



Loreto
sixth form college

Pathways Department Parent Handbook



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Welcome to the Pathways Parent Handbook. We hope that this provides the main information you need but please visit the college website <http://www.loreto.ac.uk/> or contact us on 0161 226 5156 if there is anything more you want to know.

The College Day:

- Monday, Tuesday & Thursday: 9am – 3.45pm
- Wednesday & Friday: 9am – 1:00pm



Term Dates

A copy of the Pathways term dates will be handed out to parents at the beginning of the year. **Please keep hold of your copy for reference as our dates differ from the main college term dates.** Pathways term dates can also be found on the Pathways page of the college website.



Attendance

Parents are asked to email or telephone college on the first and each subsequent day of absence to explain the reason for absence.



Parents are legally obliged to make a written request for permission for a student to be absent from college during term-time for medical/dental appointments or a family holiday for example.

If college has concerns about a learner's attendance, the College Attendance Officer will follow these up.

Transport Managed by the Local Authority



SEND learners may get help with travel to college but it is not an automatic right. An assessment is made of the learner's needs and individual circumstances. A door-to-door service is provided **only** in specific circumstances. Parents may be required to make a contribution to the cost of transport. You will need to complete a Local Authority application form and meet the criteria in order to qualify for help. Please visit the relevant Local Authority website for further information:

Manchester:

https://secure.manchester.gov.uk/info/500132/special_educational_needs/1856/travel_assistance_for_pupils_with_special_educational_needs_and_disabilities_send

Trafford:

<https://www.trafford.gov.uk/residents/schools/school-transport/secure/travel-assistance-request-application-form.aspx>

Stockport:

<https://stockport.fsd.org.uk/kb5/stockport/fsd/service.page?id=1-qV0acf31E>

If your request is approved, it is the Local Authority's responsibility to arrange the transport and notify the family. Parents should liaise with the transport contract about day-to-day changes, for example, if the student is ill or absent for any other reason.

Communication



We communicate with you in several different ways. We may send correspondence home in paper form or by text or email. It is extremely important that you keep your telephone, address and email details up-to-date so please let Reception staff know about any changes.

If you wish to visit someone at college, please make an appointment first, in order to be sure the person you want to see is free. Please report to reception every time you visit college, to help maintain security. If you have arranged an appointment you will be required to sign in at the reception desk.

Lunches



Learners are required to stay on site at lunch times except for those who can travel independently **and** have written parental permission to go off site for lunch. Hot and cold lunches are available on site which include halal meals. Alternatively, learners may bring a packed lunch.

To be considered for free meals, a student must apply using the relevant application form available at enrolment or from the Finance office.

Medical appointments, Illnesses and Injuries



If a student becomes ill at college, we must be able to contact parents, or another emergency contact. It is therefore extremely important that parents keep us up-to-date with changes in contact details.

Should a student become ill during college they will be referred to a qualified First Aider. Parents will be asked to collect their daughter/son if they cannot access learning.

If your daughter/son catches a cold or infection, please keep her/him off college to avoid the infection spreading to staff and learners. This is especially important when a student has a stomach bug causing vomiting or diarrhoea. In this case, **learners should be clear of symptoms for 48 hours before they return to college.**

It is college policy not to administer medicines of any kind to learners, unless these have been prescribed/advised, are clearly labelled, kept in the First Aid Room and accompanied by written instructions from parents.

It is the parent's responsibility to ensure that learners who are ill DO NOT attend college.

Money and Valuables

Learners are required to own a mobile phone as part of their Pathways to Independence programme. Please ensure that learners have access to a basic mobile phone which can receive calls and texts. Please ensure that it is regularly charged and always has credit.



Sports Lessons

Learners are required to bring the correct PE kit to all sports lessons.

Sports Kit:

- Dark (black/blue/grey) t-shirt (no football tops)
- Dark (black/blue/grey) shorts/tracksuit bottoms
- Trainers for indoor and outdoor activities



Please ensure that all kit is clearly marked with the learner's name.
All jewellery is to be removed for health and safety reasons.

Learners who are injured or ill and unable to take part in PE lessons are required to bring a note explaining the reason for non-participation. Learners will be instructed to act in a non-physical role, e.g., time keeper, referee, coach (as appropriate to activity and learners abilities).

Parking on site

Parents who transport their daughter/son to and from school will be permitted to drive on site by the security guards and drop off / pick up from Ball reception. Staff are available to meet learners from 8:30am until 9.00am.



Learners arriving after this time will need to be accompanied to reception and the receptionist will contact the Pathways office to arrange for the student to be collected.

Parental Permissions



On Enrolment, parents are asked to give their permission for the following:

- Off-site activities such as Community Participation trips (e.g., Manchester city centre museums, Trafford Centre, Media City, The Lowry), Mary Ward Day and the Pathways trip.
- Photographs/Media (to allow a learner's photograph to be used in promotional material).
- Medical/ EHCP Information to be shared with college staff and professionals working with the student.
- Images or recordings of student may be used on the college's website – images/recordings will not identify learners by name.
- To access Internal and external Work Placements with support.
- To access our travel training programme.

It is extremely important that you advise us immediately of any changes to your contact details and information at any stage during the year so that we can update our records (such as address, telephone number, travel arrangements, dietary needs, or medical details).

Emergency numbers are vitally important; please ensure that we always have current numbers that will be answered.

Parental Involvement



We require a high level of parent/carer engagement in order for the learners to get the most out of the Pathways to Independence programme. We work together with parents to ensure that college learning continues at home.

Learners should be encouraged to be as independent as possible at home to increase their confidence while doing these activities in college. They should be:

- encouraged to get themselves ready for college in the morning by washing and dressing themselves as far as possible.
- given the opportunity to use their money while out in the community and be encouraged to order drinks or food for themselves and buy goods in a shop.
- given the opportunity to help plan and prepare meals at home.

We encourage our learners to embrace their young adulthood and we set the standards high for behaviour and effort. We work in a collaborative way with parents regarding any issues that arise so that we can all ensure a way forward. We ask parents to attend various meetings and events held at the college for the benefit of our learners and their families. We are aware that our learner's time in sixth form passes relatively quickly and we regularly discuss future options such as Supported Living, Employment and taking part in community activities / learning.

Policies

Statutory college policies can be found on the college website:

<https://www.loreto.ac.uk/parents-section/college-policies/>



Local Authority Local Offer

The Local Offer page of your Local Authority's Website is a wealth of information and guidance for parents of young people with additional needs. Please visit the page regularly to keep up to date with information and activities on offer in your area for your child:



Manchester Families please look here:

<https://hsm.manchester.gov.uk/kb5/manchester/directory/localoffer.page?localofferchannel=0>

Trafford Families please look here:

<https://www.trafforddirectory.co.uk/kb5/trafford/fsd/localoffer.page?newlocalofferchannel=0>

Stockport Families please look here:

<https://stockport.fsd.org.uk/kb5/stockport/fsd/localoffer.page>