



Moving to College

A guide to assist you with your transition to College



Introduction

Moving to college can be an exciting yet daunting time.

Although there may be some unexpected issues, with careful planning and preparation your transitional journey will run smoothly.

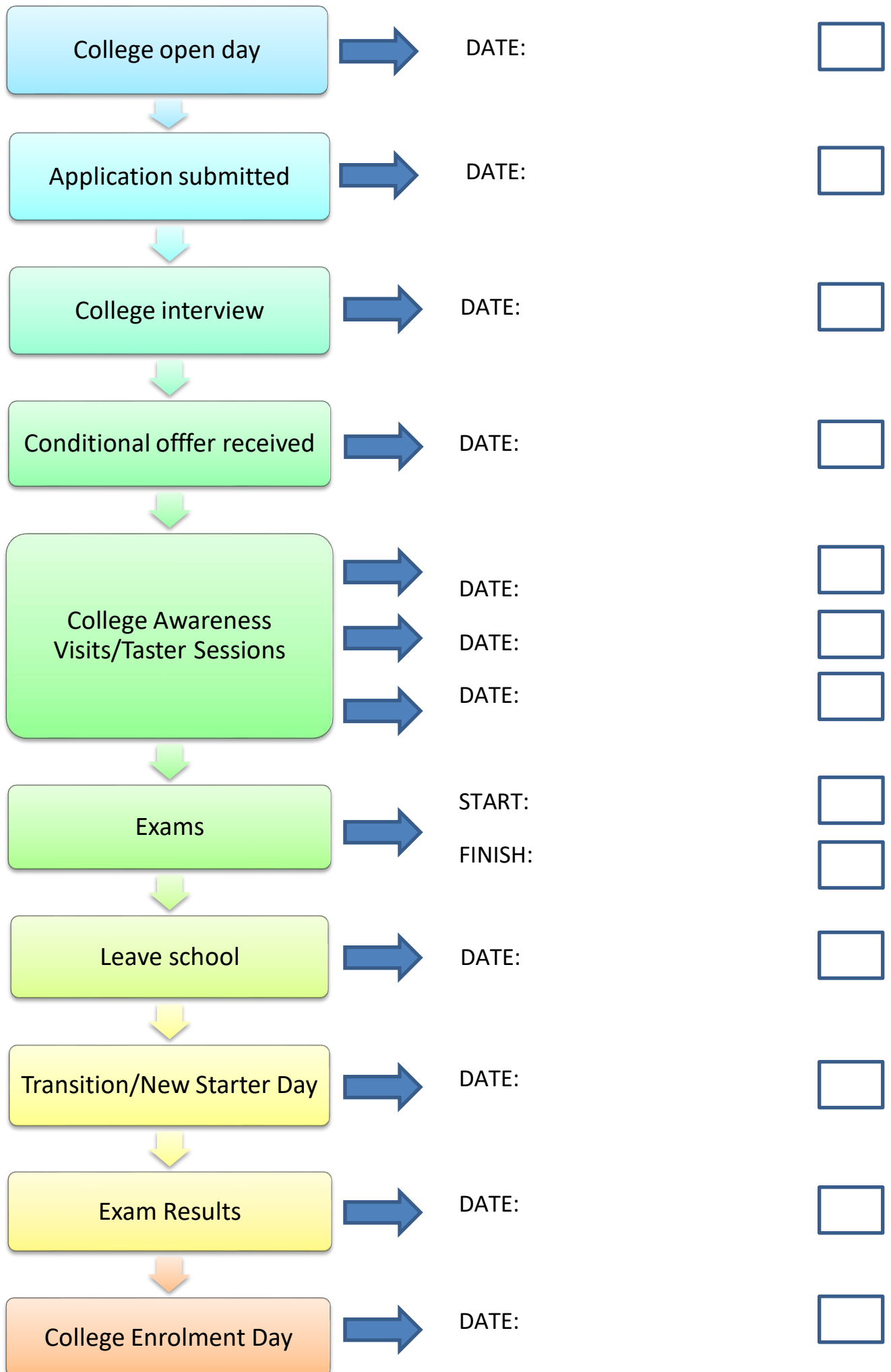
Once you have decided upon a college and have been made a conditional offer you can talk to your Careers Advisor Officer in school and organise some visits and if possible some taster sessions.

Your visits will enable you to become familiar with the new surroundings and key staff and help you become more aware of the new routines and procedures.

Take lots of photographs on your visits and use this book to guide you along the way.



Timeline



Transition details

School currently attending



Name of Careers Officer in School

Subjects studying at school

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

Name of college applied for

Title of college course applied for

Brief description of the course

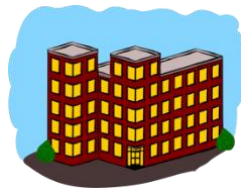
What is your conditional offer from college?

Do you have a backup or alternative option/offer?

What to expect

- **The campus:**

- **Size:** Some colleges are all in one building however some have lots of different buildings to explore. Depending on your subject you will probably find that most of your lessons will be within that department. So this means you will only need to travel to other key areas like the café, toilets, computer base etc. Although the size of your college may be daunting initially, it won't take long to feel at home. If you lose your way, ask anyone wearing a staff lanyard. Most colleges have clear signs on each level and may even have a map you can obtain to help familiarise yourself.
- **Security:** you will have an ID card to swipe in and out through the security machines every time you enter or leave the building. Occasionally there may be a queue at the machines. You will get to know when it may be a good time to arrive slightly earlier or wait back to avoid this.
- **Uniform:** you don't wear a uniform in college but can choose your own appropriate clothing. Avoid clothes which may give offence e.g. inappropriate language/ slogans on t-shirts or revealing clothing. Long hair may need to be tied back in lessons e.g. Science and jewellery removed in certain subjects e.g. sport. Sometimes it's difficult to decide what to wear so it's a good idea to identify a set of 'college clothes' and get into a routine where you prepare your clothes the night before.



- **The structure of the day:**

- **Subjects:** you will study your chosen subjects only in college. You may also need to study for resits in maths and/or English. This means you have a small number of tutors and key staff, unlike school. In most colleges your tutors are addressed by their first name. You will not have form class everyday although there will be timetabled sessions with a member of staff allocated to you and they carry out a similar role to your form teacher. In the morning you will come in and go straight to your lesson and the register will be taken at the start of every class.
- **Enrichment:** There are clubs and activities to take part in e.g. Performing arts, sports etc. Check with your college to see what they offer. Some colleges have enrichment periods on the timetable.
- **Times:** You will be given a timetable, just like at school, however this will be very different and you will find that your start and finish times may be different each day. For example you may start at 10 am one day but finish at 4:30 pm and on another day you may start at 9am and finish at 1pm. Depending on your course you may not need to attend college on certain days. However, if you prefer to stick to a routine which means starting at the same time every day, there are lots of places to go to in college whilst you wait for your first lesson to start e.g. café, support base, computer base etc.
- **Off Timetable:** during the day there will be periods when you don't have timetabled classes. Sometimes you may have a full 'study day' with no classes. You can use this time for independent study, time to socialise or take advantage of the college enrichment programme.

- **Independent study:** you are expected to catch up on anything you miss or don't understand, carry out your own research or do reading around your subject using resources such as the intranet/internet,
- **Bell:** there is no bell to mark the start or end of your lessons. You will need to keep track of time yourself and ensure you are punctual for lessons (you may have allocated support to assist with this if necessary). Tutors will tell you when a lesson has finished.
- **Lunch and break time:** Lunch time will be at different times each day and it won't be at the same time for everyone. This means if your friends are in a different group you may not be on the same lunch as them. Break times are usually set by the tutor's at an appropriate time within the lesson; again, this means it will be a different time each day.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	Geography 10:15 11:15	History 10:15 11:15	English 10:15 11:15	English 10:15 11:15	Art 10:15 11:15
2	Science 10:15 11:15	PE 10:15 11:15	Maths 10:15 11:15	Maths 10:15 11:15	History/Art 10:15 11:15
3	PE 10:15 11:15	Science 10:15 11:15	Social Studies 10:15 11:15	Spanish 10:15 11:15	Science 10:15 11:15
4	English 10:15 11:15	Geography 10:15 11:15	History 10:15 11:15	Science 10:15 11:15	English 10:15 11:15
5	Maths 10:15 11:15	Maths 10:15 11:15	Science 10:15 11:15	Art 10:15 11:15	Art 10:15 11:15
6	Art 10:15 11:15	Art 10:15 11:15	Art 10:15 11:15	Art 10:15 11:15	Art 10:15 11:15

• Support:

- **Learning support:** There will be in-class and/or out-of-class support, academic support and help with exam concessions for those who need it. See the support pages later in this booklet for more information.
College will encourage you to be as independent as you are comfortable with.
Specific support or support re your EHCP will be discussed and agreed at any meetings prior to starting college e.g. transition review meeting.
- **Support Facilities:** Most colleges offer a discrete, quiet base for students who prefer a quieter area or a little 'time out'. You can have your lunch/snacks there and it can also be used for quiet study times.
- **Exam Concessions:** there is a process to go through in college to apply for exam concessions, this means you may need to complete some paperwork. Although you may be entitled to the same arrangements that you had in school they do not automatically transfer to college and you may need to be reassessed.



Changes ahead

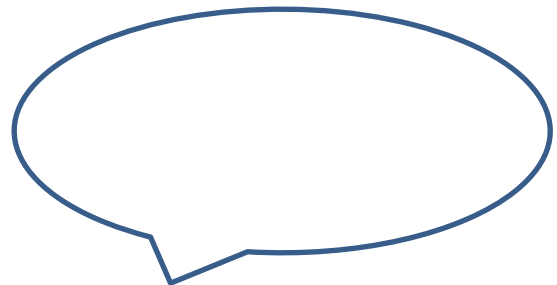
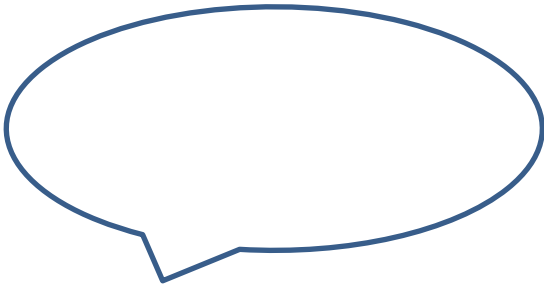
With a family member **talk** about what will stay the same when you move to college and then write it inside the middle section of the Changes sheet on the next page (Stay the Same) e.g. *my cat Smudge will still sleep on my bed! My favourite tea will still be pizza, I will still live at...*

Then **talk** together about what it's like at secondary school (write that in the secondary school section) and how it will be different at college (write that in the college section).

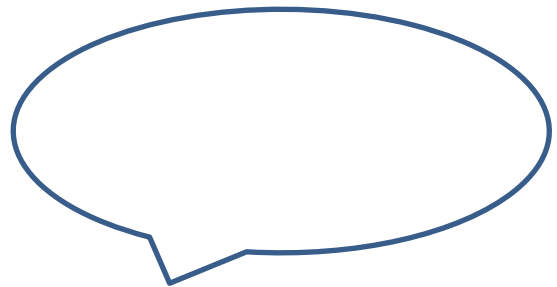
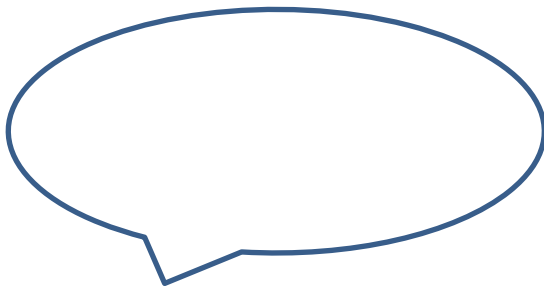
There is lots of information on the previous page to help with this.

Looking at what you have written how are you feeling about the changes that college will bring? Fill in the bubbles below:

What am I excited about?



What am I worried about?



Talk with your family about what you're worried about: **Listen, think and talk** together about possible solutions that could calm your worries.

Write your possible solutions in the box, right or on a blank page.

Changes

Secondary school

Stay the same

College

College contact information

College picture

College website address



College address



College telephone number



College e-mail address



Do you have a copy of the college prospectus? It is available to
download on line or you can collect a copy from college



College Day

Your timetable at college will look very different to the timetable you have in school.

Here are some of the differences to expect:

- The **start and finish** times each day may differ e.g. one day you may finish at 3:30 another day you may finish at 4:00.
- You will have free/ **study periods**. You will be expected to carry out independent/self-study in these periods.
- Some lessons may be longer than at school.
- Lunch time may be at different times each day. This is done to fit in around your lessons.
- There may be time allocated for **enrichment activities** (an opportunity to develop new interests, become more knowledgeable and skilled in an area, boost your self-confidence and benefit from doing something away from the pressure of passing exams e.g. Sport, music, drama IT etc.). Some colleges schedule a set time for this e.g. Wednesday afternoon.

Here is a sample college timetable:

	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00
Monday	Tutorial Tutor(s): S Chaudry/MR A Mahmo Room: H/HW/G/34 01/09/2014 - 22/06/2015	Unit 17 Level 2 Diploma in IT - Computer Repair and Networking Tutor(s): N Mohammed Room: H/HW/1/39 01/09/2014 - 22/06/2015		College E-Learning Room: H/HW/G/45 01/09/2014 - 22/06/2015				Independent E-Learning 02/09/2014 - 22/06/2015
Tuesday	Unit 1,2,3,6 Level 2 Diploma in IT - Computer Repair and Networking Tutor(s): S Watson Room: H/HW/1/26 02/09/2014 - 23/06/2015				Independent E-Learning 02/09/2014 - 22/06/2015		ICT 2 GCSE English - Cross College Tutor(s): H Karolia Room: H/TC/G/01 23/09/2014 - 19/05/2015	
Wednesday			ICT 2 GCSE English - Cross College Tutor(s): H Karolia Room: H/HW/1/39 24/09/2014 - 20/05/2015		Unit 12,17,10 Level 2 Diploma in IT - Computer Repair and Networking Tutor(s): S Thornley Room: H/HW/1/14H/HW/1/39 03/09/2014 - 24/06/2015			
Thursday	FS Maths ICT 1 Tutor(s): M Sabery Room: H/AS/2/15 04/09/2014 - 25/06/2015		Unit 12,17,10 Level 2 Diploma in I Tutor(s): S Thornley Room: H/HW/1/22H/HW/G/49 04/09/2014 - 25/06/2015					
	FS Maths ICT 3 Tutor(s): D Tait Room: H/HW/G/27 04/09/2014 - 25/06/2015							
Friday								

When visiting your college, ask for a sample timetable.

Remember, all colleges vary and the contents of individual timetables will depend on subject choices and whether or not you will be studying maths and English.

Here are some questions you might want to ask about your timetable and the structure of the day when you visit your college.

How long is each lesson?



How many lessons will I have for each subject?



Is there something similar to form time? If so, how often is it and for how long?



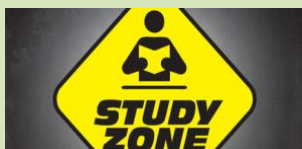
Do I have a form teacher or something similar?



What happens if any of my tutors are absent?



Where can I go when I have free/study periods?



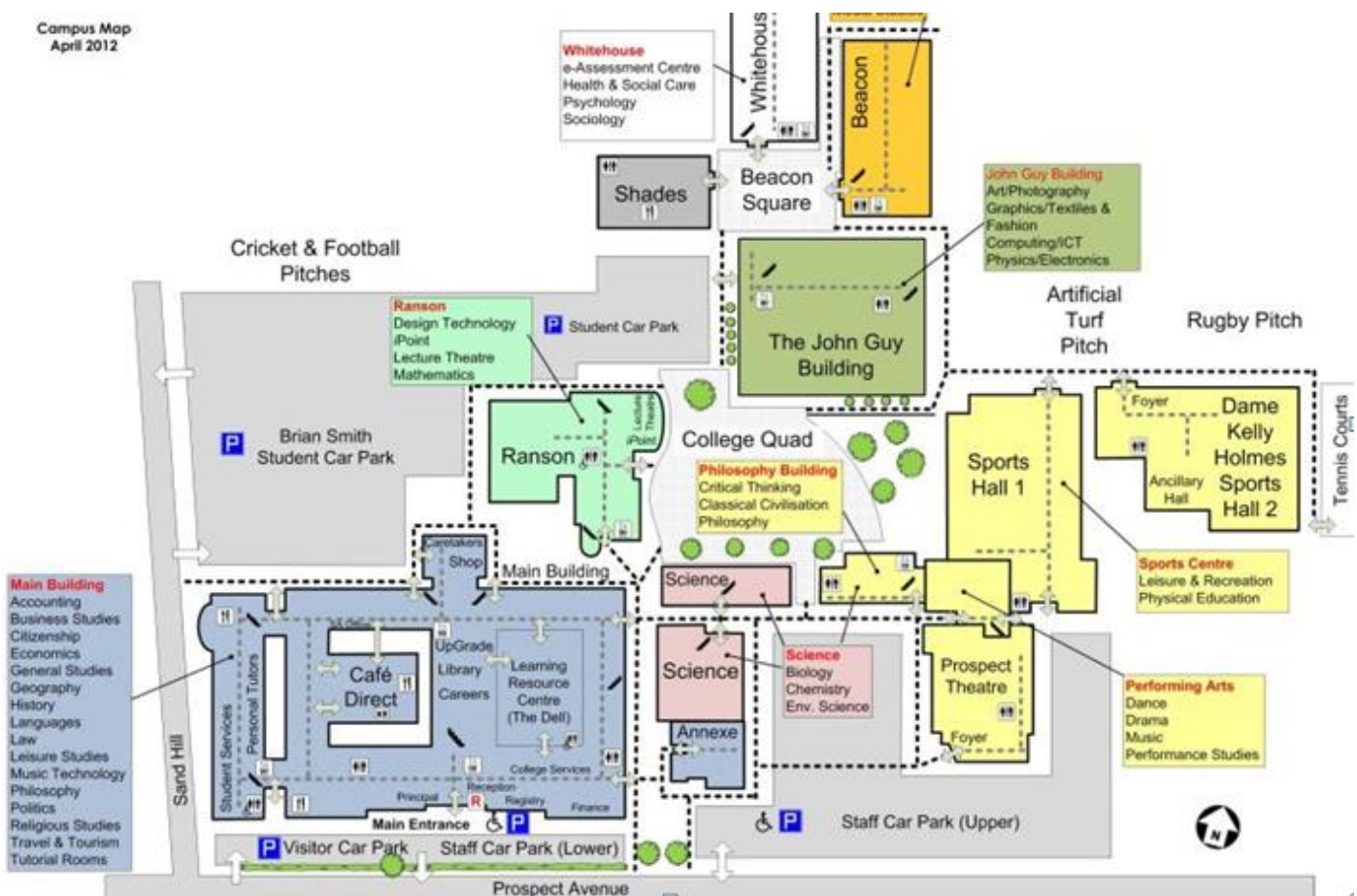
Finding your way around the college campus

It can take time to find your way around a new environment. **Before you start at your new college, get a map of the building and its grounds.**

Mark the key areas with highlighter pens e.g. Toilets in pink, student support services in yellow etc. and colour code the different rooms e.g. study rooms in green, computer suites in blue etc.

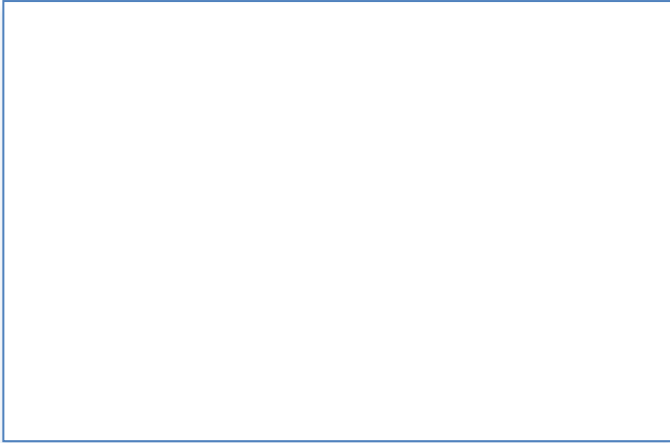
You may want to mark the following key areas on it:

- The main entrance/reception
- Your subject department/building/area.
- Toilets
- Café
- Student Support Services (Learning Support)
- IT/Computer suites
- Library
- Study rooms/areas
- Social areas

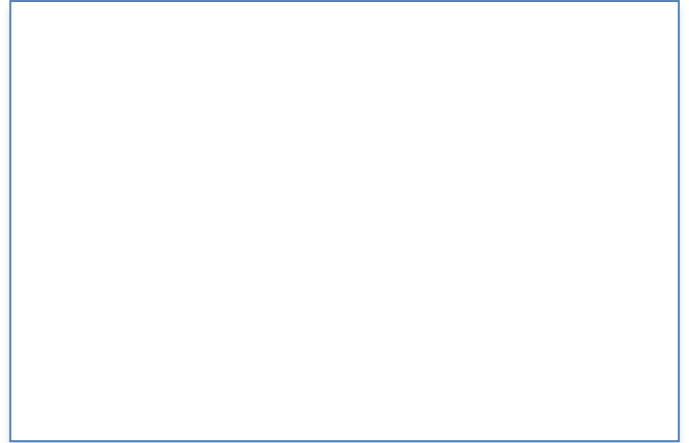


Example of a college map

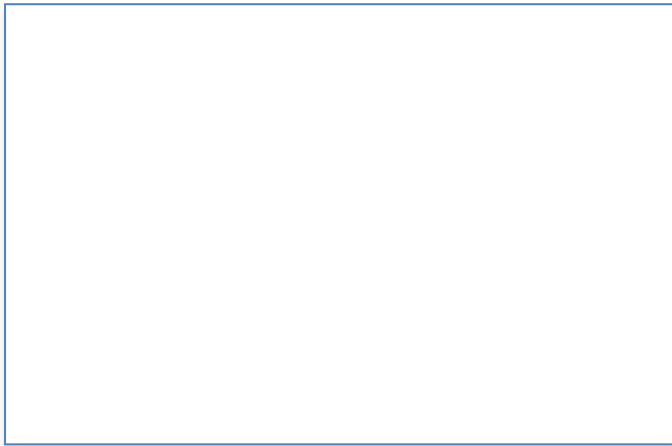
Photograph of Key Areas in College



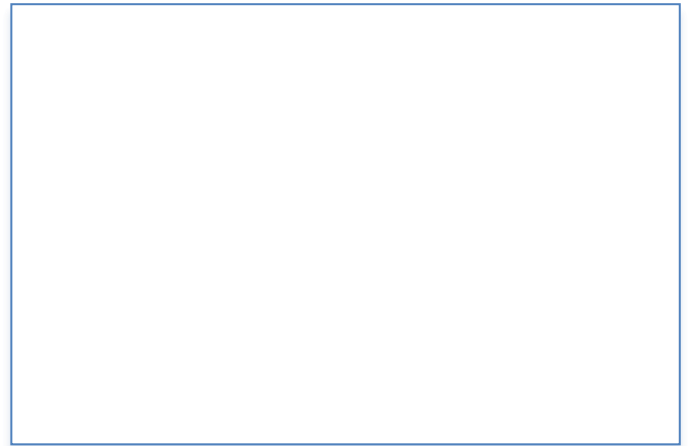
Main entrance



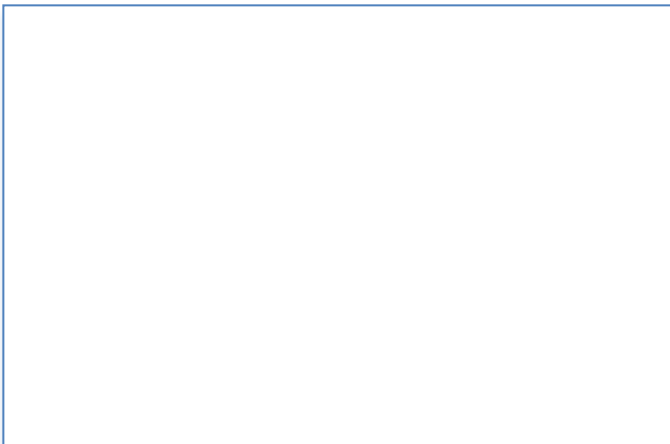
Reception



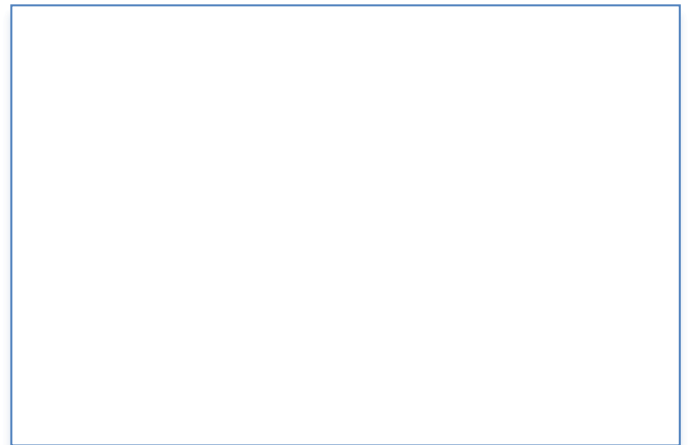
My subject block/area



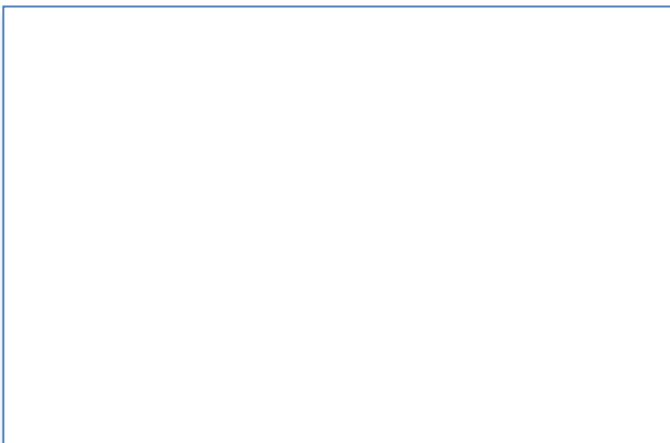
Classroom



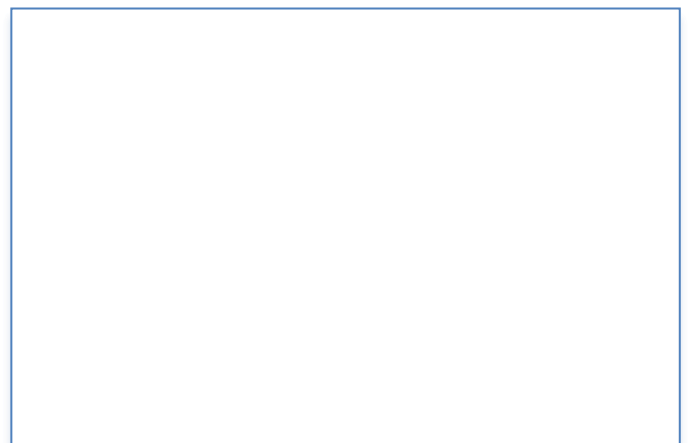
Computer suite



Library



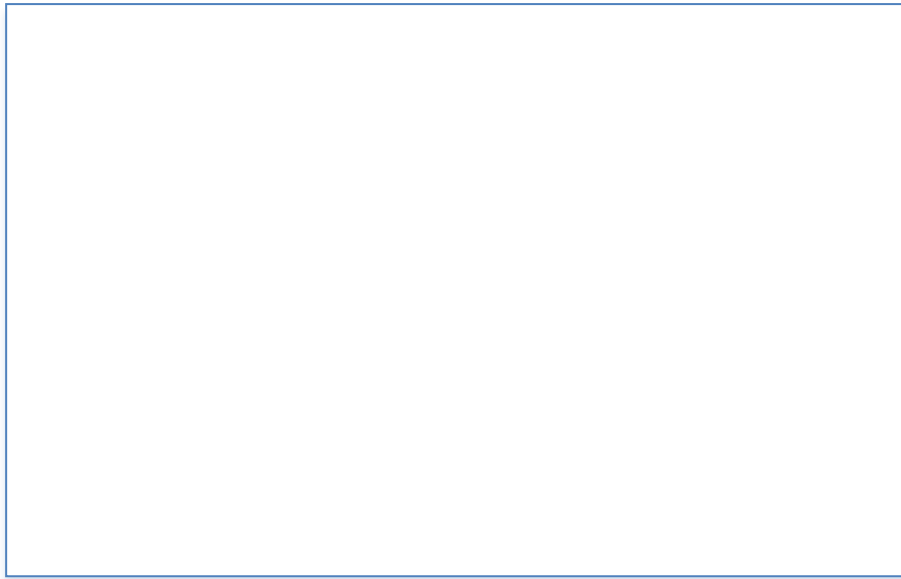
Social area



Toilets

College Café

In colleges the café is usually open for most of the day.



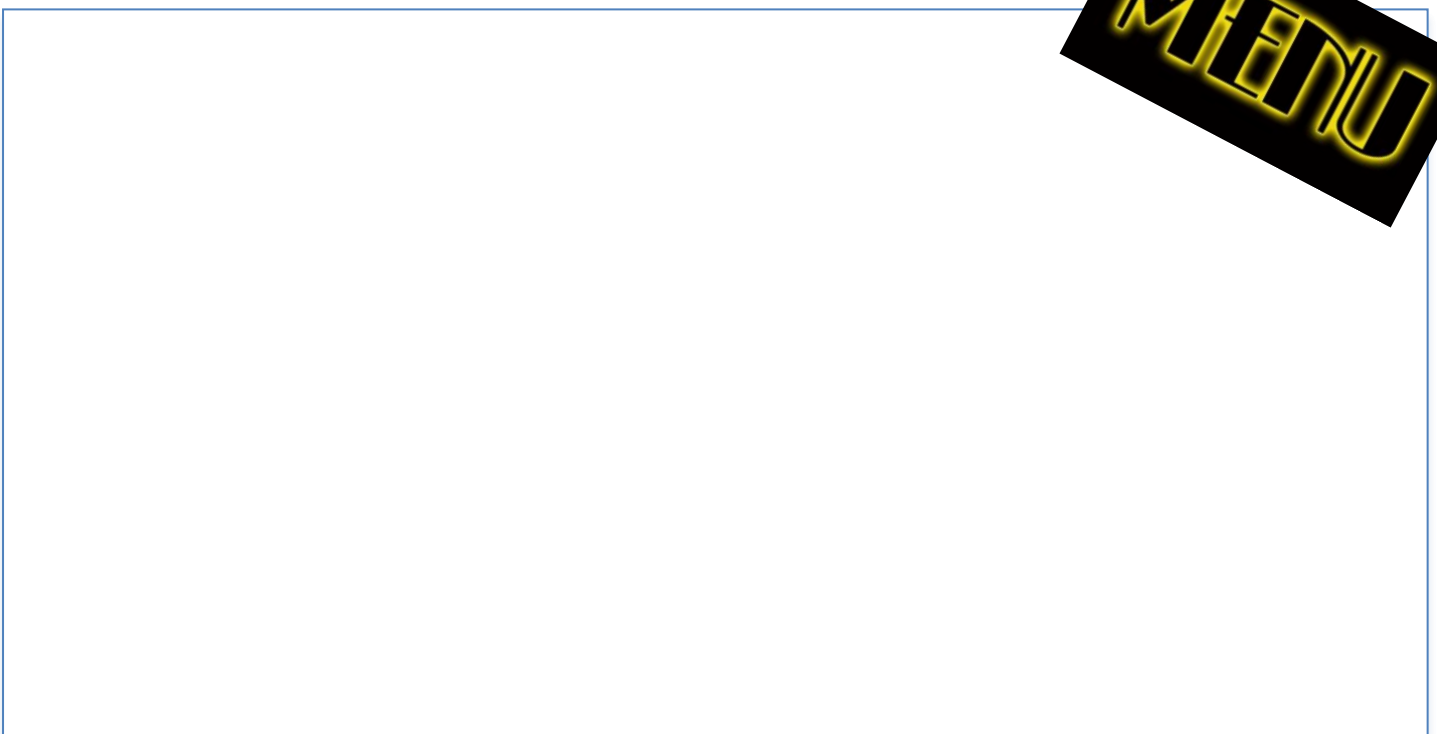
Insert photo of college café

What are the opening times of the café in your college?

Opens at _____ Closes at _____

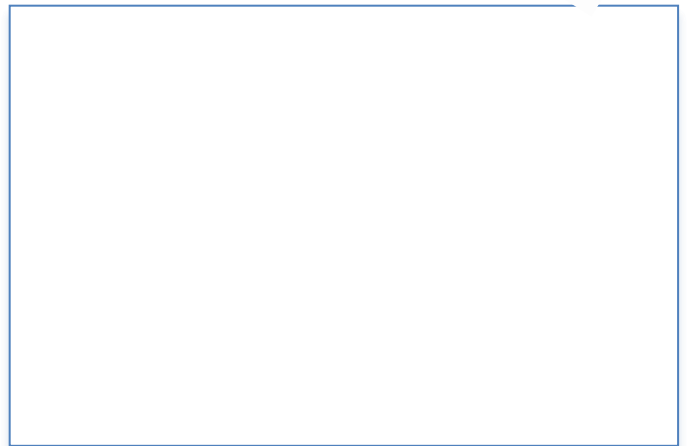
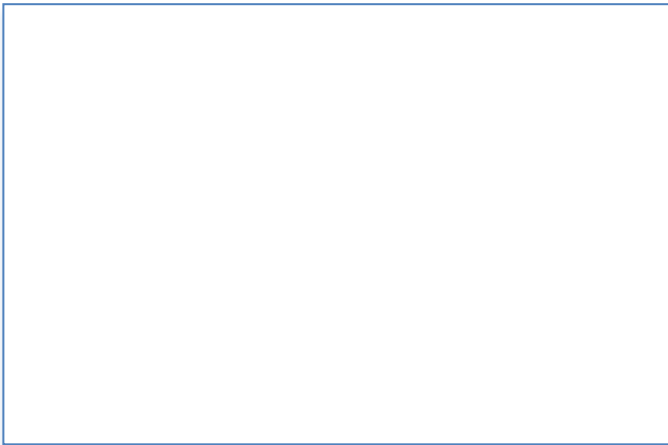
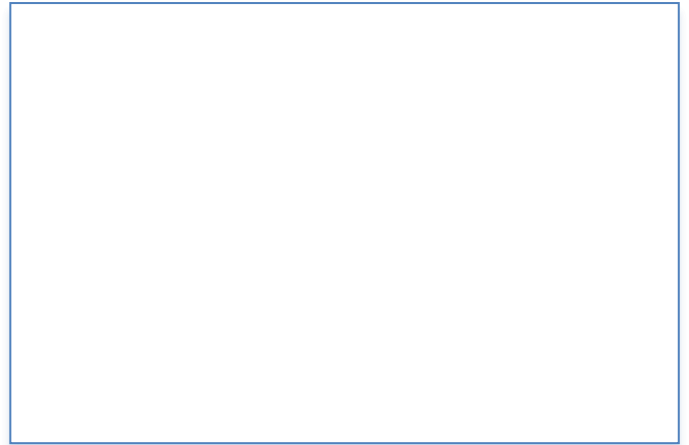
When you visit your college find out what type of food is available to buy at the café and check the prices.

Stick a copy or photograph of the menu below.



Remember-the prices may have changed slightly by the time you start college.

Are there any other areas where you can get drinks or snacks throughout the day e.g. snack bar, vending machine? There could even be places off site you could go to.



Is the Learning Support Base at your college open at lunch time?



Are you are able to eat and drink in there?



Be prepared



Dress code

At college you don't wear a uniform but can choose your own appropriate clothing. Avoid clothes which may give offence e.g. inappropriate language/ slogans on t-shirts or revealing clothing. Long hair may need to be tied back in lessons e.g. Science and jewellery removed in certain subjects e.g. sport. It's a good idea to prepare your clothes the night before.



Security

For the safety of all staff and students, everyone on the college campus is usually required to wear their ID badge at all times. This enables intruders to be detected. Some colleges operate on a cashless system and so the ID cards may also be used as a method of payment for food, drink, stationery, kits, trips etc.



Equipment-be prepared!

At college you will need the same basic equipment that you had at school e.g. pen, pencil, ruler, rubber, calculator etc. Later in this book you will find a checklist to help you remember your daily equipment. You will also need some folders and document wallets to help keep your work safe and organised. You may also need to provide your own paper/note books.



Planner/Academic Diary

Usually college provide planners, just like school. If college doesn't provide a planner, an academic diary can be bought from stationary shops/supermarkets. You will need this to record important dates e.g. exams, homework, coursework deadlines etc.

Getting to College

College is probably further away from where you live and it is important to plan and practice your new journey to college ready for September.

Think about the following, highlight the applicable questions you need to discuss with your parent/carer:

- How am I getting to college?
- How long will it take?
- What time do I have to leave?
- What is the quickest way?
- Will someone drive me?
- Will I go with or meet a friend?
- Will I get a lift home?
- Is there a college bus/coach? Where does it stop?
- Does the coach arrive at a set time at the end of the day? Will I have to stay in college?
- How much does the coach cost? Can I get a pass?
- Is there somewhere to leave my bike? Will I need a lock?

Now write down your plan for how you might get there (include rough timings if you can.)

Once you have decided on the safest and quickest way to and from college, set a date to practice the journey.

Date:

Time:

Who is going?

How long did it take you?

What time do I need to leave the house?

(Remember that there might be more traffic in September so leave some extra time – practise the journey a few times.)

My Journey Plan

Organisation

Avoid stress in the morning - be well prepared:

- Pack your bag the night before.

- Pencil case (pen, pencil, ruler, rubber, sharpener)
- Diary/planner
- Paper/notebook
- Timetable
- Homework
- Work books and folders
- Money/lunch



You could keep this checklist with your ID badge or in your pocket/purse/wallet.

- Check your timetable and your diary.
- Look at the lessons you will be having and pack the appropriate books, folders, notes and equipment.
- Do you need any paper?



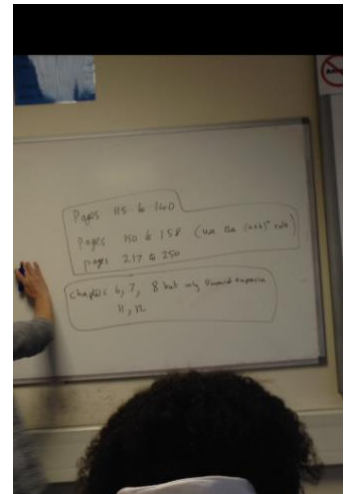
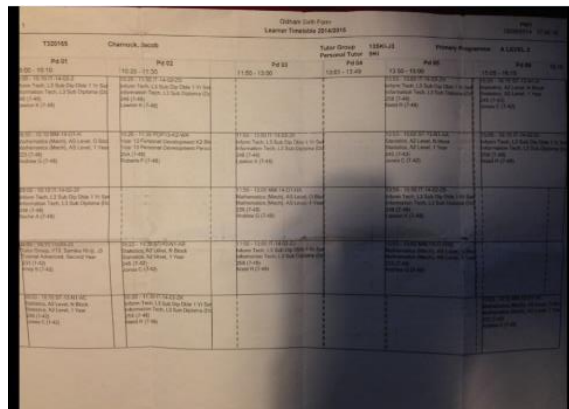
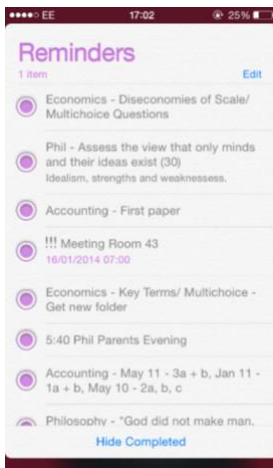
- In college, as you no longer wear a uniform, it's a good idea to also prepare your clothes the night before.



Use your technology



Mobile phones and iPads are permitted in college (but not whilst being taught) and can be an invaluable resource to help with your organisation. They can be used for the following:



- To make checklists and keep reminders
- To take photographs of your timetable, important lesson notes, homework instructions etc.



- To send and receive emails e.g. obtain missed work from your teacher; receive notices and college updates etc.
- To gain internet access for research etc. - connect to the college Wi-Fi
- To gain access to social media - a notice board providing up to date news, information and alerts e.g. snow day - college will be closed today.

Student Support at College

In college there will be a Learning Support block, area or room available to you.



Photograph of the Learning Support Room in your college

There will be a range of professional staff that will be able to provide the most effective support for you.

Here are some examples of the type of support available in college; however, this may vary from college to college:

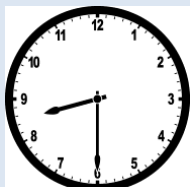
- **Support in class**
- **Specialist 1:1 additional support sessions**
- **Small group workshops**
- **Study Skills support**
- **Adaptation/modification of learning materials.**
- **Loan of Laptops, Dictaphones, Magnifiers and other assistive technology**
- **Special Exam Arrangements**
- **Guidance and advice**
- **Pre-entry and on-programme support**
- **Personal care arrangements**
- **Communicators and note takers**
- **Loan of specialist equipment**

Here are some questions you may want to ask when you visit your college about the support available to you.

Where is the Learning Support Base?



What time does the base open and close?



Will I get support in class?



Will I have more than one support person working with me?



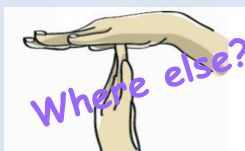
Can I use the support base at lunch and break times and during my self-study periods?



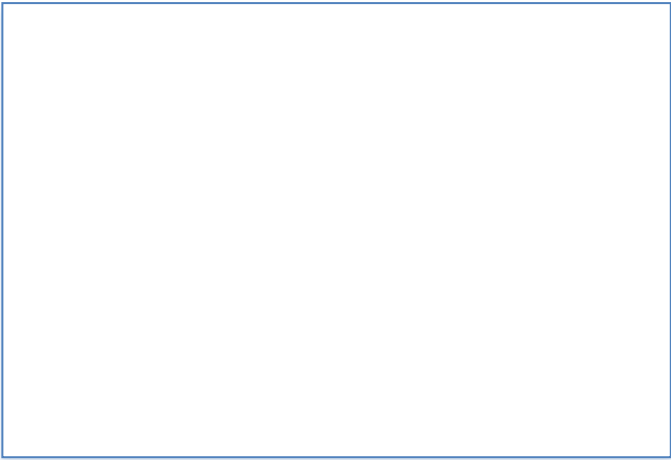
Can I go to the learning support base when I need 'time-out'?

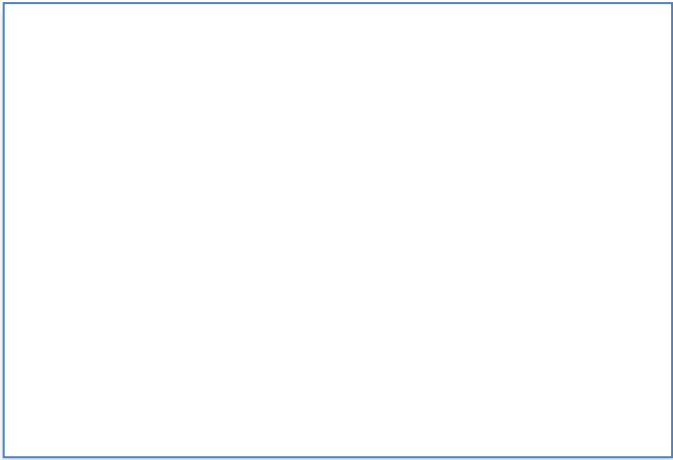


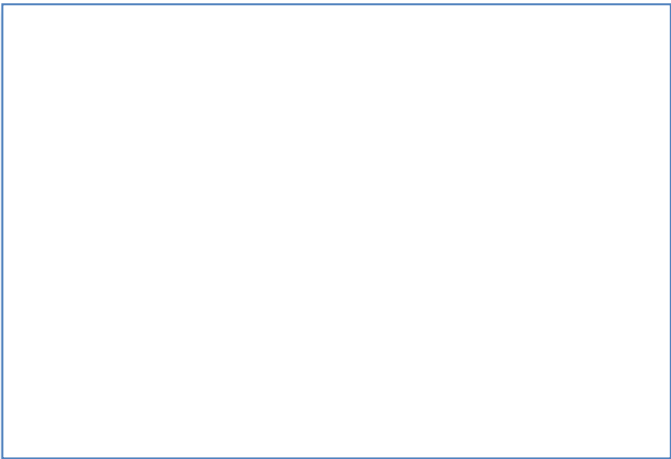
Is there anywhere else available for 'time-out'?

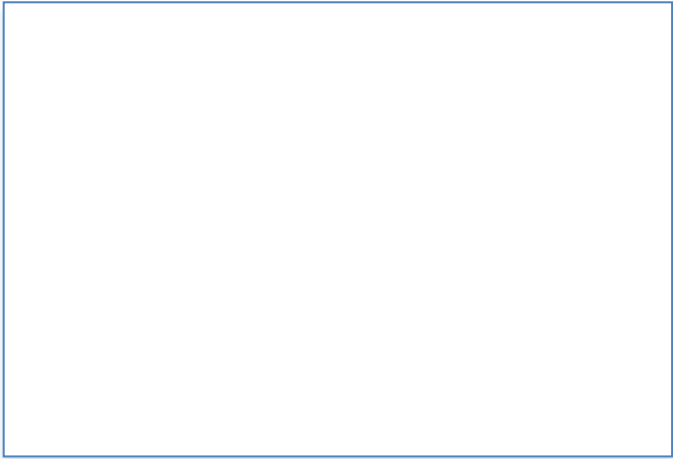


**Photographs of other quiet places I can go to
during my self-study periods**

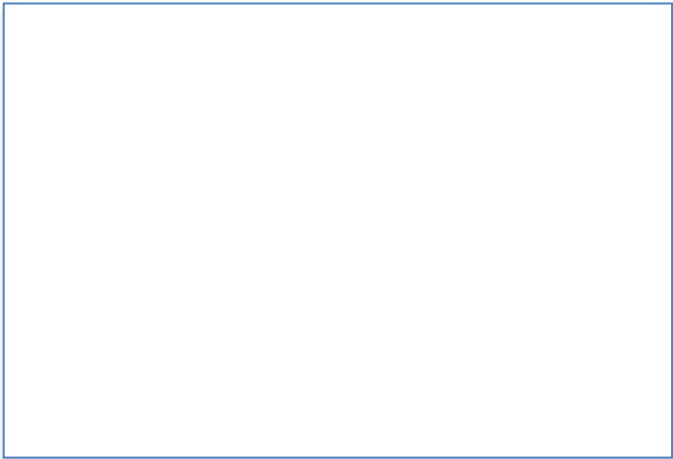

















Support information for college







Name:

School:

Completed with:

	<p>What I enjoy doing.</p>
	<p>What I don't like</p>
	<p>Things which are important to me.</p>

What will help my smooth transition to college?		Think about
	<p>People who can help me.</p>	<ul style="list-style-type: none"> ▪ Parents/guardian ▪ Careers advisor ▪ Friends ▪ Teachers ▪ Support Worker/Mentor
	<p>Support I may need with studying.</p>	<ul style="list-style-type: none"> ▪ Note taking ▪ Proof reading ▪ Revision Techniques ▪ Course work <p>Think about the help you've had in school and what works for you.</p>

	Other things I may need help with.	<ul style="list-style-type: none"> ▪ Organisation ▪ Change e.g. seating plan, supply teacher
	Getting around the building.	<ul style="list-style-type: none"> ▪ Access to building ▪ Library ▪ Student support office ▪ Noise ▪ Busy corridors
	Travel and transport	<ul style="list-style-type: none"> ▪ Travel training ▪ Bus/train pass
	Social and free time	<ul style="list-style-type: none"> ▪ Friends ▪ What is available during free time e.g. lunchtime and study periods
	Exams – what arrangements do you have in place at school?	<ul style="list-style-type: none"> • Reader • Scribe • Small room
	Anything else.	