



Dear Student

We look forward to welcoming you in September and being part of your new adventure here at BCA within the Foundation Studies Department.

Below is some key information that we hope you will find beneficial to have before starting with us.

Over the summer you will receive a message from our MIS team giving you information about enrolment. Please look out for this email.

If you would like to contact anyone in the department before you start at BCA, or if you have not received a message from our MIS team about enrollment, please contact us on [foundation@windsor-forest.ac.uk](mailto:foundation@windsor-forest.ac.uk)

We very much look forward to seeing you at enrollment and welcoming you to the Foundation Studies Department.

### **Uniform/Kit/PPE Requirements**

Our students are able to choose an Option (all students) and Vocational course (entry 3 and above) that they participate in weekly throughout the year. These include Animal Care and Horticulture as examples. For these options you would need a boiler suit, wellington or steel toe cap boots and a hair band for long hair.

Information about any uniform, kit or PPE will be given to you when your when your Options and / or Vocational option are confirmed.

### **Health & Safety Information e.g. no piercings, hair tied back etc**

Any Health and Safety information or requirements will be given to you at Enrolment. It is important that we are aware of any medical needs and we ask that you complete a Medical Risk Assessment even if you do not have any medical needs.



### **Additional Qualifications**

After assessment students may have the opportunity to study for a Gateway qualification in your Vocational options.

### **Work Placement**

All groups will have one week's work experience. In addition to this Preparation towards Employment and Level 1 Progression for Work students will have additional work experience across the academic year. Supported Internship students will be off site for part of the week in a work placement.

All students will have an opportunity to work in our onsite shop serving customers, completing stock rotation and supporting with orders.

### **Student Expectations (Code of Conduct)**

Tutors will go through all Student expectations during induction and again mid year. Students will be asked to sign a Learner Agreement at enrolment.

### **Any Additional Information**

We ask that all students come to each lesson equipped with appropriate stationery e.g. pens/ruler/pencils etc. and a notebook as well as an A4 lever arch folder.

Various trips and visits will be organised throughout the year and there may be an additional cost for these.