



NEW STUDENT ENROLMENT PACK

September 2024

EVERYTHING YOU NEED TO KNOW ABOUT ENROLMENT AT LONG ROAD

Welcome to Long Road! We are really excited for you to join our friendly college community. We have put this pack together, full of important information about joining us in September so please read it carefully!

#BePrepared with our checklists and find out more about what it's like to be a Long Road student.

WHAT'S COVERED IN THE PACK:

- Results Day
- Enrolment & Orientation
- Your Photo ID
- Getting to College
- Financial Information
- FAQs

#BeLong

To help you have the best possible start to your academic studies and the wider student experience, we have a formal enrolment and orientation process that you will need to complete:



GCSE Results Day

All students who wish to enrol need to submit their GCSE results electronically. GCSE results will be published on **Thursday 22nd August**.

You will need to submit your results to us by 1pm on Friday 23rd August via the Enrolment Form on your Admissions+ account. We will send detailed instructions for this closer to the time.

Accept Your Offer

After submitting your grades to us, if you have met the entry criteria of your chosen courses, you will receive an enrolment offer from us. These will be issued from 23rd August onwards, and you will need to accept as soon as it comes through.

If you have not met the entry criteria for your chosen courses, or you wish to change your course(s), then you will have the opportunity to speak to one of our experienced teachers via telephone to discuss your options.

Enrolment meetings will be automatically arranged and will take place via telephone, across Wednesday 28th and Thursday 29th August. During the meeting, we will confirm your course choices and place at the college.

If you decide not to continue to enrolment with us in September, you will have the option to withdraw your application via your Admissions+ account.



IT ONBOARDING & PHOTO

Enrolment and IT Onboarding

Once you accept your offer, you will be invited to complete a number of online induction modules, before your on-campus New Student Orientation.

IT Onboarding Summary

There are details you need to check before you start the Student IT Onboarding to help you learn the attitudes, knowledge, skills, and behaviours required of you as a new student and to get your login details set up for Long Road systems.

Your login details will be sent to you separately. It is also important to check that the mobile phone number we have on record for you is correct when submitting your GCSE results to us via the *Enrolment Form*. Mobile numbers must be in 07123456789 or +447123456789 format.

Any changes may take up to an hour to be reflected in our onboarding system.

Digital Photo for your college ID

You will need to provide us with a photo of yourself for your Long Road ID badge. Your photo can be uploaded on to your application now to speed up the enrolment process. This can be done by logging in to your

Admissions+ account and clicking on the *Personal Details* tab, where the option to upload a photo will be visible.

If you have not submitted a suitable photo, you will receive further instructions as part of the online enrolment process.

Top Tips for your photo:

- Don't crop or edit the photo - just use the image directly from the mobile phone or camera
- If using a camera or DSLR to take the photo, make sure it is set to the highest available quality or resolution setting, and make sure it is held sideways to take the photo in portrait
- If using a mobile phone to take the photo, try using the rear/back camera instead of the front/selfie camera as this often gives higher resolution results
- If using an iPhone to take the photo, you may need to go into Settings > Camera, then turn off Auto Apply Adjustments - this will prevent it from automatically cropping the photo
- If using an iPhone 7 or newer, go into Settings > Camera > Formats then choose Most Compatible

KEY DATES FOR YOUR CALENDAR:

- **22nd August:** GCSE Results Day
- **23rd August (1pm):** Deadline to submit exam results
- **28th & 29th August:** Enrolment Meetings
- **4th & 5th September:** New Student Orientation
- **9th September:** Start of Term

NEW STUDENT ORIENTATION

New Student Orientation Process

Our on-site orientation will be held on 4th and 5th September. You will be invited to attend both days, which will include a number of induction activities.

An invitation to attend a specific time slot will be sent to you closer to the time. In the meantime, here is a summary of what you can expect to be doing during the orientation:

- Verifying your ID
- Signing your Student Learner Agreement
- Going on a group college tour
- Attending an Induction Talk with the Vice Principal
- Collecting your Student ID badge

Verifying your ID

You will be asked to bring your passport or birth certificate so that we can verify your ID.

Acceptable documents include a passport, birth certificate, or national ID card.

Student Learner Agreement

Your student learner agreement is an important document that sets out the terms of your full-time study programme with us.

The learner agreement will be issued to you on your Orientation Day, and you will need to read, sign, and hand it back.



Timetable

After you have completed your IT onboarding, you will be issued with your Long Road email account. Your timetable will be sent to this email, ready for you to access from the week commencing 2nd September.

Timetable breakdown:

- Your timetable will usually include three 1.5hr classes per subject each week
- The day starts at 09:00 and finishes at 16:10
- You will have a 20-minute break in the morning and a 45-minute lunch break in the afternoon

Your timetable will also include independent study periods, tutorials, careers planning, review sessions, and workshops, as well as dedicated time for Team Sports and Enrichment.

GETTING TO COLLEGE

Long Road Sixth Form College is conveniently located and is easy to commute to.

Travelling by Rail

The nearest railway station to the college is Cambridge station, approximately 1.6 miles away. Throughout the college day, we run our own free shuttle bus to the station for our students.

Walking from the station takes approximately 20-30 minutes. Students who travel by rail may be able to receive discounted travel, with up to 50% discount, on:

- Term tickets
- Academic Year tickets
- Monthly direct debit tickets
- All tickets issued on durable Smartcards

Please visit these for more information:

- www.16-17saver.co.uk (16-17 Saver railcard is not valid after a student's 18th birthday)
- www.greatnorthernrail.com/tickets/discounts-and-railcards/student-connect
- <https://railplus.greateranglia.co.uk/scholars.html>



Walking/Cycling

Many students either walk or cycle to the college from the surrounding area or the railway station. Cycle racks are available on site for those who prefer to make their way to college by bike.

Travelling by Car

There is no student parking at the college or in the surrounding areas. We would therefore encourage students to find alternative public transport.

Travelling by Bus

Long Road Sixth Form College is served well by local bus services and is on the Cambridge Guided Busway. Journeys can either be direct or may mean a change in Cambridge City Centre. The closest bus stops to the college are Robinson Way, Puddicombe Way, Long Road, and Royal Papworth Hospital.

The Tiger Pass, introduced by the Cambridgeshire & Peterborough Combined Authority, offers bus travel for just £1 for those under 25. The pass is free of charge and can be used to travel on the bus anywhere within the Combined Authority region.

Many bus companies also offer Student Bus Passes, which give you a reduced travel rate and are often payable either termly or annually.

Please visit individual operator's website for details.

COLLEGE SERVICES FEE

What is the College Services Fee?

The fee is paid as part of your enrolment and helps support effective learning and student activities within the college.

It is a one-off payment of £55, submitted ahead of your first day with us in September. Payments should be made using the online system ParentPay.

What does it include?

This payment covers the following:

- £5 of print credits to get you started
- The college fitness centre
- A wide range of sporting activities including team sporting activities and non-competitive sessions
- IT storage space
- Access to free software including Microsoft 365 suite and other software appropriate to your course
- Open access to IT suites
- Free college Wi-Fi
- Various enrichment activities
- The ability to borrow from the college's Learning Resource Centre
- Access to music practice rooms
- PPE where required

Please note that Drama and Theatre A Level students are required to pay an additional course materials fee of £80 to cover guest practitioner workshops as well as theatre trips and productions. Further information regarding this will be sent to affected students.

If you require assistance with the College Services fee then you may be able to get help through the college's 16-18 discretionary bursary. Further information on this can be found under the Financial Support information section of this booklet.

Student Lockers

A limited number of lockers are available for our students. A locker key deposit is required and can be arranged by our Student Services team, who are located at the Helpdesk in our Student Centre.

Equipment

The college also hires photographic equipment to students. This can be arranged through the teaching department and will include a deposit.



PARENTPAY - OVERVIEW

Paying for Meals and Items

Whilst studying at Long Road, you may wish to purchase items from the college or sign up for a trip. Our method for collecting payments is via the online system ParentPay. Using ParentPay, you can make payments for college items such as: dinner money, College Services Fee, print credits, books and resources, trip payments, starter packs, locker deposits, equipment deposit, replacement ID cards.

ParentPay is a secure website that offers you the freedom to make payments whenever and wherever you like - safe in the knowledge that the technology used is of the highest internet security available. There are no card details stored in any part of the system.

If you have any queries relating to ParentPay or any other finance issues, then please do not hesitate to contact us:

- E-mail: **financialsupport@longroad.ac.uk**
- Phone: **01223 631141 or 01223631142**

Getting Started

Activation Codes and Passwords will be sent to your primary emergency contact's email on the week commencing 12th August. Once received, please activate your account and pay your College Services Fee and any other items required for your chosen studies.

To access your account, visit www.parentpay.com and click on *Login*. Type the username and password sent in your activation email.

Already have a ParentPay account?

To add a child to your account: Go to www.parentpay.com and log in to your existing activated ParentPay account. Select the *Add a Child* icon from your home page. Enter the activation codes provided. These must be entered exactly as provided. Click *Search*. Ensure the details displayed are correct for the child you wish to add and select *Confirm Merge*.

Please note: If the details shown are not correct for the child you wish to add to your account, please inform us immediately. You should not continue to add the child to your account. Help and support on how to use ParentPay is available on the ParentPay website: www.parentpay.com/parent-account-faqs



Guidelines for Academic Year 2024/25

When enrolling on a course at Long Road, consideration should be given to the costs involved such as travel costs, meals, equipment, books, trips, stationery and childcare.

If you are concerned about the financial costs associated with your course, then assistance may be available either via the college or your local County Council.

We actively encourage students to apply for possible support as soon as they can.

Defined Vulnerable Groups

Monthly payments are available up to a maximum of £1,200 for the academic year for students aged over 16 but under 19 on 1st September 2024 who specifically are:

- In or recently left local authority care
- Disabled and receive Income Support or Universal credit in own name
- Disabled and get Employment & Support Allowance (ESA) or Universal Credit and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in own name

For more information, please visit the Financial Support page on our website.



Free Meals

Free meals will be offered to students aged 16–18 on 31st August 2024 who receive, or whose parents/carers receive certain types of income related benefits OR aged between 19–25 and have an Education, Health and Care (EHC) plan, and be studying a Government funded full-time course.

Childcare

Students aged under 20 on 1st September 2024 who have a child that needs childcare while they attend college can receive assistance through Care to Learn. Visit www.gov.uk/care-to-learn or ring the Student Support Helpline on 0300 303 8610 for more information and eligibility criteria.

Applying for Financial Support

Long Road administers funds at its discretion and in line with its policy and procedure. There is no entitlement to a Bursary. Awards are only ever a contribution to course related compulsory costs and will not necessarily cover all your additional financial needs.

Each application will be assessed and if funds are available, an award will be allocated subject to meeting the college's eligibility criteria. There are different funds, with different rules, available to help different groups of students.

As funds are limited, it may be necessary to close a bursary at any point during the academic year.

Submitting the Application

The applicant should complete all relevant sections and sign the **Financial Support application form** attached at the end of this booklet.

To be eligible for financial support you will need to demonstrate an annual household income ordinarily below £30,000 (gross taxable income).

Along with the form, please supply a recent photocopy of the full document(s) that are applicable to the household that you live in (dated within the last six months).

The preferable form of financial proof is either Universal Credit awards notice for the past three consecutive months or a Tax Credit Awards Notice (TCAN) starting 06 April 2024 or Tax Credit Annual review ending 31st July 2024.

If you do not have any of the evidence, proof of household income under £30,000 must be supplied. This can be done by providing the last three months bank statements and wage slips for each working member of the household.

For those who are self-employed, a photocopy of the Self-Assessment Tax Return or a letter from your accountant stating the projected earnings for 2023/2024 will be required.

We are unable to process incomplete applications, which includes those with missing documents, and this may result in delaying the award.

If you need any advice or help to complete this form, then please do not hesitate to contact us by e-mail: financialsupport@longroad.ac.uk, telephone 01223 631141, or by visiting the Finance Office.

Please return all completed applications to the Financial Support team. We actively encourage applications made via email.

Bursaries

We have bursaries for young people in some particular circumstances. Monthly payments are available up to a maximum of £1,200 for the academic year for students aged over 16 but under 19 on 1st September 2024 who specifically are:

- In or recently left local authority care
- Receiving Income Support and/or Universal Credit in your own name
- Receiving Disability Living Allowance or Personal Independence Payments in your own name as well as Employment and Support Allowance or Universal Credit in your own name.
- Any other fees essential to the course will be deducted and the remainder will be paid equally each month, during term time, into the student's bank account.

16 - 18 Discretionary Bursary

Disbursements from the Discretionary Bursary will be made as per the following table:

| | Under £30,000 |
|---|----------------------|
| Public Transport (Please see below) | 100% |
| Essential Books | 100% |
| Essential Equipment/Kit/Starter Packs | 100% |
| College Services Fee | 100% |
| Stationery | 100% |
| Equipment Deposits | 100% |
| UCAS Fees | 100% |
| GCSE English/Maths Resit Fee | 100% |
| Childcare: Learners aged under 20 on the 31st August 2024 with childcare needs while at College may apply to Care to Learn at www.gov.uk/care-to-learn or ring 0800 121 8989. The care provider must be OFSTED registered. | |

Public Transport: *(This is a contribution towards travel and may not cover the full costs)*

If Long Road Sixth Form College is the nearest appropriate post-16 education provider to your home offering your chosen course, and you are under 19 as at 1st September 2024, and in receipt of an eligible benefit, you should contact your local County Council in the first instance to check whether you qualify for subsidised public transport. If your application is rejected, then you can apply to the college's 16-18 Discretionary Bursary for assistance.

The amount you receive will be based on where you live and on the cost of public transport via the cheapest method including passes, irrespective of your mode of transport. Your attendance will also be assessed.

The payment will then be reimbursed by BACS into your bank account. The first payment will be made at the end of October 2024 (or the first month after the award has been approved). In cases of partial or full distance learning, transport payments may either be adjusted accordingly or suspended.

Stationery/Art Equipment/UCAS Fees

Where a contribution of £10 has been agreed to cover stationery costs or an award made for Art equipment then this will be processed via BACS direct into the Student's bank account - with the first payment being end of October 2024 (or the first month after the award has been approved).

Equipment/Books/Revision Guides

Where the college contributes to costs for these items, then the college will order these on a student's behalf. Once the items have arrived, the student will be notified via e-mail to collect them from the Student Helpdesk. If a student has brought an item themselves, consideration may be given for a refund however this may not be for the full amount and will be at the discretion of the panel.

College Services Fee/ Equipment Deposit/ Starter Packs/GCSE Resit Fee

An internal transfer will be made to the college finance department once a student enrolls on a course at the college for the College Service fee and equipment deposit if applicable to their course. Starter packs will be given to students by their tutors once an award has been made.

Additional Activities/Visits/Trips

Support will be given only for additional activities, visits or trips considered essential to your participation on the course. There will be no support for any overseas visits. An internal transfer will be made to the college. Parental consent will still need to be given for each trip by logging into ParentPay.

Free Meals

A credit of £4.60 per day will be issued to the student's ParentPay account for use in the our Food Centre. In the circumstances of distance learning, then regular BACS payments will be made for each college day. It will remain at the discretion of the government and/or the college if payments are to be made during college holidays.



How do I submit my GCSE results?

You will be required to electronically add your GCSE results to your Admissions+ account via the Enrolment Form by 1pm on Friday 23rd August. You will be sent step-by-step instructions closer to the time.

I cannot access my Admissions+ account.

If you have forgotten your password then click on "Forgotten your password?" on the Admissions+ login page. If you still have difficulty accessing your account, please email admissions@longroad.ac.uk.

My results are not what I wanted.

Don't worry, you will be given the opportunity to discuss your options with us at enrolment. Long Road offers a wide range of study programmes and courses to choose from. If you do not meet the entry requirements for your original choices you will, wherever possible, be offered an alternative programme or course at the college.

I have not been able to achieve a grade 4 in English and Maths. What will this mean?

Depending on the entry criteria for your chosen courses, a resit course *may be* offered as part of your study programme during your enrolment meeting.

I want to change my subject choices.

If you have decided that you may want to change your course choices, you can request an enrolment meeting once you have received your enrolment offer. A member of our team will discuss your options and assess whether you are qualified for the course change.

Is it easy to change subjects if you don't like them?

You will be able to request a course change within the first month of enrolling, once you have attended your course for two weeks; HOWEVER spaces on new courses are *not guaranteed* and are subject to meeting entry criteria and a summer work submission.

Although we do our best to accommodate the requests for course changes, we would encourage you to do everything you can to research the courses you will be joining us on beforehand, including having a look at our Summer Work assignments, available on our website.

Do my parents/carers attend the enrolment discussions?

Most students attend by themselves but parents can join if they wish. Our team will call you on your mobile so you will need to make sure that we hold your mobile number on record. You can update your mobile number when submitting your GCSE results on your Admissions+ Enrolment Form. Mobile numbers must be in 07123456789 or +447123456789 format - no spaces, no brackets or other punctuation.

Do you work on paper or laptops?

You are welcome to work on both paper and/or a laptop.

YOUR QUESTIONS ANSWERED

When do I bring in my summer work?

Your Summer Work will need to be completed and brought along to your first lesson on 9th September.

How many students are enrolled at Long Road?

The college has a total of 2600 students.

How do I get to college?

Please look at the transport information on page 4 or on our website here:

<https://www.longroad.ac.uk/page/?title=Travelling+to+College&pid=141>

Can you leave site for lunch?

Long Road is an open campus and you are free to leave the site for lunch and between lessons. You must have your college ID to re-access the college.

How often does the shuttle bus run between the college and the station?

The shuttle bus makes 5 trips from the train station in the day. You will find the schedule here:

<https://www.longroad.ac.uk/page/?title=Travelling+to+College&pid=141>

Do students have tutorials?

Students have tutorials scheduled within their timetable once a week. The tutorials cover a host of information, including UCAS and progression planning.

What is the average class size?

The average class size is 20 students. Our small class sizes mean you will receive more one-to-one attention from specialist teachers.

What is the dress code?

The college encourages appropriate clothing, without clouding individuality. Students are welcome to express their individual style but remember: dress for the classroom, not for the beach!

When will I get my timetable?

Teaching will start on Monday 9th September and you will receive your timetable electronically prior to this, during the week commencing 2nd September. Once you have completed your IT onboarding, you will be issued with your Long Road email account. Your timetable will be sent to this email account for you to access prior to your first day of term. We would recommend you save your timetable to your mobile device for reference.

Are you allowed phones?

Yes, you are allowed phones on campus for study purposes in learning areas; however, they will need to be turned to silent.

Do I need any IT equipment?

Take a look at the IT recommendations here:

<https://www.longroad.ac.uk/page/?title=Recommended+IT+Equipment&pid=47>

If you have any further questions about the equipment used, please contact the IT Services Helpdesk:

itsupport@longroad.ac.uk

How many lessons do I have each day, and when do I have to be in college?

The college day starts at 09:00 and finishes at 16:10. You may have up to four lessons in one day. Your timetable is spread across the 5-day week, including some independent study periods between your lessons. Your timetable includes a 20-minute break in the morning and 45-minute lunch in the afternoon.

What is EPQ?

You may be interested in applying for our Extended Project Qualification, which is equivalent to half an A Level. The EPQ allows students to undertake an independent project on a topic of your choosing, alongside your course subjects, to enhance your academic record. This is not a compulsory qualification, and will be offered to you towards the end of your first year.

When is my performing arts audition?

If you were unable to attend an audition as part of one of our Welcome Days, our team will contact you to schedule this for the start of term.


I am missing a sheet from my enrolment pack.

A digital copy of our Enrolment Pack can be found on our website:


<https://www.longroad.ac.uk/page/?title=Useful+Information&pid=129>


Contact us:


 admissions@longroad.ac.uk

 01223 63 1125


Find us online:

 www.longroad.ac.uk

 Long Road Sixth Form College

 @LR6FC

 @lr6fc

 Long Road Sixth Form College



Financial Support Application

Form Academic Year 2024/25



For help with costs of: transport, meals, materials, equipment, college services fee, books, revision guides, equipment, DBS for work experience, trips, exam re-sit fees and other course related costs

Please use **BLACK INK** and **BLOCK CAPITALS** and answer all of the questions required – enter N/A or No, as appropriate. Make sure you sign the application and enclose the additional financial evidence required.

| | |
|--------------|--|
| Student Name | |
|--------------|--|

| | | | |
|----------------|--|---------------|--|
| Student Number | | Date of Birth | |
|----------------|--|---------------|--|

| | |
|--------------|--|
| Home Address | |
| | |
| | |
| | |
| Postcode | |
| E-mail | |

| | | | |
|------------------|--|---------------|--|
| Telephone Number | | Mobile Number | |
|------------------|--|---------------|--|

| | | | | |
|--|-----|--|----|--|
| Have you been a resident in the UK/EEA for the last 3 years? | Yes | | No | |
| Have you moved to United Kingdom since 01 January 2021? | Yes | | No | |

Student's Bank Details (Disbursements can be made to Student's own account only)

| | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|-------------|--|--|--|--|--|--|--|
| If we need to pay support directly to you, we will do so by paying the money into your bank or building society account. Please provide your details in the below table: | | | | | | | | | | | | | | |
| Name of Bank/Building Society: | | | | | | | | | | | | | | |
| Town of Bank/Building Society: | | | | | | | | | | | | | | |
| Account in name of: | | | | | | | | | | | | | | |
| Sort Code: | | | | | | | Account No. | | | | | | | |
| Building Society Ref. (savings a/c) | | | | | | | | | | | | | | |

Financial Evidence

Please tick ALL boxes that apply to your household and supply relevant supporting evidence (the entire document, including any blank numbered pages) including benefit letters dated within the last six months unless otherwise stated:

Vulnerable Bursary applicants ONLY

- In care as a Looked After Child or a Care Leaver – please supply a letter from the Local Authority
- Universal Credit in student's own name – statements covering last 3 consecutive months
- Income Support (IS) - award letter **in student's own name** dated after 5th April 2024
- In receipt of Employment and Support Allowance/Universal Credit AND Disability Living Allowance/Personal Independence Payment - Award letter – dated within last 6 months

Applicants for 16-18. Discretionary Bursary

To be eligible for financial support you will need to evidence an annual household income below £30,000 (gross taxable income).

- Tax Credit Award Notice 2023/2024 – ALL pages starting 06/04/2024
- Tax Credit Award Review 2024 for the period 06/04/2023 to 05/04/2024
- Universal Credit – ALL pages of statements (including breakdown calculations and deductions) covering the last 3 consecutive months
- Employment Support Allowance (ESA) award letter dated within last 6 months AND all other benefits
- Income Support (IS) award letter dated within last 6 months AND all other benefits and/or 3 latest payslips for all earning in the household
- Job Seekers (JSA) award letter dated within last 6 months AND all other benefits and/or 3 latest payslips for all earning in the household
- Guaranteed State Pension award letter dated within last 6 months
- Tax Return for 2023/2024 (self-employed) **plus Accountants letter**
- If you do not have any of the above evidence but believe your gross household income to be below £30,000 per year please evidence this by sending your most recent payslips and bank statements for all earnings in the household covering the last 3 consecutive months.

Declaration

I confirm that the information provided in this application is accurate and I have enclosed the relevant evidence dated within the last six months.

I also confirm that I agree to the Terms of Support.

If this form is submitted electronically unsigned, then you are agreeing to the terms of this declaration.

Student's signature: _____ **Date:** _____

Long Road Sixth Form College processes personal information about students, employees, partners, suppliers and service users in order to provide quality education and training. The College processes and stores information in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018. To read Long Road Sixth Form College's full General Privacy Notice please visit the following link: <https://www.longroad.ac.uk/the-college/college-policies/data-protection/>

Any queries please email: financialsupport@longroad.ac.uk