

**WELCOME  
GUIDEBOOK**  
2025-26

**LET'S  
DO  
THIS**



**BROOKLANDS**  
TECHNICAL  
COLLEGE

**[brooklands.ac.uk](https://brooklands.ac.uk)**



## A Warm Welcome

Welcome to Brooklands Technical College!

We are thrilled that you have chosen Brooklands to start your career journey and we are here to support you every step of the way.

Our college community is a place where everyone is welcome and valued. We believe in creating an inclusive environment where you can reach your full potential.

Whether you know exactly what you want to do or are still exploring your options, we are here to support you on your journey.

We are delighted that you have chosen Brooklands and we look forward to working with you to create your success.

Christine Ricketts  
Principal & CEO

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## What To Expect During Your First Week

Your career journey is about to begin!

The first week of term is an exciting time to meet new people, explore your course and get a feel for college life. You'll have the opportunity to attend induction sessions, meet your tutors and get to know your classmates. Our Student Support team will also be on hand to provide guidance and support as you settle in.

### **You will be given:**

- Safeguarding & Wellbeing support
- Your timetable
- Course specification
- Digital induction (Google Classroom, Google Drive & Outlook)

Your start date and time, classroom/building and tutor will be listed on your enrolment card, which is stapled to your enrolment booklet. Please keep it safe!

# Term Dates:

	Start	Half Term	End
Autumn Term 2025	1st September 2025	27th - 31st October 2025	18th December 2025
Spring Term 2026	6th January 2026	16th - 20th February 2026	27th March 2026
Summer Term 2026	13th April 2026	26th - 29th May 2026	26th June 2026



# College Vision & Values

## Our Vision:

To be an inclusive centre for lifelong learning and to equip our learners with the professional behaviours, skills and values that they will need for their careers.

## Our Values:

The college has four core values. These give us guidance on how we model our behaviours in our college community.

## Be Caring

We care, we are compassionate, we foster a safe and supportive environment which enables everyone to grow and flourish.

## Be Inspiring

We inspire, motivate and raise aspirations through sharing good practice, taking risks, innovating and embracing change.

## Be Collaborative

We collaborate and build high quality, positive relationships to deliver high quality education and skills.

## Be a Champion

We champion growth and success, appreciating the ideas, values and beliefs of everyone.

# Student Code of Conduct

## Your role in demonstrating our college values is:

- » To always wear your lanyard and ID to keep our community safe
- » To attend and be on time for every lesson
- » To follow the absence procedure
- » To be ready for and engage in every lesson and meet all homework and assignment deadlines
- » To treat other staff, students and visitors with respect
- » To contribute to our positive learning environment and support our zero-tolerance approach to language or behaviour that may cause offense to others
- » To respect the college environment by not smoking/vaping on site, by keeping it tidy and by adhering to the health and safety guidelines
- » To represent the college positively in the local community by being respectful, compassionate and acting with integrity as part of an equal, diverse and inclusive community

## Our role in demonstrating our college values is:

- » To provide a safe place to learn
- » To offer fair treatment and respect to all students
- » To offer extra help and support with educational and emotional needs
- » To offer help with your next steps and future career
- » To listen to all student voices and their opinions on how to improve the college

We know that by following the college values, together we can create a positive learning environment for everyone.

# Why you need to wear your lanyard

At the end of enrolment, you will receive your student ID card and lanyard. It is mandatory for all staff, students and visitors to wear a lanyard on campus.

In most sectors, clear identification is mandatory for health and safety purposes. Whether you're on a construction site, working in health care, or even office-based, you will most likely be given an ID card to access buildings and help others easily identify you as an employee throughout your career. College is the stepping stone to your career pathway and safety protocols such as ID cards and lanyards are just one of the ways the college keeps you safe and prepares you to enter the world of work.

## But why?

- Using lanyards can lower the risk of a security breach
- You require an ID card to access buildings throughout the campus
- ID cards are personalised with the Brooklands logo, your name and photo for easy identification
- Intruders can be quickly identified and challenged
- Lanyards build trust and create a great first impression
- Visible at eye level
- Students & staff can recognise each other
- Helps improve interactions with others

Not wearing your ID lanyard is a breach of our Learner Lanyard and ID Policy. Therefore, we have firm guidelines and disciplinary procedures in place to ensure the utmost safety of all students and staff.



## What happens if I lose or forget my ID card and lanyard?

You must go to Reception and request a replacement ID and lanyard.

This will be reported and your tutor will be notified.

If you repeatedly forget or lose your ID and lanyard, this will trigger our performance and conduct policy where your curriculum tutor and Head of Inclusion will arrange a meeting with you. The first replacement will be free of charge.

Each time you lose or forget your ID and lanyard, you will be charged a **£3 replacement fee per card**.

Any outstanding charges left at the end of term will be sent home via invoice to be paid before the start of the new term.

When you receive a replacement, your old card will become null and void. If you find this card, please return it to Reception to be destroyed.

Extenuating circumstances will be taken under consideration. In this situation, please speak to our Safeguarding team for support.

You can find more information and detail regarding our performance and conduct policy and procedures on our student portal.



# Attendance

## The key to success

If you need to report an absence or are running late, please contact the college by 8:30am.

Please inform the administrator of your name, your Learner ID number, a contact number and your reason for absence/lateness.

**Absence number:** 01932 558 344

**Absence email:** office@brooklands.ac.uk

Every College Day Counts	
Attendance%	Number of days off = Days of education lost
100%	0 Days off/lost
98-99%	4 Days off/lost
96-97%	8 Days off/lost
95%	10 Days off/lost
90%	19 Days off/lost
85%	29 Days off/lost

**Good attendance and good results are linked.**

Poor attendance will lead to poor results because of the gaps in your learning which will prevent progression!

# Smoke/Vape Free Campus

To support a healthier and cleaner campus for everyone, all Brooklands Technical College sites will become completely smoke-free from September 2025 - this includes e-cigarettes and vapes.

## **What does this mean for you?**

- » No smoking or vaping anywhere on campus - including car parks, buildings, walkways and outdoor areas
- » Applies to everyone: students, staff, visitors and contractors
- » Covers all tobacco and vaping products - including cigarettes, vapes and e-cigarettes

**Thanks for your understanding and support as we take this positive step forward together.**

# Student Parking

All students who require parking will need to **apply for a parking permit by the 29th August 2025**. Late applications will be considered dependant on availability. Parking permits are mandatory and will be allocated in accordance with the following eligibility criteria, to ensure that spaces are allocated equitably and to those who need them most.

The criteria will prioritise:

- Blue Badge holders
- those with documented medical needs
- students living a significant distance (10+ miles) from college



Scan this QR code to apply for a parking permit.

**Permits must be clearly displayed in vehicles at all times.**

Parking is extremely limited and we encourage students to travel to college by public transport where possible. More travelling to college information, including FAQs about student parking permits, how to travel to college by public transport and where to park if you're not eligible for a parking permit can be found on the Travelling to College page under Student Services on our website.



Scan this QR code for more travelling to college information on the college website.

**Email:** [studentparkingpermit@brooklands.ac.uk](mailto:studentparkingpermit@brooklands.ac.uk)

# Student Support Services

## Additional Learning Support

Additional Learning Support is available to learners with disabilities and learning difficulties and in some cases to those learners who need further help with their literacy, numeracy or language. The college offers extra advice and support to help you learn and achieve your chosen qualification.

Please take a look at the Additional Learning Support page under Student Services on our website for more information about the support we offer and how to access the support you need.



Scan this QR code to view Additional Learning Support information on the college website.

## Bursary

There are various grants and allowances available, dependant on your age and circumstances. If you require financial support for travel costs, kit and equipment or free meals, our online bursary application is now open. Have questions? Check out our Bursary FAQs!

If you still can't find the answer you're looking for, email [bursary@brooklands.ac.uk](mailto:bursary@brooklands.ac.uk) and a member of our team will be happy to help.



Scan this QR code to apply for a bursary, you'll need to submit an online application and upload your supporting documents.

# Student Support Services

## Safeguarding

Everyone has a responsibility to keep children, young people and vulnerable adults safe. Whether you are a student, member of staff, parent/carer, visitor or even a member of the public, if you have any non-urgent concerns about a student or a member of staff at the college, please contact the Safeguarding team on the phone number or email address below. If you are a student, you can also speak to your tutor or any other member of staff who will pass on your concern to the Safeguarding and Wellbeing team.



Beth Pattison  
Head of Safeguarding & Wellbeing –  
Designated Safeguarding Lead (DSL)



Jesse Adekoya  
Safeguarding Governor



Scan this QR code for more Safeguarding information on the college website.

**Tel:** 01932 797 670

**Email:** [safeguarding@brooklands.ac.uk](mailto:safeguarding@brooklands.ac.uk)

To find out more about our safeguarding policies, please go to our Safeguarding & Wellbeing page under Student Services on our website.

# Your Changing College



## **Welcome to Brooklands – A new era begins!**

It's an exciting time to join Brooklands Technical College! Over the past year, we've been transforming our Weybridge Campus with a £45 million investment—creating brand new spaces designed to support your learning and future career.

Here's what's new for you:

**The Edge Building** – Now open, with high-tech labs, a simulated nursery and medical rooms for Health, Early Years, Science and Travel & Tourism students.

**Barnes Wallis Building** – Reopening this September with new facilities for Hair & Beauty, Catering & Hospitality, plus a fresh dining and breakout space. Brooks Salon and Restaurant will open to the public in October!

**The Tower** – New classrooms for theory, English, maths, workshops and a dedicated space for Pre-16 students.

And we're not stopping there—more amazing facilities are coming in 2026, including a gym, sports centre, café and a brand-new SEND centre.

We can't wait to welcome you to our vibrant, modern campus this September!

## FAQs

### **How do I get to college?**

Please go to the Travelling to College page of the website for public transport and student parking information. Please refer to page 11 for more information about applying for student parking.

### **When will I receive my timetable?**

Your timetable will be given to you during your first week at college. Attendance to all timetabled lessons is compulsory.

### **Who do I ring when I am ill or running late?**

If you need to report an absence or running late, please contact the college by 8:30am.

Please inform the administrator of your name, your Learner ID number, a contact number and your reason for absence/lateness.

**Absence line:** 01932 558 344

**Email:** [office@brooklands.ac.uk](mailto:office@brooklands.ac.uk)

### **Where do I go for support?**

You will find the Admissions, Bursary, Safeguarding & Wellbeing, Employer Engagement teams and Inclusion Mentors on the ground floor of the Locke-King Building.

### **I am not sure where my lessons are?**

This will be on your timetable. Your tutor will be able to help you access this during your first week.

### **I have forgotten/lost my ID, where do I go?**

Please go to Reception and they will provide you with a replacement ID. Please refer to page 7 for more information about our forgotten/lost ID card and lanyard policy and procedure.



## **Your Career Journey Starts Now**

**Brooklands Technical College Weybridge Campus**  
Heath Road, Weybridge, Surrey KT13 8TT

**Brooklands Technical College Ashford Campus**  
Stanwell Road, Ashford TW15 3DU

**Brooks Hair & Beauty**  
The Education Unit, 1 Pitcher Lane, Ashford TW15 2BL

[www.brooklands.ac.uk](http://www.brooklands.ac.uk)  
[info@brooklands.ac.uk](mailto:info@brooklands.ac.uk) 01932 797700