

## OCTOBER 2023

Dear student, family and carers.

Please see below for information and important dates. This letter will be available on our website <https://www.swarthmore.org.uk/study-programme>.

**Autumn Term** Monday 18<sup>th</sup> September - Thursday 14<sup>th</sup> December  
**Half Term** Monday 30<sup>th</sup> October - Friday 3<sup>rd</sup> November

**SOCIAL EVENINGS** - Start from Thursday 9<sup>th</sup> November 4pm-6pm  
Students must be able to travel home independently or be collected by family/carer.

**FAMILY EVENING** - Tuesday 28<sup>th</sup> November 5:30pm-7:30pm in the Hall, All groups

**CHRISTMAS PARTY** - Thursday 14<sup>th</sup> December 7pm-10pm (no alcohol event)

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**Spring Term** Monday 8<sup>th</sup> January - Friday 22<sup>nd</sup> March  
**Half Term** Monday 12<sup>th</sup> February - Friday 16<sup>th</sup> February

**FAMILY EVENING** - Tuesday 5<sup>th</sup> March 6pm-8pm in the Hall, All groups

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**Summer Term** Monday 15<sup>th</sup> April - Thursday 18<sup>th</sup> July  
**Half Term** Monday 27<sup>th</sup> May - Friday 31<sup>st</sup> May

**THE 'PROM'** - Thursday 18<sup>th</sup> July 6pm-10pm - end of year celebration evening, presentation of certificates + party (6pm-8pm meeting + refreshments, 8pm-10pm party)



## Reminders

**Break and Lunch Times** - Students can use the common rooms which are supervised but they are not allowed to leave the building at break or lunch times except for the 'Wellness walk'.

**Wellbeing** - A 'Wellness' walk happens each lunchtime in the local park. This is a gentle walk for everyone, students and teachers, for about 20 minutes, to promote physical activity and being outside. Please always bring a coat and sensible shoes!

**Healthy Choices** - Students may bring their own snacks and lunch, or order from the café. Fruit is always available. We encourage students to make healthier choices - so fizzy drinks are not allowed in college or at work experience. Smoking is not allowed at any time.

**Personal Belongings** - Please think carefully before bringing your phone or any other expensive item to college - you may lose them at college or on the way here. Swarthmore is not responsible for your personal items, so you must look after them yourself.

**Student Behaviour** - Our students and staff work together very well. It is important that we all respect and value our different abilities and potential. Most problems can be sorted out at college, but if there is something more difficult, we will discuss this with the student and family and decide what should happen.

**Relationships** - Time spent in college is for learning and if students develop personal boyfriend/girlfriend relationships these must be kept for a time that is outside of college, they must not bring these relationships into college.

Students are supported to understand the meaning of consent. Hugging and kissing is for private time outside of college.

**ICT, Social Media & Mobile Phones** - Computers and social media can be fantastic but can also cause problems e.g. bullying. Students are not allowed to use social media while they are at college. Please can parents and carers support only kind and careful use of it outside of college. Some students have a special reason for being allowed to keep their mobile phone with them in class. Most students do not need their mobile phones at college, they distract students from their work and must not be used during class time. Teachers will remove phones from students who are causing a nuisance. The phone will be stored safely until the end of the day and then returned. If anyone needs to contact parents/carers, they will be allowed to use a college telephone.



Social Thursdays - Thursdays 4pm-6pm. Students will be supervised but are free to choose their own activities. Students **must** be able to make their own way home at 6pm or be met by a parent or carer. Swarthmore cannot be responsible for making sure students get home. Please be on time if you are collecting a student.

Visits or Meetings for Family or Carers of Support Workers - If you wish to speak to a teacher or the manager or would like to visit the Study Programme you will be welcome but this must be arranged in advance with the Manager. Teachers can only see parents/carers for pre-arranged meetings at the end of the college day after 4pm. The manager and teachers are not able to see people who 'drop in'. We will continue to hold all meetings, where possible, by zoom.

Appointments, Holidays and Respite - Please let us know if you have medical or other appointments. Holidays during term time are allowed, please let us know the dates. It is helpful if you can let us know when a student is staying in respite care.

COVID Measures - Swarthmore will continue to take precautionary measures to keep staff and students healthy with more space in class and hand sanitising available. Anyone testing positive should stay at home until they have had 2 negative tests.

Information Updates - Please could you fill in and send back the details for Photograph and Visit permissions and the updated Information sheet.

Education Health Care Plan Reviews - These meetings are being arranged via Zoom or telephone. When you receive your invitation please send all forms back as soon as possible. If you need to change the time of the appointment, please contact Emily.

Thank you.



Malgorzata (Gosia) Ciesluk  
Study Programme Manager

### Contacts

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