



# 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.

## **A Level Results Day**

All students who wish to enrol need to submit their exam results electronically. A Level results will be published on **Thursday 15th August**.

**You will need to submit your results to us by 9am on Friday 16th 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 Foundation Art and Design Level 4 Diploma, you will receive an enrolment offer from us.

Offers will be issued from 16th August onwards, and you will need to accept as soon as it comes through.

Once you have accepted your offer, you will be contacted via telephone on Friday 16th August to confirm your place on the course.

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.

## **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.

## 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:**

- **15th August:** A Level Results Day
- **16th August (9am):** Deadline to submit exam results & Level 4 Enrolment
- **28th & 29th August:** Level 3 Enrolment
- **2nd & 3rd September:** Level 4 FAD Orientation
- **9th September:** Start of Term

# NEW STUDENT ORIENTATION

## **New Student Orientation Process**

Your orientation will be held on 2nd and 3rd September. You will be invited to attend a Cambridge-based trip on one of those days, where you will explore the city centre, local museums and galleries, as well as carry out research tasks.

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
- 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
- Some Foundation Art and Design classes are held after 16:10

Your timetable will also include independent study periods as well as dedicated time for Team Sports and Enrichment.

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.greatnorthernrail.com/tickets/discounts-and-railcards/student-connect](http://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.

## **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

As a Foundation Art and Design Student, you will also be required to pay an additional

**Course Materials Fee** of £120. The fee covers the following:

- Trip and travel contributions
- Additional speakers
- Course resources

Payments for both fees should be made using the online system ParentPay.

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.



# PARENT PAY - 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](mailto: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](http://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](http://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-faq](http://www.parentpay.com/parent-account-faq)



## **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](http://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](mailto: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:

	<b>Under £30,000</b>
<b>Public Transport</b> (Please see below)	100%
<b>Essential Books</b>	100%
<b>Essential Equipment/Kit/Starter Packs</b>	100%
<b>College Services Fee</b>	100%
<b>Stationery</b>	100%
<b>Equipment Deposits</b>	100%
<b>UCAS Fees</b>	100%
<b>GCSE English/Maths Resit Fee</b>	100%
<b>Childcare:</b> Learners aged under 20 on the 31st August 2024 with childcare needs while at College may apply to Care to Learn at <a href="http://www.gov.uk/care-to-learn">www.gov.uk/care-to-learn</a> 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 exam results?***

You will be required to electronically add your results to your Admissions+ account via the Enrolment Form. 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](mailto:admissions@longroad.ac.uk).

### ***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 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 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.

### ***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](mailto:itsupport@longroad.ac.uk)

### ***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>

### ***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.

### ***How many students are enrolled at Long Road?***

The college has a total of 2600 students.

Contact us:

 [admissions@longroad.ac.uk](mailto:admissions@longroad.ac.uk)

 01223 63 1125

Find us online:

 [www.longroad.ac.uk](http://www.longroad.ac.uk)

 Long Road Sixth Form College

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 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	
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Student Number		Date of Birth	
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Home Address	
Postcode	
E-mail	

Telephone Number		Mobile Number	
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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](mailto:financialsupport@longroad.ac.uk)*