

Brooklands College

Student Checklist

Please complete to ensure you have everything you will need to enrol

✓ **Tick relevant boxes for information being provided**

Proof of your (Student) Identity - You will only need to provide this information on your first day at College

- Passport
- Birth Certificate
- Driving License
- Other form of ID if none of the above

National Insurance Number - You will only need to provide this information on your first day at College

If you have not received your NI number, please contact the Department for Work and Pensions to request one, details below;

National Insurance number application line

Telephone: 0345 600 0643 Textphone: 0345 600 0644

www.gov.uk/apply-national-insurance-number

Opening hours - Monday to Friday, 8am to 6pm

Original Examination Certificate or Notification of Results Slips

Please be aware we cannot enrol you without seeing one of these.

To enable us to complete your enrolment you will need to provide us with a copy of your GCSE results.

It is important to remember that you will be enrolling onto a study programme that may include Work Experience placement, Mathematics and English.

You will be expected to complete ALL elements of your study programme.

Exam Access Arrangements Documentation

If you had special exam arrangements previously (e.g. extra time, separate rooms, reader etc), please provide a copy of your form 8 provided by your previous educational establishment, or any relevant medical evidence.

Bursary Application - early application is very important

If you think you are eligible for a Bursary/Free School Meals and wish to apply, please return the enclosed Bursary application and all the relevant supporting paperwork/evidence of your Household Financial Income (listed on the Bursary application).

Do you need extra support in your exams?

You may be entitled to Access Arrangements...

What are Access Arrangements?

Access Arrangements are the extra support put in place for exams so that all students have the same opportunities. Access Arrangements may include one or more of the following: extra time, reader, scribe, word processor, prompt, separate room, rest breaks, bilingual dictionary.

How do I apply for Access Arrangements?

If you have had Access Arrangements at your previous school or you think you could be entitled to them now, please fill out the ALS Initial Assessment form. Lots of students are eligible for Access Arrangements for a variety of different reasons.

The first step is to complete an Initial Assessment form which can be found on the website or can be completed on a computer at college during enrolment. If you have any documents, such as an EHCP (Education, Health and Care Plan), a Form8 from your previous school or any relevant medical forms, please give a copy of these to ALS at the beginning of the year, ideally at enrolment.

Sometimes it is necessary to be assessed by an Educational Psychologist (EP) to determine what Access Arrangements you would benefit from.

What does an Educational Psychologist visit involve?

In the absence of any other documentation, it may be necessary for you to have a quick assessment by an Educational Psychologist (EP). The EP will assess a group of approximately 6 students at a time. Students are assessed individually without the need to interact with other students - the whole appointment should last no longer than an hour. The EP will send the results of the assessment back to Brooklands, detailing what Access Arrangements are to be granted. A copy of these will be kept by college and forwarded to the exam board.

If you think you may be entitled to extra support in your exams, please come and see ALS as soon as possible – it is never too soon - once the exams are here it will be too late!

Travelling to College

Brooklands College promotes the use of public transport when travelling to and from College. We have no student car parking at the Ashford Campus and limited student parking at the Weybridge Campus, so alternative methods of transport are recommended.

Ashford Campus

Located in Stanwell Road, the Ashford Campus is located near to Ashford train station.

Bus routes: 117, 216, 290 557

Car parking: There are no car parking facilities for students at the Ashford Campus.

Brooks Salon

The Education Unit, 1 Pitcher Lane, Ashford, TW15 2BL. Located on Ashford Highstreet.

Car parking: There are no car parking facilities at the Salon.

Weybridge Campus

Located in Heath Side Road, the campus is a short walk from Weybridge Train Station which is on the mainline from London Waterloo to Portsmouth.

Bus Routes: 51, 436, 593, 637

Car parking: There is limited student parking on site during term time between 8am and 6pm.

The parking charges have been temporarily suspended and will be reviewed next term

All students wishing to park Cars or Mopeds will be required to display a Permit, you will be required to provide your student ID and vehicle registration details at Reception to obtain a permit.

Student Fare Card Scheme

16-18 year old students who live in the administrative area of Surrey can apply for a Surrey County Council Student Train or Bus Fare Card which enables them to travel at a discounted rate. Please visit www.surreycc.gov.uk for further information and application form.



College Photo ID

The College requires every student to have a College ID Card displaying a photo of you

At the final stage of your Enrolment you will be asked to have your photo taken for your College ID, this is where we will take your photo and upload to a College ID card, which you will then be required to carry your College ID/Lanyard at all times when on campus.

The photo should be taken in the Government format for passports, therefore when having your photo taken you must:

- be facing forwards and looking straight at the camera
- have a plain expression and your mouth closed
- have your eyes open and visible
- do not have hair in front of your eyes
- do not be wearing hats, hoodies or scarves or head covering (unless it's for religious or medical reasons)
- do not have anything covering your face
- do not wear sunglasses or tinted glasses. You can wear other glasses if you need to, but your eyes must be visible without any glare or reflection

