



# Fairfield College Learner Handbook

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# 'To enable young people to live and work without barriers...'

This handbook together with the College Prospectus and website should provide learners and their families with all the information they need for their programme at Fairfield College.



## WELCOME TO FAIRFIELD

### WHAT DO YOU NEED TO KNOW?

Welcome to Fairfield- we hope you enjoy your time with us. We know that moving to college is a big step and can be quite scary as there are lots of new rules and expectations that you will need to get used to. This handbook hopefully answers some of those questions and will help to make you feel more confident coming to college.

We offer a range of courses for young people that support them to develop and build on their skills, develop new skills and learn how to become the best version of themselves.

At Fairfield, we have a set of values that we try to live by and remember whilst we're working. These are: **Pride, Compassion, Inclusion, Innovation** and **Teamwork**. The values are central to our reward system too and are key to how we work at the college.

### FAIRFIELD TRUST

Fairfield has three main sites, and owns some residential houses close by. We are a charity and are regulated by Ofsted, and the Care Quality Commission. We work closely with Wiltshire Local Authority and many others across the UK. We are part of NATSPEC and are an Independent Specialist College (ISC).

On our main site in Dilton Marsh, we have a college, life skills centre, student canteen & common room, dog daycare and secure training field, lots of animals (including horses, alpacas, goats and sheep), horticultural greenhouses and poly tunnels. The whole site is over 50 acres, which is the size of 37 football pitches!

We also have a smaller site in Trowbridge, called the Fairfield Animal Centre. This is a commercial site open to the public, seven days a week, all year round. This training centre and animal park allows learners to practice the skills they have developed at college in real life workbased learning.

In addition, the Trust owns a Pub in the village of Dilton Marsh, called The Weavers. This is a fully licenced pub that is open to the public all year round. It offers a range of drinks and a full menu. This is the base for our Hospitality and Catering courses.

# COURSES

## CURRICULUM OFFER

All courses at Fairfield are full time, highly practical and include elements of workbased learning. You will follow an accredited study programme, English, Maths, Life Skills, and Personal Growth and Wellbeing. You will have personal tutor and will have a timetabled tutorial weekly. At the end of each day, you will check in with your tutor before going home.

We offer courses in:

- **Vocational Studies**- this is an opportunity to try all areas of the college.
- **Skills for Life**- a pre-entry programme using the principles of RARPA.
- **Landbased Pathway**- Animal Management, Maintenance and Horticulture.
- **Customer Services**-
  - **Hospitality and Tourism**- develop skills working with the public.
  - **Business Studies**- develop an understanding how businesses work.
- **Work Skills**- an opportunity to develop skills from previous courses.
- **Health and Social Care**- an opportunity to explore the caring professions.
- **Personal Growth and Wellbeing**- learn about yourself and how to be resilient.

Learners get an opportunity to develop sports skills too with the **Sports Leaders' Award**.

For more detailed information please download the prospectus from the website

We also have a range of **Workbased Learning** areas including: **Market Garden, Dog Daycare, Reception, Student Canteen, Bakery & Animal Centre**. These are supported by an Employment Manager and a team of highly qualified Job Coaches. All learners get to experience the world of work across their course at Fairfield.

# SUPPORT

## PASTORAL SUPPORT

We have a team of Learning Support Assistants, HLTAs, Behaviour Specialists, Intervention Leads and Therapists that all work to support you and keep you safe.

On site, we offer:

- Speech & Language Therapy
- Communication & Makaton
- Personal Growth & Wellbeing
- Positive Behaviour Support
- Talking Therapy
- Talking and Drawing Art Therapy.
- Horse Therapy (Equine Facilitated Learning)
- Intervention Lead: working 1:1 and in small groups.

## TIMINGS

College starts at 9.00 a.m. and the site is open from 8.40. The college day finishes at 3.00. There are three timetabled sessions each day with a break mid-morning and a lunch break.

The timings are as follows

- 09.00-10.30 Session 1
- 10.30-10.50 Break time
- 10.50-12.20 Session 2
- 12.20-1.00 Lunch
- 1.00-2.30 Session 3
- 2.30-2.45 Check In
- 2.45-3.00 Taxi/Home time.

The college operate three long terms with a half term break in each. More information and our academic yearly planner with term dates, is available on our website.

# EXPECTATIONS

## SUPPORTING POSITIVE BEHAVIOUR

We know what to expect, we feel reassured and do not worry about the unknown. All of our staff will use the a consistent approach when working with you. We always work proactively; this means that we get to know what you need to be successful, and then we provide this (all of the time). Life is challenging and everything we can do to help reduce anxiety we will. We use a range of Positive Behaviour Support methods, where we help you to take control of your needs, behaviour and learning and provide you with the strategies and resources you need to be successful.

We promote consistency across our sites and sessions. You should expect to see check in charts, now and next boards, visual timetables and social stories across the college. If you need widget, signing or written resources in certain ways- we've got you.

We encourage a culture of respect, tolerance and understanding, but recognise that sometimes incidents occur. We work closely with you to help you reflect on how your behaviour could be more positive in the future and provide strategies and guidance to support learning. This is a really important life skill.

## ATTENDANCE & TIMEKEEPING

Our expectations are that you will attend college for *all* timetabled sessions, and will be on time. We know, however, that this is sometimes not possible. We believe that working with you to help you recognise the importance of good timekeeping and attendance is important and that these are qualities and skills that employers are looking for. We will follow up all absences and we will, if needed, speak with your parents and ask them to help you improve.

If attendance becomes a problem, we may contact you and your family and ask you to come in to meet with us.

Currently, in the UK, young people are required to stay in Education or Training until they are 18 years of age.

# STAYING SAFE

## SAFEGUARDING TEAM

There is a Safeguarding Team made up of members from across the Trust. All members of the Safeguarding Team have advanced training and meet regularly. If you have any concerns or worries, you can speak to any member of the team, any staff member or your tutor. If something worries you, tell us about it.

## USE OF TECHNOLOGIES

You will have access to a wide range of technology at college and may want to bring in your personal devices. This is your choice and we cannot take responsibility for this. We ask that you use your personal device in your own time, and not in sessions. If you need to use technology in sessions, we will give this to you to use. Before you use technology at college, we will support you to learn how to be safe online, and will ask you to read and sign an agreement to say you will use all technology, including wifi appropriately. The use of technology and the wifi across the Trust is filtered and monitored for your safety.

## ONLINE SAFETY

Being online can be risky, as there are lots of people that are dishonest and not who they say they are. We have specially trained staff to help you be more confident and safe when using technology or the internet. On all college devices, there are tools and resources to keep you safe and to report anything that worries you.

## MOBILE PHONES

We are happy for you to use your mobile phones and smart technology in your own time, such as break and lunch, or on the way to and from college. Your learning and education are the most important thing to us, and we want you to be able to learn without interruptions. Wifi is available to learners if they are able to show that they can use this safely and appropriately. We can help you to understand how to use this safely.

# EQUIPMENT

## WHAT DO YOU NEED TO BRING?

One of the exciting things about Fairfield, is the range of different subjects and opportunities available to its learners. Each of these subjects have their own specialist equipment, clothing and PPE. This means that each day, you may have to change what you are wearing a few times- this is a great skill; knowing what you need to wear for work to keep you safe. Most equipment and clothing will be provided, but some young people would prefer to bring their own. We can let you know what is needed, as part of your induction to the college.

Things that all learners will need:

- A warm, waterproof coat.
- A pair of steel toe-capped boots or wellington boots.
- Waterproofs if you are working outdoors.

If you are working at the Animal Centre, The Weavers, Canteen, Café or Bakery then you may be required to wear a uniform or PPE. We will tell you if this is needed.

Some learners like to bring a packed lunch, snack and/or money to buy something in the canteen. If you have free school meals, then we will provide your lunch.

There are always drinks available, and a range of food available at a low price. The next page shows you the range of what is on offer.

# EATING AND DRINKING

Like most colleges, we have a range of options available to you at break and lunch. The Common Room is a quiet space for lunch, which has lots of chairs and tables available for you to eat your lunch, and a small kitchen area with hot water, fridge, freezer and microwave.

Some learners prefer to bring their own lunch from home, which is fine and others prefer to buy lunch at college. You can buy lunch at the college Canteen and at the cafe in the Animal Centre.

The Canteen has a range of food options available to buy. These include freshly made sandwiches, pasties, sausage rolls, jacket potatoes, pasta and salad bowls and fresh fruit salads. There are daily specials available, and all meals deals are offered to learners and staff at a very low price. Most of the bread, fruit and vegetables are also made or grown on site.

If you need a special diet for medical, allergy or religious reasons- tell us about it and we will do what we can to make this happen.

In addition to the meals and food prepared on site, there is a range of drinks and snacks available to buy. We have outdoor seating across the college and animal centre too, for when the weather is nice.

The Canteen is run by learners for learners and staff. It is a great way to develop and practice your catering, hospitality and customer service skills.

## CONSENT

As an adult, it is important that your voice is heard and you get to choose who knows what about you. This is very important, when it comes to personal information about yourself such as your name or address.

Consent is a way that you can let us use your information, and it is also a way that we can get permission to support you. At Fairfield, we take consent very seriously.

We will ask you (or a trusted adult, such as a parent) to give us permission to use your information, support you going off site, give you medication or take pictures and videos of you for your college portfolio. You are in control of your personal information and can say yes or no at any point.

## LEARNING AGREEMENT & ILP

All learners will have a Learning Agreement that shows the name of your course, the qualifications, expectations and dates for your programme. We ask you, and the someone from the college, to sign the form to show that you agree to it. We will also create an Individual, Learning Plan (ILP). This will be a way to see your personal information. This could include: medical needs, behaviour support, Careers and IAG Meetings and also the assessments you have undertaken. We can use these to share information with other people (with your consent, of course).

## MEDICATION

If you need medication while you are at college, we can help you with this. We will need consent from you, or a parent and the GP that prescribed you the medication. We can also help you to administer your own medication if this is appropriate. Please ask us for a medication consent form.

# DROPPING OFF AND PARKING

## Travelling to College.

Most learners travel in and out from college by taxi or minibus, provided by their Local Authority (LA). Some young people come in with their parents or family.

We have two different car parks on site. If you are travelling by LA taxi- you will be asked to park in the front car park. If you are travelling in a friend's or parents' cars, then you will use the rear car park.



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Open Days - Please visit our website to book a tour

**Registered Office:**

Fairfield College, Dilton Marsh, Westbury, Wiltshire BA13 4DL.

**Registered in England:** No. 1318397.

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