

Dear Parent/Carer,

We hope that your child is settling in well at Preston College and making the most of the opportunities available to them. We would like to inform you of some of the unique aspects of Preston College which are in place to support our students and help them develop their employability and study skills; including student manager support, parent portal, work experience and attendance.

Student Managers

The role of the Student Manager is very similar to that of the form tutor in secondary school and will be your first point of contact should you wish to discuss any college related matters. If you have any information about your child that you feel we should be aware of or you would just like to introduce yourself, you will have the opportunity to discuss this with them during our Parents Welcome Event.

Contact Details

Student Manager contact details can be viewed on the College website [here](#).

Parents Welcome Event 2023, Wednesday 27 September, 4.30pm-7pm

Our annual Parents Welcome Event is on Wednesday 27 September and is your chance to meet your child's Student Manager. In order for the College to provide information to you about your child we need their permission. Permission can be granted through your child's student account. If permission is in place, your child will be able to make your appointment during their weekly tutorial session. Appointments will be available between 4.30pm and 7pm. Appointments will take place onsite or via Zoom/Teams. Alternatively, you can arrange a telephone conversation, if this is more convenient. Please note that subject teachers will not be attending this event, but they will contribute to a Progress Report that will be available on ProPortal in November.

ProPortal for Parents

If your child has granted permission, you can access live information regarding their performance at college by accessing 'ProPortal'. This service contains useful information including current attendance levels, exam entries, enrolments, targets set and comments made by staff. Within the next few weeks, you will receive a text message containing login details and instructions explaining how to create your 'ProPortal' account. If you do not receive this text, please contact your child's Student Manager who will confirm your contact details and request the text to be resent.

Industry Placements & Work Experience

Industry placements and work-related activities at Preston College provide our learners with an introduction to the world of work which helps them to develop the essential skills for their future careers.

Students undertaking an industry placements or work experience receive support before, during and after their placement, including how to identify suitable placements. Students are welcome to source their own placements and will be given advice about how to do this effectively. The College will check that employers have up-to-date Employers Liability Insurance and undertake a health and safety appraisal. All students who attend an external work placement will be issued with a work booklet, which can be accessed via our online Student Handbook.

If your child is in receipt of Free College Meals, they will be entitled to receive an equivalent payment while on placement. A payment will be paid by BACS into their account once they have submitted their fully completed work booklet. If your child receives support in accessing their classes in college, they will continue to be supported within their placement.

The College will assume that you are happy for your child to attend an external work placement (where appropriate), if you have any questions regarding this process or would like to discuss this further, please contact our Work Placement Team on 01772 225078.

Attendance

We would like to take this opportunity to reinforce the College's expectation of 100% attendance to all classes, taking into account special leave absences. Please be aware that failure to attend any timetabled class may result in sanctions, if there are no extenuating circumstances and the absence has not been reported correctly to the College. The College absence line is 01772 225959.

Further Information

Please visit the [Information for Parents/Guardians - Preston College](#) page. Here you will find links to additional information on attendance and punctuality, student manager contact details, parents portal, industry work placements and our induction page.

Yours sincerely

K C Morris

Kate Morris
Pastoral Coordinator