



Dear Student,

Congratulations on securing a place on the **Protective Services** course at BCA. We look forward to working with you, developing your skills and preparing you for your future career.

As a new Protective Services student at BCA, or a returning student, there will be some costs associated with your study programme. Some of these costs are compulsory whilst others are optional, but would enhance your experience at BCA.

Uniform/Kit/PPE requirements & where/how to order

All Protective Service students will be required to purchase the compulsory BCA kit, which is appropriate to their programme. We try to keep all compulsory kit bundle costs to a minimum and then give the option for you to purchase additional items. Clean, practical kit must be brought in every day in the event lessons require practical participation. **We would recommend that all kits are labelled clearly with the students name.**

Place your online kit order here www.clubwebshop.com/a-z/clubs/bca/club-bundles and select the Protective Services option. You will have to register and create an account before ordering.

Please refer to the size guide and ensure that the sizes you order are correct. Once the kit has been personalised with the BCA logo, refunds/exchanges will not be permitted.

Returning students are very welcome to order another complete bundle, however, you will already have some kit from last year, so you may decide just to order a few additional items. Please email Nicky Cornelius, Curriculum Assistant nicky.cornelius@windsor-forest.ac.uk for the specific link to order individual items.

On days when you are not wearing a college uniform, students are expected to dress in a professional and appropriate manner, in line with the college dress code. This includes no revealing clothing e.g. crop tops, sports bras, vest tops or cycling shorts. Only black leggings will be allowed. All Protective Services students are required to wear black bottoms and tops on all days they are in attendance at college.

All students will be required to bring appropriate stationery and a notebook to all lessons. We advise students to purchase a ring binder folder to keep class notes and resources in, for future reference. BCA does not supply pens, pencils, rulers or notepads.



Health & Safety information e.g. no piercings, hair tied back etc

During practical lessons, long hair will need to be tied back and piercings/jewellery to be removed or covered for safety reasons. Chewing gum is not permitted in lessons.

Additional qualifications (where applicable) e.g. BHS / First Aid / Refereeing quals etc

Protective Service students may have the opportunity to complete additional qualifications as part of their study programme. The training for these qualifications will form part of the course syllabus, however, the actual exam will be optional and will incur an additional cost. We will notify you of any details relating to these courses as and when necessary.

Student expectations (Code of Conduct)

The expectation for all students is to conduct themselves in a manner that allows a respectful environment. All students will be required to read and sign the departmental specific Code of Conduct. We will go through this to ensure that our values are clear and can be adhered to at all times. This will also include arriving promptly for the start time of your lessons.

Individual Study

The expectation is for all students to complete work during the timetabled Individual Study periods. These are timetabled to allow students to complete work in college time and are not 'free' periods.

Disciplinary Meetings

Please be aware that if you are required to attend a disciplinary meeting with a student, this will be in person, during college hours.

Locker Hire

The cost is £15.00 for the year. At the end of the year you will be required to return the key and ensure that the locker is clean, tidy & not damaged. Payable via PayMyStudent.

Students Parking on Site

Please register the Student's vehicle by completing this Google Form

<https://forms.gle/RgiqJdqXfzHYWMg18>



Compulsory Trips

Full payment is to be paid by the time the student has enrolled on their course. To enable us to secure the required dates, the best location and price for trips, they are booked well in advance and therefore need to be paid beforehand.

All Level 2, Level 3, Year 1 & Level 3, Year 2 Protective Service students are required to pay **£250.00** which will contribute towards the cost of the compulsory expeditions and boot camp that you will participate in as part of your course.

Please be aware that we cannot guarantee that we will have both male and female staff available to attend every trip, due to timetabling responsibilities.

Scan the QR code below to make your purchase:-

Protective Service students will have the opportunity to attend additional trips and visits. These trips will be arranged throughout the academic year and letters will be sent out prior to the trip, outlining arrangements and costs. We will endeavour to ensure that these are offered at the lowest possible price.

Criteria For Attending Trips

- Attendance will need to be above 90%
- Working at Target Grade
- Student Management Review of Behaviour
- Reference From Course Tutor

Additional trip available:-

Ski Trip - we arrange an annual ski trip for students, which has previously taken us to Andorra, in February. *As this is not a compulsory trip, it cannot be funded by Bursary.*

Please email Nicky Cornelius, Curriculum Assistant nicky.cornelius@windsor-forest.ac.uk to request more information and/or to express your interest in attending this trip.



Fitness

At this time, we would like to request that you begin to participate in physical training in readiness for starting your course as this is a considerable requirement within the Protective Service industry.

Food and Drink

There are several food outlets and common room areas at BCA where food can be purchased via our PayMyStudent system and consumed. Please be aware that food and drink (except water) are not allowed in the classrooms. We discourage students from drinking energy drinks and actively encourage students to bring their own water bottle that can be refilled at the numerous water fountains around campus.

Bursary

If you think that you may qualify for financial support to cover some of the costs associated with studying at BCA please ensure that you visit the Financial Support for Students section as you go through the enrolment process. Funding may be available towards the cost of Transport, compulsory essentials and Free College Meals. Eligibility is determined by household income.

Personal Items

If students bring their own personal items to college, they do so at their risk. Please ensure that all items are clearly named.

Mobile Phones

The expectation is for mobile phones to remain in the students bag during all lessons, both theory and practical. This will ensure that there are no distractions. This requirement will only change should the tutor give a clear instruction for students to use their phone to benefit their learning.

Attendance

Students are to log their absence by 08.30hrs each day when not attending college. Further details will be included in the welcome email from the course tutor. Students will be able to access this via an APP.

Target Grades



Please be aware that students will need to achieve their target grade to enable them to return. The target grade is calculated by an algorithm based on individual GCSE grades.