



The Westminster Specialist College

14 July 2021

Dear Student

College Information and Data Collection

Welcome to The Westminster Specialist College, please find enclosed a pack containing important information for the start of the new academic year:

To be completed and returned to College:

- Student Application Pack and Information Sheet
- Offsite Activities Consent Form
- Autograph Allergy and Intolerance Dietary Form

It is essential that we receive the replies so that we can update our College records for when you start College with us. Should any of the details change, please contact the College immediately.

Please complete and return all forms by Friday 3rd September 2021 electronically and email it into contact@twspecialistcollege.co.uk

Arrival and Departure from College

The timings of the college are as follows:

- Start time – 9.30 (students can arrive at 8.55 for administration and social time)
- Lunch time – 12.45 – 13.30
- End of day – 3.05

Students are, where possible, encouraged to travel to use by their own means. This means either using public transport, bicycle, taxi or on foot. In order to support this we have an array of travel training initiatives to ensure they can do so when they are ready.

Students who come to College on public transport must wear a face mask and ensure that they have a mask for the journey home.

Parents and carers who bring students to College should drop them off at the College entrance and leave the site accessible via Curral Road. Parents will not be able to come into College or congregate at the gates due to social distancing restrictions.

The Westminster Specialist College
Hawes Lane, Rowley Regis, West Midlands, B65 9AL



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College Term Dates

Autumn term 2021

- Term starts: Monday 13 September 2021
- Half-term holiday: Monday 25 October 2021 to Friday 29 October 2021
- Term ends: Friday 17 December 2021
- Christmas holidays: Monday 20 December 2021 to Monday 3 January 2022

Spring term 2022

- Term starts: Tuesday 4 January 2022
- Half-term holiday: Monday 21 February 2022 to Friday 25 February 2022
- Term ends: Friday 8 April 2022
- Easter holidays: Monday 11 April 2022 to Friday 22 April 2022

Summer term 2022

- Term starts: Monday 25 April 2022
- May Day Bank Holiday: Monday 2 May 2022
- Half-term holiday: Monday 30 May 2022 to Friday 3 June 2022
- Term ends: Thursday 21 July 2022 [The term will end on Thursday 21 July 2022 rather than Friday 22 July 2022 in lieu of Queen's Platinum Jubilee bank holiday - to be confirmed.]

Lunchtime

Lunch will not be provided as part of the provision at TWSC. We are promoting independence for our young people. They must either bring their own lunch with them or there will be the opportunity to go out of college to get something from the local community or make something as part of their lunch period.

Medication

No student may be given prescribed medicines or asthma inhalers in College unless the parent/carer gives written consent with instructions and the medicine is in the original container bearing his/her name and the recommended dosage. These are then locked away in a designated cupboard by a member of staff responsible for First Aid. Prescribed medicines/asthma inhalers etc. will be administered, logged and signed by two qualified First Aiders. The process of administering medication is coordinated by a nominated member of staff.

College can give students non-prescribed medication such as paracetamol, ibuprofen etc. if parents/carers or the student themselves have given their consent. Students/Parents can send in non-prescribed medication such as hayfever remedies, cough medicine etc. for staff to administer to pupils but this must be in the original container and unopened/unused. Students/Parents must also give written consent for these medications to be administered.

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If students bring in non-prescription medications into College these must be passed to their College tutor to arrange administration. Emergency inhalers are also kept in College in case of any faults/problems with pupils' inhalers. Staff can advise on the use of these. Should you have any questions please feel free to contact the College.

Payment for Trips and Visits

The college will accept cash payment, cheque or bank transfer for the payment of trips and off-site visits. We will contact you at the start of the academic year to explain how payments can be made to the college.

School Gateway

From time to time, we send information to students/parents/carers via text message to your mobile phone. A new, free, smartphone app for parents and students will be available through Arbor our new Management Information System.

We will contact you at the start of the academic year with the details of how to download the app.

College Uniform

There are no prescribed uniform requirements as part of the college. However, when students are engaging in work placements, they must wear appropriate and suitable clothing for the industry they are working in. This may involve them wearing the uniform of the business they are working for or wearing Personal Protective Equipment. More advice and guidance will be provided closer to the time.

Keeping Everyone Safe in College

We will be implementing COVID control measures within the College until further notice. Cleaning will be undertaken throughout the day. Our COVID-19 risk assessment is available on our website. We will continue to follow Government and Local Authority guidance By implementing these measures, we hope to reduce any risks related to COVID-19 as far as we possibly can. Your co-operation and support will be vital to help us keep our College community safe.

If you have any questions or queries, please email contact@twspecialistcollege.co.uk .

Yours faithfully

Mr O M Flowers
Principal

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