

Re: Childcare and Education Six Week Targets

Dear Student,

Here are the initial targets to be met during your first six weeks of study, these will be discussed in more detail with your tutor during induction. Please remember we are here to support you during this stage of your education, if you have any worries do not hesitate to contact us. This period allows us to ensure that you are on the most suitable learning programme for you and provide any support you may need from us at SGS.

Childcare and Education Six Week Targets (All Levels) - Deadline Friday 21st October 2016

College rules are shared with students during the induction period regarding **appropriate behaviour** during their studies at SGS. This includes wearing their **ID badge/lanyard** at all times, not using a mobile phone during class unless directed to do so and showing respect at all times towards staff and other students. **You need to sign and return your Learning Agreement, Student Details and Code of Conduct form as soon as possible.**

Attendance is expected to be at least 90%, if attendance falls below this you will be put on the first stage of the disciplinary procedure unless we receive evidence to support the absence.

All students are expected to meet their **assignment deadlines**; it is very important that students demonstrate the skills to submit their assignments on time in order to successfully complete the course to their highest potential.

Material Fees (these are non-refundable once you start the course you are still liable to pay these even if you leave College, as highlighted in your Learning Agreement) and the **Disclosure & Barring Service check** need to be completed and paid as soon as possible. The DBS check is extremely important as you cannot start work placement until this has been carried out. You also need to **arrange a placement** by this probation deadline and return a signed copy of the **Work Placement Code of Conduct form**. Although placement actually begins on the week after half term, our work placement team need time to carry out necessary work place and administrative checks prior to the placement starting, hence the October deadline.

Your tutor will be reviewing your progress throughout this time, **all targets must be met by Friday 21st October in order to remain on the course**. Should there be any concerns there will be a meeting to discuss any matters with you and/or your parents before this deadline.

Yours Sincerely,

Paulette Languerand

Head of Department – Childcare and Education