



Education for Young people (16-19) with Special Educational Needs and Disabilities

TRANSITION BOOKLET



SEPTEMBER 2023

Preparation for Adult Life





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**FE Reception
& Lockers**



FE Classroom



FE Social Area



The FE Flat



FE Catering





Dear Families,

We are delighted that you and your child will be joining us for the next exciting, rewarding and challenging part of their education journey. Whilst the time will go quickly, please be assured that we will always put your child first in every decision we take and make sure they feel happy and safe during their time, in FE.

Our aims are simple. We want the best for your child and will work tirelessly towards making sure they feel best prepared to move onto the next stage of their life. In practice, this means providing outstanding learning activities and opportunities to enrich their development, as young adults. While, all the time, working with you; to meet their aspirations and feel a sense of value for the hard work they will be doing.

We know that parental engagement makes a considerable difference to the outcomes for young people and so, getting the communication between college and home is important. We are here to support you as well. Know you can always contact us via the main office and we will be in touch with you regularly to update on all your child's progress and achievements.

Understandably, the Summer holidays and start of each school year are a nervous time for everyone (including parents!). Do feel free to speak to us about any queries or concerns – while also supporting your child to have the space and time to be independent and flourish in their new environment.

I look forward to September.



Gareth Court, Head of FE

Meet your FE Staff Team



Lucy Martlew
Year 12 Teacher



Jeff Gardiner
Year 13 Teacher



Gareth Court
Year 14 Teacher
Head of FE



Fiona Woollard
FE Admin



Ladka Harangova
Pastoral Care



Katie Hurrell
Teaching Cover



Sian Richards
Moving and Handling



Tracey Martin
Learning Support



Sue Lutchman
Learning Support



Ania Byrne
Learning Support



Amanda Shortiss
Learning Support



Cat Watson
Learning Support



Sara Goddard
Learning Support



Zoe King
Learning Support



Darren Carrick
PE Teacher



Vanessa Dell
Art Teacher



Kevin Lawrence
Year 13 Teacher



Mel Simmonds
Skills Builder & Careers



Klaudia Sikora
Learning Support



Elisha White
Learning Support



Wioletta Wozniak
Learning Support



Stacey Hunt
Learning Support



Shane Cooper
Annual Reviews



Andy Goddard
Teacher



Becky Killick
Duke of Edinburgh

School Term Dates

AUTUMN TERM 2023	
College Training/INSET	Friday 1st September & Monday 4th & Tuesday 5th September 2023 and 20th October 2023
FE students return to FE	Thursday 7th September 2023
<i>Half Term</i>	<i>Monday 23th–Friday 27th October 2023</i>
End of Term	Friday 15 th December 2023
SPRING TERM 2024	
College Training/INSET	Tuesday 2nd January 2024
Return to college	Wednesday 3rd January 2024
<i>Half Term</i>	<i>Monday 12th–Friday 16th February 2024</i>
End of Term	Thursday 28th March 2024
SUMMER TERM 2024	
Return to college	Monday 15 th April 2024
Bank holiday	Monday 6 st May 2024
<i>Half Term</i>	<i>Monday 27th May –Friday 31st May 2024</i>
End of Term	Tuesday 23rd July 2024

Our typical day, in FE

0845 - 0915	<i>Arrival & Registration</i>
0915 - 1000	Lesson 1
1000 - 1045	Lesson 2
1045 - 1100	<i>Break</i>
1100 - 1140	Lesson 3
1140 - 1225	Lesson 4
1225 - 1330	<i>Lunch time</i>
1330 - 1335	PM Registration
1335 - 1415	Lesson 5
1415 - 1455	Lesson 6
1500	<i>End of school day & Depart</i>

FE Expectations



What should your child wear, in FE?

FE students are able to wear their **own clothes** and as such, there is no formal uniform. However, some students continue to wear their uniform from Key Stage 4 and this is fine. It also fits with our expectation; ***that each student should feel comfortable and smart.*** We discourage any clothes with big logos or images (for example, no football shirts).

Clothing should, at all times, be **clean** and **appropriate for the lesson and activities** on that day. For example, if your child is outdoors taking part in PE or gardening – they should have appropriate footwear, warm clothes including a warm coat. Where possible college can provide items such as wellington boots, but this should not be relied on.

PE Kit

Again, some students like to wear their kit from KS4 and this is acceptable. Along with any change of **plain t-shirt, shorts or tracksuit and change of trainers** and socks. We educate about personal hygiene and self-care.

Students coming to college in tracksuits and trainers will still be expected to change.

Mobile Phones & Tablets

In FE, we actively encourage and support the use of mobile devices for learning and individual need. We appreciate many of our students have phones and tablets. These should be stored securely and only used at appropriate times (such as Break) or with staff permission in lessons.

The college accepts no responsibility for the accidental loss or damage to any personal items brought on site.

Lockers

Each student will be provided with a locker. These can be used to keep personal items safe. Students are encouraged to provide a padlock for their locker. (A spare key can be kept with the class teacher).

Makeup and Jewelry

We actively encourage our students to be independent and confident young adults and express themselves, as individuals. We understand some may like to wear makeup & jewelry. We ask this *is appropriate for the lessons and activities on the day*.

As an example, all students will be expected to remove all jewelry in PE, for safety.

In any event, staff reserve the right to ask students to remove makeup and jewelry and the college takes no responsibility for the loss or damage of any personal items on site.

Equipment for lessons and activities

Students will be expected to self-manage and develop their organisation skills (where possible). Below is a list of items students will need for completing work and increasing independence:

Wallet / Purse	Bus Pass each day
Stationary	Mobile device
Bank Card (Go Henry or similar)	
Suitable bag / Rucksack	Water bottle

Lunch times & Snacks

We encourage and educate the students to plan and eat healthily. Snacks for break, should be provided from home and students are welcome to bring a packed lunch or have school meals on site.

For information regarding Free School Meal entitlement, please contact the School Business Manager via the main office.

Parental Involvement

We value close links between parents, students and staff in our FE community. In addition to termly parent conversations and open evenings, we encourage parents & carers to visit the college and stay in touch. Along with home-school books, class staff will communicate frequently with you, via email or phone.

We encourage an open and honest policy; whereby we keep the progress and achievement of every young person our main focus, alongside their overall happiness and welfare.

In the event of any concerns or wanting to share news from home, please feel free to contact your child's class teacher, the Head of FE or the main office.

Contact Us

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Email: office@mgcollege.co.uk

Web: www.manorgreen-college.w-sussex.sch.uk

Year 12 Class teacher, Lucy Martlew: lmartlew@mgcollege.co.uk

Year 13 Class teacher, Jeff Gardiner: jgardiner@mgcollege.co.uk

Year 14 Class teacher & Head of FE: gcourt@mgcollege.co.uk



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