

Contact details

**Learn Harrow
3rd Floor, South Wing
Civic 1
Station Road, Harrow
HA1 2XT
Telephone: 020 8901 2691**



We welcome compliments & complaints

About your course



- Start Date:
- Duration :
- Half-term:
- Bank holidays:
- End Date:
- Class Celebration:

About your teacher



- Name :
- Number:
- Email:

Attendance Rules



- ❖ Please come to all classes.
- ❖ Arrive at least 5 minutes before your class starts.
- ❖ Phone or text if you are going to be late



Expectations from learners

- ❖ You should attend all classes and be on time.
- ❖ You will have to pay the course fees if you don't come regularly, don't submit required work for a qualification or attend an exam, this is stated on your enrolment form.
- ❖ If you are withdrawn from the course because of poor attendance, you cannot re-enrol in the future.
- ❖ If you are using the crèche please drop your child off before 9.30. Please let us know if you don't require crèche services so that someone else can use it.

Expectations from Learn Harrow

- ❖ Protecting your data
- ❖ Support to achieve your learning goals and ongoing feedback about your progress
- ❖ A high standard of teaching that is regularly monitored
- ❖ Information and advice about learning options available on completion of your course or to support further learning
- ❖ Opportunities to explore volunteering for our service
- ❖ An opportunity to feedback on our services

Take responsibility for your learning

To fully benefit from your chosen course and add to your skills:

- ❖ Participate fully in class exercises
- ❖ Ask questions
- ❖ Ask for help
- ❖ Complete any home learning tasks
- ❖ Practise outside the class (if appropriate)
- ❖ Enjoy the class and have fun



Developing your study skills

- ❖ Your tutor will give you an **Individual Learning Plan** and support your **personal goals** and share review dates.
- ❖ Your tutor will give you any handouts you may need.
- ❖ Write your name and the date on each page and keep all your work **tidy in a folder**.
- ❖ You can take your folder home but please bring it in for every lesson.
- ❖ **Well-organised folders** are important for learning and your tutor is going to check them regularly.

Group Agreement & Fire Rules

- ❖ Mutual Respect
- ❖ Listen to each other
- ❖ Switch your phone onto 'silent'
- ❖ No eating or drinking during class time
- ❖ No smoking inside the building and use designated areas;
- ❖ School rules
- ❖ If the you hear the fire alarm exit quickly and go to the Assembly Point

Health and Safety



Safeguarding

If you feel that you are being:

Bullied

Harassed

Abused

Or at risk of harm

Please seek advise from **your tutor** who will be able to refer you to the **safeguarding officer**.

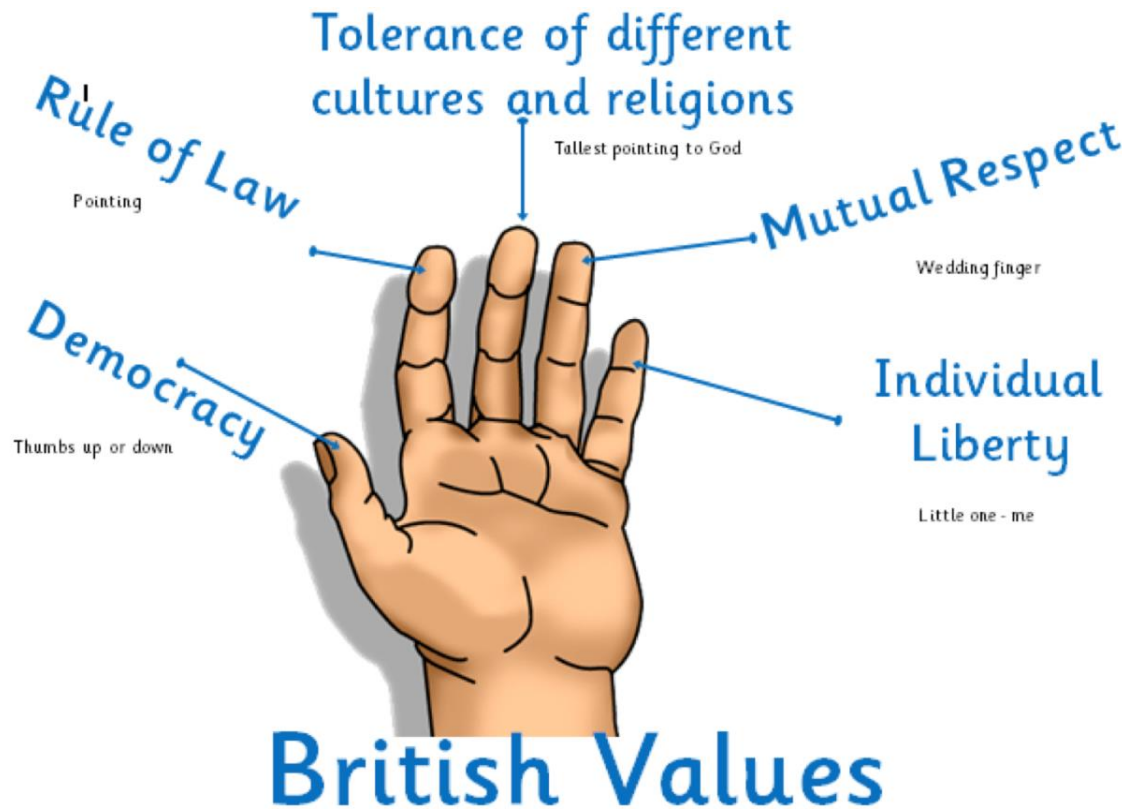
Prevent Duty

As part of Prevent Duty policy, the Department for Education expects education establishments to promote 'British values'. Ofsted wants to see that training providers promote 'British values'.

What are 'British fundamental values':

- ❖ Democracy
- ❖ The rule of law
- ❖ Individual liberty and mutual respect
- ❖ Tolerance of those with different faiths and beliefs.

What are British Values?



What does that look like in the home?

Democracy: making decisions together, for example giving opportunities to develop enquiring minds in an atmosphere where questions are valued.

Rule of law: understanding rules matter to keep us safe. Working with our children to create rules and codes of behaviour at home.

Individual liberty: freedom for all, for example reflecting on differences and understanding we are free to make age appropriate choices.

Mutual respect : treat others as you want to be treated, for example sharing and respecting other's opinions.

Tolerance and understanding of different faiths and beliefs: promoting the practice of different faiths and beliefs in a safe and secure community without judgement or persecution.

Prevent Duty

The aims of Prevent Duty are:

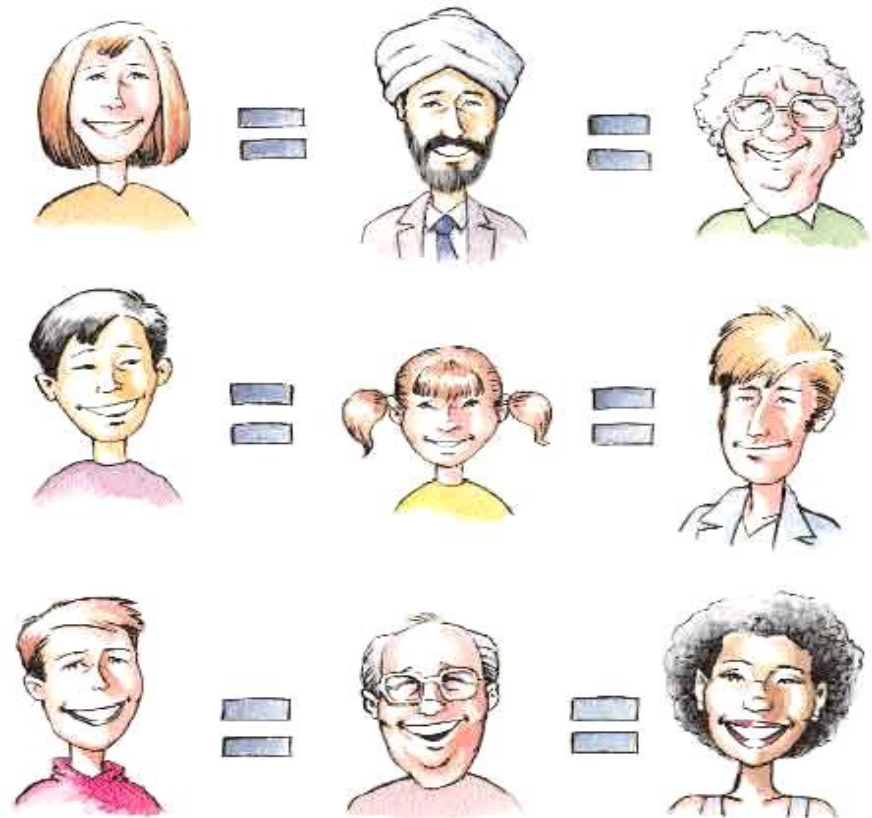
- ❖ To stop people being drawn into extremism or radicalisation.
- ❖ To protect people from risk and from possibly committing a crime or hurting themselves or others.

Equality and Diversity

Respect

- other learner
&
• staff members

Everyone has the right to work and study in a safe, pleasant and respectful environment and we are all responsible for making it happen.



Information, Advice & Guidance

There will be an opportunity once the course is coming to an end to discuss with your tutor what you would like to do next and you can be signposted to

- ❖ A new course next level
- ❖ Different course subject
- ❖ Volunteering
- ❖ Training
- ❖ Getting into work
- ❖ Learners will be contacted about their destination.

Any Questions

