

## Information

- As well as the medication forms there will also be included various information forms with this pack, could you please complete and return them to the college by the date stated in the Offer Letter. They may look a little long but it is all information that is relevant to students attending the college to enable them to settle in as smoothly as possible.
- If you would prefer then please ring and make an appointment to come in and Sue (Admin) can run through the forms and they can be completed together.

**PLEASE BE AWARE THAT UNTIL ALL  
THE FORMS ARE COMPLETED AND  
RETURNED STUDENTS ARE NOT  
ACCEPTED INTO THE COLLEGE.**

- For students in their second or successive years please check the enclosed forms, make any amendments if necessary and sign and date the form to confirm you have updated the information.

**Please return the reply slip to the Westcliff Centre.  
Keep this Agreement for your future reference.  
Thank you.**

  
Southend adult  
community college



**Parent Learner Agreement**

**Student Name:**

## **Staff at the Westcliff Centre**

**Acting Head of Centre:** Jay Ellis

**Acting Programme Manager:** Toni Haines

**Tutors:** Lyndsay Richardson; Susana Santos

**Administrator:** Sue Hudson

**Education Care Assistants:** Charlotte; Denise;  
Emma; Keith; Kerry; Nichola; Rebecca; Rose; Rudo;  
Stephanie; Virginia; Wayne

### **Contact Information:**

Address: 224 Prittlewell Chase, Westcliff On Sea, Essex SS0  
0RT  
Tel: 01702 330 617  
Email: westcliff@southend-adult.ac.uk

**Please keep this Parent/ Learner Agreement  
in a safe place for future reference.**

**Thank you.**

## **Sickness**

- If a learner suffers from diarrhoea and sickness we insist that they are kept at home for at least 48 hours after all symptoms have passed.
- Also if a learner presents with an illness whilst at college, you must collect them; or arrange for them to be collected, from the college as soon as you possibly can to prevent the risk of infection to other learners and staff.

## **Behaviour**

- **If a learner's behaviour deteriorates to such an extent that they are a danger to other learners, staff or themselves, we will contact you and expect an immediate collection of the learner. Their future attendance will be reviewed at that time in accordance with the College behaviour policy (copy enclosed for new learners).**

## Student Belongings

- Could you please ensure that all items brought into the Westcliff Centre are clearly marked with the learner's name.

If the learner is independent enough to identify their own belongings this is not as important as we do not wish to remove their independence in caring for their belongings. Please be aware that we cannot be held responsible for items lost in the Centre.

- A spare set of clothes is required (if appropriate) to be kept in the learners bag. Learners should wear seasonal clothes for visits out, e.g. warm coats, hats and gloves for colder weather; hats, sun cream and sun glasses if appropriate for the warmer weather.

- If the learner wears pads they will need to bring them to college as we do not have a supply here. Again it is up to you whether you send these daily in the college bag or in packs for us to keep. We will advise you before we run out to enable you to send some more in.

- Any learner that has a current sling for toileting must bring this with them every day they attend, as we do not have spare slings on site. Slings must be provided in a good condition. If a sling is found to be unsafe to use due to wear and tear we will ask for it to be replaced.

## Medication

- If medication is required to be given at the college, this will have to be supplied to us in the original pharmacist's packaging, complete with dosage label. A signed consent form to administer medication will be required (form will be included with this pack).

- Medication will be kept in a locked cabinet at the college for administration when required and sent home at the end of term or when it reaches its expiry date. For safety reasons we are unable to send medication backwards and forwards in college bags. When learners are in respite care and come to us with medication in their bag, please be sure to inform us so we can make sure it is safely stored during the day.

- Learners who may require emergency medication whilst at college must provide the college with the medication, a signed Consent Form and up to date Care Plan (Consent forms will be included with this pack).

**• The Care Plan must be signed by the Doctor prescribing the medication and must be renewed annually. Without a current Care Plan emergency medication CANNOT be administered, therefore an ambulance will be called and you will be contacted. It is the parent/ carers' responsibility to ensure the Centre has an up-to-date Care Plan.**

## Communication

- Learners will be issued with a home college book which we urge you to use, as you can appreciate communication between home and college is very important. We like to know what is going on at home, outings and holidays etc, so we can talk to learners about it (or not as the case may be). It also helps us to know about any problems or challenges at home that may affect the learner.
- Should you wish to talk more privately please do send a sealed letter or phone the Centre. Staff can often take calls but if not immediately available, they will ring you back as soon as they are free.
- We will endeavour to keep you informed of activities that have taken place during the day. If the Daily Communication book has not been completed do not hesitate to call us we are more than happy to update you on the phone.
- We will phone you if anything urgent or important happens; therefore it is very important we have a reachable current contact number particularly in case of medical emergencies.
- By the end of the first week you should have a copy of the timetable so you have an idea of the activities for the day.
- If you have an email address, please share this with staff.

## Hours

Our day starts at **9.30am** and finishes at **3.30p.m.**

It would be appreciated if learners could arrive and be collected on time (as late arrival impacts on other learners; late collection impacts on staff)

It is very important to contact staff at the Westcliff Centre if a learner is either going to be absent or is being collected/dropped off outside these times.

## Learners Lunches

- Learners eating lunch at the Centre will be required to bring £3.00 per day (as advised in your offer letter); this **MUST** be brought in termly in advance.
- Cash payments are the preferred method of payments; we are able to process cheques through the college system. Cheques are made payable to "Southend Adult Community College".
- **We operate a nut free zone at the Centre.** If you are providing a packed lunch, please make sure they are nut free. We would also ask that you do not send in cakes and sweets in the packed lunch as we promote healthy eating at the Centre. Can you also ensure the lunch box/bag is clearly marked with the young persons name.