



Dear Student,

Congratulations for securing a conditional place on one of our Travel courses at Langley College.. We look forward to welcoming you to our department and supporting you to gain the skills needed to be successful within an exciting and rewarding industry. Please find below some key information that we hope you will find beneficial to have before starting your course and which clearly outlines our expectations of what you need to prepare for the start of the academic year in order to help you to achieve your full potential.



Compulsory equipment -

In September all students are required to bring in:

- Pens/pencils/notebook / A4 lever arch folder and calculator.

Uniform

You will be required to wear a smart Uniform every day you are in college. Information about the uniform will be provided on your enrolment however it will include black shoes, black skirt / trousers and white shirt/blouse which you can purchase anywhere. A neck tie/scarf will also need to be worn and we will provide more information on enrolment .

ID CARD

You will be issued with a college ID card and lanyard at enrolment that you are expected to wear at all times outside of practical sessions. If you lose your ID there will be a £5-00 charge to replace



Health & Safety information

No hoodies up, caps, coats or hats are allowed in classrooms during theory sessions.

Student expectations (Code of Conduct)

Within Travel we expect our students to conduct themselves in a manner that respects others and the environment. There is also a collegewide 'Student code of conduct' and during the first week of term we will go through this to ensure that all students are aware of the expectations that we have of them whilst they are on college premises or whilst representing the college offsite. This will include timekeeping and readiness to engage in learning. Food and drink (except water) are not allowed in the learning centre, classrooms and workshop areas.

Any additional information

Mobile Phones and Electronic Devices - The use of mobile phones and electronic devices during practical and theory lessons are restricted to 'directed use' by the staff member taking the session. We advise that students turn phones off and store them securely out of sight during practical and theory lessons to avoid any temptation to use them. Where this rule is being ignored we may insist that the device is left securely in the staff office at the beginning of the day and collected at the end of the day.

Trips and Visits - Any trips that are undertaken throughout the year will be charged separately and the cost will depend on the trip. Sometimes additional qualifications that are not part of the course may be offered and there may be charges associated with these courses. To participate in any trips and residentials you must have attendance above 90% , Punctuality above 95% and be up to date with all your work.

Course Manager contact details:

Level 2 - lee.chesterman@windsor-forest.ac.uk / monish.bhandari@windsor-forest.ac.uk

Level 3 year 1 - kamana.basnyat@windsor-forest.ac.uk

Level 3 year 2 - Bethany.allard@windsor-forest.ac.uk

Cabin Crew - Monish.bhandari@windsor-forest.ac.uk



Pastoral Support – humaira.ashraf@windsor-forest.ac.uk

Programme Manager - monish.bhandari@windsor-forest.ac.uk