for £1 for the day (the £1 is refundable at the end of the day when the lanyard is returned to reception).

Temporary ID cards and lanyards can only be purchased ONCE. If they forget their ID card and lanyard again they will have to purchase a new one for £5 or return home to get it.

For safeguarding it is essential that all students wear their ID cards at all times.

How do we know when to apply for university?

We will start the process with students in the Summer term in Year One. You will be invited to a Higher Education information evening in September to learn more. Applications are sent off from early September of the second year of study. Generally, once students have researched their options and made their choices, the earlier they apply for university the better.

Useful contacts

Reception: 01375 370121 parents@palmers.ac.uk

Admissions: 01375 370121 ext 233 admissions@palmers.ac.uk

Enrolment: 01375 370121 ext 255

Careers: 01375 370121 ext 279 careers@palmers.ac.uk

Student Services: 01375 370121 ext 250

Student Absence: 01375 898608 attendance@palmers.ac.uk

Finance: 01375 370121 finance@palmers.ac.uk

Study Plus: 01375 370121 ext 290

Library & Resource Centre: 01375 370121 ext 266

Voluntary Service: 01375 370121 ext 232

Work Experience: 01375 370121 ext 273

Sports Centre: 01375 898613 sports@palmers.ac.uk

