

Re: Childcare and Education Six Week Targets

Dear Student,

Welcome back, as you are already aware there are initial targets to be met during your first six weeks of study. Please remember we are here to support you during this stage of your education and if you have any worries do not hesitate to contact us.

Childcare and Education Six Week Targets L3 Year 2 - Deadline Friday 21st October 2015

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 the **Learning Agreement** 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** (if applicable) need to be completed and paid by Friday 9th October. As you already know, an up to date DBS check is extremely important for going into work placement, you will not be able to do so without it.

You should have already completed your **Year 1 work/placement hours** if for any reason this has not been possible, you will need to have done so by the Friday 21st October. During this period, you are also required to arrange **2 work placements** for the coming academic year, and you will need to return a signed copy of the **Work Placement Code of Conduct form**. Failure to do so will cause problems in your attending work placement.

You should have made a decision of which direction you would like to progress in; if you are applying to university you will need to have submitted your **UCAS Personal Statement** and **UCAS Form online**. In order to prepare you for career progression we expect you to prepare an **up to date CV** and arrange a **mock interview** with our careers advisor.

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