

Parents and Carers Guide to Study Programme

Nova Training Study Programme – what will your child be studying?

Every learner has an individualised programme of study planned out for them at the start of the programme. This is decided in the first few weeks and will depend on your child's starting point, their career aspirations, any barriers to learning they may have and also their prior achievements at school or college. The duration of your child's programme will also depend on these factors.

A Study Programme can be made up of all or some of the following components:

- A City and Guilds Certificate in Employability Skills
- Work Experience Placements with local employers
- Functional English
- Functional Maths
- Functional ICT
- GCSE Maths or English Retakes (for those with a grade 3 and studying full time)
- Youth Social Action activities within the local community
- Vocational Qualifications
- Personal Development
- Behaviours and Attitudes development

Your Centre Manager will be able to discuss with you the best programme of study for your child to help them achieve and succeed.

Nova Training Study Programme Centres

We have 13 Study Programme Centres across the West Midlands, Norfolk and the East of England. Every Centre is open from 8:30am to 4.30pm, Monday to Friday (allowing for Bank Holidays and staff training days). We remain open throughout school holidays.

Each Centre typically has the following staff structure (subject to centre size, learner cohorts and facilities):

Centre Manager - Each centre has a Centre Manager who will be your main point of contact (please see our 'contact us' section for the name and contact details of the centre manager at the centre your child attends)

Centre Administrator - supports the administration function of the centre including attendance monitoring.

Placement and Progression Officer - inducts new learners, supports learners on placements and Youth Social Action activities and supports with their onwards progression.

Functional Skills Tutor/Employability Tutor - will teach and support your child to achieve accredited qualification in Employability Skills, Maths, English and ICT (dependent on core aim and prior attainment)

Vocational Workshop Tutors - offer tasters and accredited qualifications in Motor Vehicle and/or Construction (dependent on workshop facilities at the centre)

High Needs Tutors - supports and delivers education to learners with high needs and SEND.

Teaching Assistants - offer additional support to learners with EHCP plans to allow them to fully access and participate in all elements of their study programme.

Attendance Requirements

Your child is required to attend 4 days per week on a full-time programme, Monday to Thursday 9.00am to 3.00pm. ***This is subject to change and any variations will be communicated by your Centre Manager.**

Learners or parents/carers are required to inform your centre of any sickness or lateness before 9.00am. Home visits will be carried out where we are unable to make any contact.

An attendance bonus of £50 is paid if attendance is 80% or above for the first 6 weeks of their programme. The bonus payment **MUST** be paid into a bank account of the learner and cannot be paid into someone else's account. Your Centre Manager will be able to give you more information about this bonus.

Punctual attendance to classes, reviews and examinations is a major factor in your child's achievement and is compulsory.

Staff monitor learner attendance and punctuality and take appropriate action when necessary. This will involve contacting home to inform parents/guardians of any absence.

Absence from Nova has a detrimental effect on progress and achievement.

Please encourage your child to:

- Keep you regularly informed of the work they are doing.
- Seek help from their start of their programme from any member of staff when they feel the need for any reason.
- Make routine medical and dental appointments outside of Nova time.
- Inform staff of any changes to living arrangements, personal circumstance and new phone numbers for either themselves or their emergency contact.

Keeping your child safe

Here at Nova Training we are committed to keeping your child safe and promoting their wellbeing. We do this by ensuring that all staff are subject to satisfactory enhanced criminal checks with the Disclosure & Barring Service (DBS) and complete safeguarding training to an appropriate level.

It is the responsibility of all staff to ensure that your child is safe and feels safe in their learning environment.

We also ask that each learner has a signed parental consent form on their file. This is issued at the learners induction.

There is a designated Safeguarding Lead at every centre (the Centre Manager). There are also several Deputy Safeguarding Leads who oversee and support the work of the Centre Safeguarding Leads and our Senior Designated Safeguarding Lead is Sam Palmer.

The Safeguarding Team at Nova Training can be contacted at Safeguardingteam@novatraining.co.uk

Financial Support and Bursary

Child Benefit

Nova Training Study Programme and Traineeships meet the requirements for approved education and as a result your Child Benefit will continue. Follow this link for more information
<https://www.gov.uk/child-benefit>

Universal Credits

If your child continues in approved education, you may also be eligible for Universal Credits.
<https://www.gov.uk/universal-credit>

Bursary

Depending on personal circumstances and household income your child could be entitled to a bursary to help with education-related costs and free school meals.

- To check entitlement for your son or daughter, please complete and return the bursary application form given to them by Nova staff.
- Travel costs can also be covered but sufficient evidence is required (bus tickets etc.)
- All Bursary payments are subject to attendance and behaviour.
- Any bursary payments MUST go to a bank account in the learners own name and cannot be paid to a parent, other relative or friend.
- Further information on this can be found at <https://www.gov.uk/1619-bursary-fund> or speak to your centre manager for further advice and guidance.

Keeping parents/carers informed

Nova wants parents and guardians of our learners to feel fully informed about life and progress at Nova Training. You may receive emails and phone calls from staff regarding your child's time at Nova and their attitude to learning, development of confidence and social skills, standard of work, behaviour, attendance and punctuality, achievement and progression. We strive to celebrate and share learner successes and achievements with parents.

Your feedback is important to us

We are keen to hear your views and opinions about how well we are doing. Your views will help us maintain and develop a high-quality standard of service for all of your child's time with us.

You are most welcome to contact Nova at any time to arrange a meeting to discuss your concerns or to find out how your child is progressing.

We will keep in regular contact with all parents and carers throughout their child's programme and please do not hesitate to contact your centre if you require any further information.

Dress Code for your child

We expect your child to demonstrate a dress style that is sensible, and appropriate for a professional learning environment or workplace.

Your child are not permitted to wear the following:

- Vest tops
- Mini-skirts
- Low-cut tops
- Crop-tops (no midriff showing)
- Flip-flops
- Baseball caps, hats and hoodies in class

Coats are not to be worn during session time, unless the tutor has permitted your child to do so.

Learner Code of Conduct

To ensure that Nova Training can offer a programme of study that is safe and productive for all, we have outlined our expectations of all learners whilst studying with us.

Failure to adhere to the code of conduct may result in disciplinary action.

- Behave in a manner that is considerate, courteous and respectful to others.
- Aim to achieve full attendance and be on time to all classes and placements.
- Ensure you sign in and out of the centre at reception.
- Comply with all course requirements and complete work to the required standard, including ALL functional skills assessments at the required time.
- No hats, hoodies or caps to be worn in the centre at any time.
- Appropriate clothing to be worn in centre and on placement at all times (including PPE where required).
- Food and drink to be consumed in designated areas.
- Energy drinks and high sugar drinks are not permitted in the centre.
- No swearing or inappropriate use of language and no violence or threatening behaviour.
- Behave in a way that does not endanger yourself or others.
- All Nova Training property to be respected at all times.
- No smoking in centre or Nova Training transport (including E-Cigarettes).
- All mobile phones to be handed in to the tutor, unless instructed to use this as an educational tool.
- Nova Training are not responsible for lost or stolen property.
- Parental consent forms must be completed for all learners.
- All learners must represent Nova Training in an appropriate manner on external visits and while on work placements.