



**BROOKLANDS  
TECHNICAL  
COLLEGE**

# **WELCOME GUIDEBOOK**

## 2026-27



**Let's do this together.**

**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.

## COLLEGE INDUCTION

Your induction to college will be delivered in class, during personal development and through dedicated sessions and online resources.

### **This will include:**

- Welcome, timetable and college identity
- Digital and academic readiness
- Course specification and initial assessment
- English and maths (if required)
- Student voice and social action
- Personal development and enrichment opportunities
- Work experience and using Navigate
- Inclusion and ALS support
- Exam Access Arrangements
- Safeguarding & Wellbeing
- Careers

**Your start date, time, classroom/building and tutor name will be provided on your enrolment card so please keep this safe!**

## TERM DATES:

### 2026-27

| Term:                           | Start:                   | Half Term:                      | End:                     |
|---------------------------------|--------------------------|---------------------------------|--------------------------|
| <b>Autumn<br/>Term<br/>2026</b> | 1st<br>September<br>2026 | 26th - 30th<br>October<br>2026  | 17th<br>December<br>2026 |
| <b>Spring<br/>Term<br/>2027</b> | 5th<br>January<br>2027   | 15th - 19th<br>February<br>2027 | 25th<br>March<br>2027    |
| <b>Summer<br/>Term<br/>2027</b> | 12th April<br>2027       | 31st May -<br>4th June<br>2027  | 18th<br>June<br>2027     |

Please note that no classes are scheduled on the following Staff Professional Development Days.

18th December 2026  
4th January 2027  
26th February 2027

## COLLEGE VISION & VALUES:



### Our Vision:

Creating a future for everyone through excellence in education and skills.



### Our Purpose:

To serve as a civic leader of our community, fuelling regional growth and empowering personal aspirations.

## Our Values:



### Be Caring

By fostering a safe and supportive environment which enables everyone to grow and flourish.



### Be Inspiring

By motivating and raising aspirations through sharing good practice, taking risks, innovating and embracing change.



### Be Collaborative

Through the building of high quality, supportive relationships to deliver excellence.



### Be a Champion

By recognising growth and success, appreciating the ideas, values and beliefs of everyone.

# THE BROOKLANDS ECG OF SUCCESS

At Brooklands Technical College, our mission is to launch you into a successful career or the next stage of your education as an ambitious, workplace-ready professional.

The Brooklands ECG sets out the professional behaviours, respect and responsibility expected of every student. By following it, you'll take ownership of your future while helping create a safe, inclusive and ambitious college community where everyone can succeed.



## Engagement

### Be present.

- » Attend and actively engage in all parts of your study programme.
- » Be on time and ready to learn with the equipment you need.
- » If you're absent, notify the College before 8.30am via the app or absence line.
- » Take responsibility for your attendance and participation.



## Curriculum

### Be prepared.

- » Arrive prepared with your notebook, equipment, PPE and charged laptop.
- » Complete work to the best of your ability and meet deadlines.
- » Produce your own work and reference all sources, including AI where used.
- » Take part in lessons, workshops and independent study.
- » Tell us early if you need learning or exam support.

# OUR INCLUSION PROMISE

Everyone faces challenges from time to time.

If you're struggling with your **Engagement, Curriculum or Goal**, talk to us. We'll work with you to remove barriers, provide support and help you get back on track.

Your success is our shared goal.



**Goal**

**Be professional.**

- » Treat everyone with respect and use professional language.
- » Follow staff instructions and contribute positively to your learning.
- » Keep phones and headphones away unless directed by your tutor.
- » Wear your ID badge at all times and look after the campus.
- » Smoking and vaping are only permitted in designated areas.

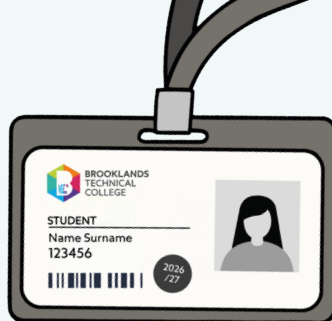


As a student at Brooklands Technical College, you will be expected to sign to confirm that you understand and agree to uphold **The Brooklands ECG to Success** as part of your commitment to your learning and college community.

Speak to the Inclusion team for more information. You can find us on the ground floor of the Locke King building at Weybridge campus, or the Hub at Ashford campus.

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

## COLLEGE ID EXPLAINED



### Why you need to wear your college ID

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 ID 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.



## COLLEGE ID EXPLAINED

### **What happens if I lose/forget my college ID**

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.

After the first replacement, you will be charged a £3 replacement fee per card.

You can pay at Reception on the day or come back at a suitable time.

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.



## SMOKE/VAPE FREE CAMPUS

To support a healthier and cleaner campus for everyone, all Brooklands Technical College sites are completely smoke-free - 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

**Thank you for respecting our campuses.**

## STUDENT PARKING

All students who require parking will need to apply for a parking permit. 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 here 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 on our website.**



Scan here for more travelling to college information.

## DRIVING RULES

To keep our campus safe and quiet for everyone, all drivers must follow these essential guidelines:

- » **Permits required:** You **must** have an approved student parking permit displayed on your vehicle before parking on campus. Simply applying for a permit does not give you permission to park.
- » **Road legal:** All vehicles (cars and motorcycles) must be fully taxed, insured, roadworthy with a valid MOT and display legal number plates.
- » **No phone use:** Using or holding a mobile phone while driving on campus is strictly prohibited and will result in an immediate parking ban.
- » **Campus limits:** Follow the 10 mph speed limit and drive responsibly at all times.
- » **Exhausts & noise:** Vehicles must have road-legal, unmodified exhausts. Excessive revving, loud music, subwoofers, wheelspins or anti-social driving will not be tolerated.



**Note:** Standard UK driving laws apply across the entire college campus. Non-compliance may result in the revocation of your parking permit.

## 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 here to complete our Self Declaration Form if you require medical, additional learning or exam access arrangement support.

## BURSARY

Bursary supports students who have a household income (including all benefits received) of less than £28,000 per year.

Bursary also supports students who are currently In Care or Care Leavers.

To apply for bursary support, you will need to submit an online application and upload your supporting documents.

Tel: 01932 558 990

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



Scan here to apply for bursary support.

For more information about financial support, please take a look at Student Finance & Support page on our website.

## **SAFEGUARDING & WELLBEING**

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

Phone: 01932 797 670

### **How we support you**

The Safeguarding team is available across both our campuses, based on the ground floor of the Locke King building at Weybridge campus and The Hub at Ashford campus. They can support with the following:

- » Advocate for learners known to external agencies such as social care, police, youth justice and health providers
- » Signposting/referral to other specialist services
- » Mental health and wellbeing concerns
- » Crisis support with challenges at home or in college
- » Provision of period products, essential toiletries, spare clothes, work boot loans, water and emergency food items
- » In-house counselling service
- » Confidential, safe space for drop-in support

**This support is available Monday - Friday, 8.30am - 5pm.**

Support for Looked After Children (LAC), Unaccompanied Asylum Seeking Children (UASC), Care Leavers and Young Carers For Looked After Children, Unaccompanied Asylum Seeking Children (UASC), Care Leavers and Young Carers, we will provide the above support as well as:

- » A central point of contact for information and support
- » Support at Personal Education Plan meetings (PEPs)
- » Looked After Child (LAC) reviews
- » Child Protection (CP) conferences
- » Child in Need (CIN) and Team Around the Family (TAF) meetings
- » Educational progress reports

### **How to access our Counselling Service**

We provide a self-referral service to receive counselling support.

You will need to complete our self-referral form. Please speak to a member of our Safeguarding & Wellbeing team for more information.

The counsellor is available on Mondays, Tuesdays, Thursday and Fridays within college hours.

### **MindWorks Mental Health Support**

Working in collaboration with MindWorks, you can access Cognitive Behavioural Therapy (CBT) for support with PTSD, OCD and general anxiety.

## CAREERS SERVICE

At Brooklands Technical College we provide a comprehensive careers advice and guidance programme to support you with next steps in education and prepare for the world of work.

### Partnership with Innervate

Working in partnership with Innervate Careers, a team of qualified Careers Advisers are available to provide free and impartial advice via online or face-to-face appointments across our Ashford and Weybridge campuses.

### Book a Careers Meeting

You can find our Careers team behind Reception in the Learning Hub, Locke King building or in the Hub at our Ashford campus on specific days.



Scan here to book a Careers meeting.

**Tel:** 01932 797 700

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

### All students have access to:

- 1:1 career guidance with a qualified Careers Adviser
- Help and guidance with UCAS university applications and personal statements
- Personalised CV review service
- Specialist careers advice for people in or leaving care, or who have an Education Health Care Plan (EHCP)
- Support with job searching and career management skills such as interview techniques and developing work-ready skills
- Further information about technical courses, apprenticeships, Higher Education and career pathways
- Employer insight talks, workshops and educational trips
- Work experience and industry placements
- Careers fairs, open events, taster sessions and visits from Higher Education institutions, organisations and local/regional employers
- Information about the local and regional employment market
- Careers workshops and guidance sessions as part of our Personal Development Programme.

## INCLUSION

Our Inclusion Mentors will be available to help you build the skills you need to succeed. They'll guide you towards career goals and offer support if you're facing challenges.

Whether it's building a routine, getting to classes or finding your way around campus, you're not alone.

We're friendly, we listen and we get it.

Let's find your feet, together.

### **What we offer:**

- Personalised, non-judgemental support
- The opportunity to overcome challenges together
- Active advocacy for your unique needs
- Guidance to help you see and reach your full potential
- A welcoming space for all students
- A chance to become a part of the college community through enrichment activities, volunteering and fundraising

### **Where to find us:**

Drop by the Inclusion Zone inside the Learning Hub (Locke King building) or find us in the Hub at our Ashford campus.

No pressure, no judgement - just someone on your side.



Scan here to discover our Enrichment programme and explore all the opportunities available.

## HOW TO ACCESS STUDENTNET FROM HOME

To view your timetable and other important college information from home, please scan the QR code and follow the below instructions:

*Please note, your timetable may be adjusted ahead of the first week of term while enrolment takes place. This will be updated on StudentNet so please log in to view the live version.*

1. Use your Student ID number as your log in (you can find this on your ID card)
2. You'll need to enter a unique password in the following format:

- > First initial (UPPERCASE)
- > Second initial (lowercase)
- > Your home postcode (UPPERCASE)
- > Your year of birth
- > College initials (bc in lowercase)
- > Exclamation mark

e.g., Your name is Joe Smith, your home postcode is GU21 3FT and you were born in 2001, your password would be:

JsGU213FT2001bc!

You'll then be asked to set up Multifactor Authentication (MFA) to add an extra layer of security to your college account. You will only be prompted for MFA when accessing college resources **from outside the campus**. For more information about setting up MFA, please visit the Portals and Log Ins page on our website.

If you have any issues logging in for the first time, don't panic. This will be covered as part of your induction to college on your first day. Please speak to your tutor if you encounter any issues.



Scan here to visit the Portals and Log In page on our website.



## HOW WOULD YOU LIKE US TO ADDRESS YOU?

We are committed to creating a welcoming, safe and inclusive community for everyone at the College. Part of this commitment means ensuring we address you correctly and respect who you are.

You have the option to share your preferred name, title, pronouns, gender identity and sexual orientation. This can also be updated at any point during your time with us.

- **Updating your details:** Any preferred name, title or pronouns you provide will be updated on registers and ProMonitor so our staff know how to address you.
- **Your privacy:** Information regarding your gender identity and sexual orientation is strictly confidential and fully protected under the Data Protection Act 2018.
- **Why we ask:** While sharing this information is completely voluntary, doing so helps us better understand our student community, remove barriers and continuously improve our support.

Want to learn more about how we support our diverse community? Visit our **Equity, Diversity & Inclusivity** page on the college website.



Scan here to let us know how you'd prefer to be addressed.

*Helpful tip: You'll need to have logged in to StudentNet before you can do this!*

## CREATING INSPIRING & INCLUSIVE SPACES

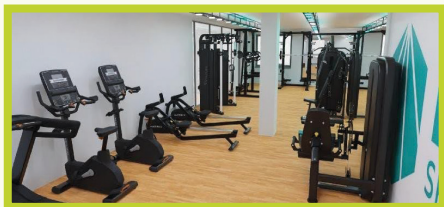
The £45m investment into our Weybridge campus is now 70% complete and students are benefitting from this huge investment across the whole campus.

Many subject areas now have new facilities, all with the latest technology. Combine this with our supportive and nurturing teaching team and you have the perfect environment to reach your full potential. The new Brooks Restaurant and Brooks Hair & Beauty opened to the public last year, creating the perfect training environment for our students.

And there's still more to come!

**Main entrance, sports hall, gym, fitness suite, community space and public café due for completion Spring/Summer 2027.**

When this work is complete, you will enter the college through a new main entrance, which will be located to the rear of the Barnes Wallis building. A new road will lead from the main drive to an impressive new forecourt.



» CGI of the new gym



» CGI of the new 'Vickers' building

**Construction has also started on a new Special Educational Needs and Disabilities (SEND) facility.** This facility will provide specialist post-16 SEND and Autistic Spectrum Condition (ASC) provision and with an additional investment by Surrey County Council, will accommodate up to 260 students due for completion Spring/Summer 2027.

So, a lot of new facilities to enjoy and exciting things to come throughout the year, making it the perfect time to join us!

## 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 pages 8-9 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 you're 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, Careers, Inclusion, Placements & Apprenticeships and Safeguarding teams on the ground floor of the Locke King building. The Additional Learning Support team are on the first floor of the Locke King building.

At our Ashford campus, Admissions & Bursary support are available at Reception and our Careers, Inclusion and Safeguarding team are available throughout the week.

### **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.

## My Notes:

[illegible]

## 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 Salon**  
The Education Unit, 1 Pitcher Lane, Ashford TW15 2BL

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