

College Charter

Parents / Guardians

Admissions

When your son/daughter applies to the College, you can expect:

- that they will have a fair and efficient admissions service;
- that the College will welcome their application and provide them with impartial advice on the most suitable programme of study;
- them to have access to a member of the Learner Support Team during interview if required;
- an opportunity to view facilities and to receive information concerning open days;
- to receive accurate information on course, registration and examination fees.

Induction

During your son's/daughter's first two weeks at College, you can expect:

- them to receive a comprehensive induction to the College and their course;
- them to receive information on how they can access further financial assistance e.g. Education Maintenance Allowance.

On-course and Additional Support

During your son's/daughter's programme of study, you can expect:

- that the College will offer efficient and effective pastoral care;
- their learning needs to be assessed at the beginning of the programme;
- teaching staff to conduct lessons and practical sessions in a manner appropriate to their learning needs;
- homework, class-work and assignments to be marked and returned to them within a reasonable length of time;

- their progress to be constantly monitored and formally reviewed at the end of each review period;
- them to undertake work placements where these form part of the course;
- College staff to regularly visit them on work placements;
- them to receive vocational and/or care support when needed;
- them to have access to appropriate learning materials;
- to be invited to regular parents' evenings and to be kept informed about their progression throughout the year;
- any complaints you may have to be dealt with fairly and quickly;
- the College to supervise 14-16 year old IFP students during lunch times.



Hugh Baird College, Balliol Road, Bootle L20 7EW
0151 353 4444 www.hughbaird.ac.uk

The College is committed to Equal Opportunities

Hugh Baird
COLLEGE

