

ADVICE & GUIDANCE MEETINGS



**EVERYTHING
YOU NEED TO
KNOW**



SUPPORTING YOU EVERY STEP OF THE WAY

Congratulations on completing your application - the first step of your sixth form college journey is complete. We're delighted that you're considering studying with us, and we're here to support you at every stage of the application process.

The next step in your application is attending an Advice and Guidance Meeting. To help you feel confident and prepared, we've put everything you need to know about our Advice & Guidance Meetings into this booklet.

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WHAT IS AN ADVICE & GUIDANCE MEETING?

Long Road is an open and inclusive community; we believe in equal opportunities for all our students - that starts from the very moment you make an application to study with us. This is why we invite our applicants to a personal Advice and Guidance Meeting with one of our friendly members of staff.

With over 3,000 meetings to organise, this is a super busy time of year for our Admissions Team, but we feel it is important for you to understand our process and get an idea of what is going on behind the scenes in our Admissions office!

This year, the majority of our Advice and Guidance Meetings will take place on **Thursday 13 and Friday 14 February, and Wednesday 19 March.**

Meetings will continue to take place throughout the Spring and early Summer. **The date of your meeting has no impact on your offer of study** so please don't worry if your friends receive a meeting date before you!

All meetings will take place virtually via videocall on the SchoolCloud system, and last a maximum of 25 minutes.

We strongly encourage you to attend your meeting with a parent/carer. If your parent/carer is unable to attend with you via the same device (e.g. they are at work) you can set up your meeting to allow 1 other device to join, meaning they can attend from a different location.



Each sixth form college does Advice and Guidance Meetings differently - you might hear some colleges call them 'Interviews'.

Our Advice and Guidance Meetings are all about supporting you.

There are 2 main purposes of the meeting:

1. To allow us the opportunity of giving you advice and guidance on the subject options you are interested in studying, and **make you an offer of study.**
2. To give you the opportunity to ask us questions about Long Road life.

We believe it's really important that all of our applicants have these opportunities, which is why we offer Advice and Guidance meetings to everyone, regardless of whether we are your 1st, 2nd, 3rd, 4th or 5th choice of college!

All of our staff undergo annual training in preparation of our Advice and Guidance Meetings, ensuring they are all equally qualified to talk to you about your subject options.



PREPARING FOR YOUR MEETING

The thought of attending your Advice and Guidance Meeting can be really daunting. Lots of people are under the impression that this meeting is like a job interview, and that the decision to offer you a place at college rests solely on this discussion... you can breathe a sigh of relief because that is certainly not the case here at Long Road!

Although our meetings are not like a job interview, they are an extremely important part of the application process. The discussion during your meeting guides us in which subjects we can offer you to study. **If you don't attend a meeting, we can't offer you a place to study with us.**

When you made your application you listed what subjects you are interested in studying. These are the subjects your Advice and Guidance Meeting will focus on. All of these subjects have minimum entry requirements, which can be found on our [website](#). By the end of your meeting we will offer you a place of study.

We can only offer you a place of study on a subject if your predicted grades meet the minimum requirements.

With this in mind, it is a good idea to spend some time looking at your options. We recommend sitting down one evening with your parent/carer, looking at your predicted grades and seeing whether these meet the minimum entry requirements of your chosen subjects.



If your predicted grades **don't** meet the minimum entry requirements for your chosen courses, don't panic.

During your meeting we will discuss what subjects we can offer you. **Before your meeting you need to look at what other subjects you would be happy to study. During your meeting you will need to make a decision on these subjects.**

If your final GCSE results are better than your predicted grades, you will have the opportunity to change your subject choices at enrolment.

If we were to offer you a place to study a subject that you don't meet the entry requirements for it would mean you start your studies at a disadvantage, and would struggle to achieve your best. This isn't what we want for you and it is why we have to be strict with these boundaries.

Although it might feel unfair or disheartening at the time, your success and wellbeing is at the heart of this decision making.



If your predicted grades **do** meet the minimum entry requirements of your chosen subjects, that's great!

It's always a good idea to have a look at some back-up subject options just in case you don't quite get the GCSE results you are hoping for. If this does happen, you'll be invited to attend a meeting during enrolment where we will look at your final grades and what subjects we can offer you.

Taking some time to create a back-up plan often helps to take away some of the stress and anxiety you may feel during your exams and in the build up to GCSE Results Day.

You might also want to spend some time thinking about questions to ask about the college, for example:

- How many students are enrolled at the college?
- Do students have tutorials?
- What is the dress code?
- Are you allowed phones on-campus?
- Can I leave campus for lunch?
- Will I have lessons every day?
- When does first lesson start, and when does last lesson finish?
- What is EPQ?
- Do you offer Duke of Edinburgh?
- What societies / team sports do you offer?
- How long are the lessons?



SETTING UP YOUR IT EQUIPMENT

To cause minimal disruption to your day, all of our Advice and Guidance Meetings take place virtually - meaning no travel is required!

All of our meetings take place via videocall using the SchoolCloud system.

We know lots of schools use SchoolCloud for their parents evenings, so it is hopefully a system that you are familiar with.

If you haven't used SchoolCloud before then don't worry. We have outlined the minimum setup requirements in order to attend your Advice and Guidance Meeting.

If you have any concerns then please do not hesitate to contact our friendly Admissions Team on admissions@longroad.ac.uk



You will need...

- A device with a camera, microphone and speaker or headphones.
- A compatible up-to-date web browser:
 - iPhone/iPad = Safari
 - Android = Chrome or Firefox or the Samsung Browser
 - Windows = Chrome, Firefox or Microsoft Edge (Chromium)
 - Mac = Safari, Chrome or Firefox
 - Linux = Chrome or Firefox

We also recommend...

- Using a smartphone for video calls.
 - If you don't have a smartphone with a front-facing camera, use of laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.
- Making sure you have enough battery power, or your charger close at hand.
- Making sure there are no device updates scheduled to take place during your meeting.
- Considering your background; you may wish to remove personal items.

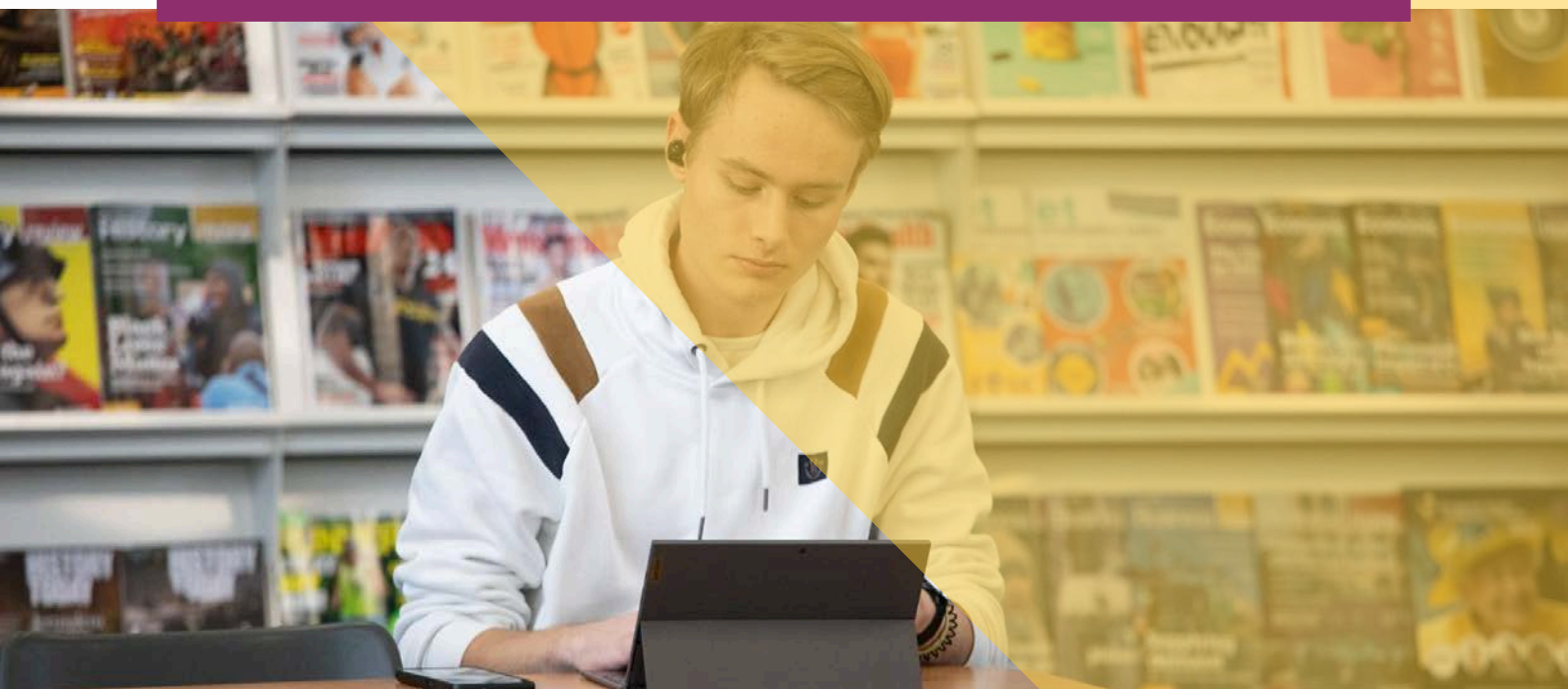


WHAT TO EXPECT DURING YOUR MEETING

You will receive the meeting joining link via email 1 hour before your scheduled meeting time, but you can also access your meeting by logging into your School Cloud account.

We recommend logging into SchoolCloud the day before your meeting to check you have no problems accessing your account.

On the day of your meeting we advise you log into your SchoolCloud account 15-20 minutes before the scheduled start time, and checking that your camera, speakers/headphones and microphone are working correctly. We need to be able to see and hear you so we can have a meaningful discussion, and our staff want to engage with you as much as possible, so please make sure you keep your camera and microphone turned on throughout your meeting.



The most important thing to remember during your meeting is to *just be yourself*.

Our staff are here to support you and want to make sure you are offered the best possible course combination for your individual aims and ambitions. Some of the questions that help us to do this might seem a little daunting, but don't worry - we're not trying to test you and there's no wrong answer!

You may be asked questions similar to:

- Why have you chosen this course?
- Do you have any career aims or future plans?
- What are your hobbies and interests?
- What are your subject strengths / likes and weaknesses / dislikes?
- Are there any personal issues that may affect your studies?

You may be given information on:

- Course content, entry requirements, and assessments.
- College expectations of behaviour and attendance.
- Student support services
- Student enrichment activities
- The Long Road Scholars' Award.

Your meeting will be a maximum of 25 minutes long, but don't worry if it finishes early, especially if you have already decided on your subject choices and your predicted grades meet the minimum entry requirements.

The more you prepare and engage with staff during the meeting, the more beneficial you will find this experience.



WHAT HAPPENS NEXT

At the end of your meeting you will have to make a decision on which subjects you would like us to offer you a place to study.

Once the meeting is over the member of staff who you have spoken to will update your Admissions+ account and send you an offer of study. Upon receiving this offer you have two options: accepting the offer, or declining the offer.

We recommend that you accept every offers you receive from every college you apply for.

This means you keep all your options open, and on GCSE Results Day you can make your final decision on where you would like to study.



If we are unable to offer you your preferred subjects, we still recommend you accept your offer.

You will have the opportunity to change these subjects at enrolment once you have your final GCSE results.


Declining your offer means your application will be removed from our system. If at a later date you decide you might want to study with us, we can reinstate your application but you will be placed on our waiting list. This means there may not be a space available for you to study with us.


Remember, all our offers are conditional. This means you will only be successful in your application if you meet all the minimum entry requirements of your offer. For most courses this means achieving the minimum GCSE grade requirements, for some courses it may mean completing a successful audition, or submitting a portfolio of work. We will make sure that all these requirements are clear when your offer is made.


ADVICE & GUIDANCE MEETINGS



WE'RE HERE TO HELP

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 www.longroad.ac.uk

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