



TOP TIPS AND USEFUL INFORMATION

Moving from school to college or an apprenticeship can be exciting time, but it can also be a big change and perhaps a little bit worrying.

Preparing yourself and know what to expect can help the move go more smoothly.

Becoming Independent

This is an expected and natural part of everyone's life, College is a great place to continue developing the skills, confidence and freedom to make your own choices like what you wear, eat and who your friends will be. However, as part of becoming more independent you will be expected to take responsibility for managing your own time, there are no more lesson bells at college, so it will be important to know your timetable and where you are going. Getting to the right room on time may be harder than you think... at first.

There will always be staff on hand to help you find your way!

Get Organised

Getting organised reduces stress and keeps you on track.

Top Tips

- Keep up to date with current changes in your timetable, check it the night before, so you can bring the correct uniform and equipment (on the right days) and don't forget to bring a pen/pencil!
- Don't forget your student ID lanyard, you are required to wear it at all times while in college. If you forget go straight to reception and request a wristband for that day.

There will be inevitable stresses as you settle in but hang in there and ask for help along the way. You are not alone on this journey and you will not be the only one trying to work things out.



Our Facilities

Learning Centres

Our centres on each campus offer a range of resources to support your independent learning in an inclusive environment. You will have access to textbooks, e-books, journals, magazines all set within modern, flexible environments where you can focus, collaborate, or simply enjoy learning at your own pace.

Refectories

Our cafes and refectories provide the perfect fuel for your day. Learners can enjoy a complimentary breakfast every day from 8am-9am.

Our experienced chefs prepare nutritious meals daily using locally sourced produce.

Our cafes and refectories are great places to relax with friends, recharge your devices, enjoy breakfast, lunch, and breaks, and immerse yourself in College life.

Information Sharing

During enrolment, learners will provide both routine and emergency contact details. The college can only share information with the named contacts provided. If these details are not given, we are unable to communicate with parents or carers about the learner's time at college. Learners can update their contact information at any time.

Medical Conditions

Learners are required to disclose and complete their own medical form. We kindly ask that you complete this accurately and promptly.




Timetable changes

Unlike school, college timetables can be subject to change, the Learner has access to their timetable via the college app. Learners should be encouraged to routinely check for any changes.


Dress Code

We encourage learners to express themselves, but we also expect everyone to dress in a way that is appropriate, respectful, and professional. This helps create a positive and inclusive environment for all.

Clothing should be suitable for a learning setting and reflect the standards expected in a professional or workplace environment.

 **Chelmsford College**

Learner Dress Code



Appropriate and Professional

We want our learners to be comfortable and feel able to express themselves as they choose. However, we do expect all learners to be mindful that the College is a professional environment, and therefore, we request that the following dress code is followed.

By following our dress code, learners are not only helping to keep themselves safe; we are also preparing them for their chosen careers.

Appropriate

- Nobody should be able to see up, down, under or through your clothes.
- Very short shorts and short skirts/dresses should not be worn.
- No crop tops or strapless tops.
- Clothing that causes offence to others, advocates illegal acts or hate crimes, or has explicit or sexual slogans should not be worn.
- Hoods, helmets, or hats should not be worn inside college buildings.
- No flip flops, sliders or very high heels.

Professional

- Lanyards and ID badges must be worn around the neck at all times and be visible.
- Coats are not to be worn in any indoor learning environment.
- Clothes must be clean and in a good state of repair. Excessively ripped jeans are not acceptable.
- In some learning environments we require an industry standard dress code is followed for health and safety, and personal protection reasons. These specific dress codes are for those studying courses such as Construction, Catering & Hospitality and Hair and Beauty.
- In curriculum areas such as Sport, Public Services, and Health & Care, a uniform is required to model professional standards expected in industry or the workplace.

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Making Friends

Starting at college brings plenty of chances for a fresh start and to meet new people. However, it can also be pretty intimidating when you're in a new place and you don't know anyone that well.

Reach Out

- Introduce yourself with a smile to whoever you sit next to in class.
- Compliment someone when you speak to them for the first time - everyone loves a compliment. It can be about lots of things, like their style or a comment you heard them make in class.
- Ask about something you see them doing, like the book they are reading or the music they are listening to.
- Ask if you can sit with an unfamiliar group or person at lunchtime.

Ask Questions and Actively Listen

- One of the best ways to get to know people is to get them to talk about themselves. Open-ended questions are a great way to get people to open up. Not only does this take the pressure off you to talk, but it leads to a much more interesting conversation than yes/no questions. For example, instead of asking, 'So, do you like Fashion?' ask, 'What made you choose Fashion at college?'
- Listening to the answers are just as important as asking the question. People enjoy conversations a lot more when they feel as though they are being heard. If you really listen to what they are saying, you'll naturally follow up with more questions or comments based on what they said, and that's how a real conversation gets started.

Spend More Time With Your New Friends

- It's really important to work to maintain your connection with people going forward. This might sound like a weird thing to say but in the beginning, you might need to make some effort. The good news is that, if you keep it up, you'll soon have great friends, and that initial phase will be long forgotten.
- Once you've figured out the people you really enjoyed meeting, make sure you keep it going. For example, you could arrange to meet them before lessons start, agree to sit together at lunch, or simply continue to have a conversation with the people sitting closest to you in class.



Join a club

One of the best ways to meet people who share your interests is to find the place where these people meet. However, if you have never joined a club before, you need to be proactive when it comes to finding and joining the ones you might have an interest in. Even if you are unsure about a club but your new friends are going, you could tag along with them, you never know it could be the start of a new hobby!

Examples of Clubs at Chelmsford College



Things to remember

Most people are in the same situation, especially on the first day.

If your first attempt doesn't work, you can always try again.

It can take time to connect with people but you will find your people soon enough

~ Reach Out - Ask Questions & Actively Listen - Spend Time with Friends -

