

# The transition to your college

This booklet will help you to collect and store information which will be useful to you when you start college as a new learner, or if you are moving to study on a different campus for the first time.

The guide is yours to download and make notes on, to help you prepare for college.

If your local college is supporting you with the transition from school to college, you may wish to complete this booklet with support from them. You will have planned transition activities. During this time you will be able to go through sections of this guide together with college staff who can help you to complete the sections most useful to you. You may prefer to complete this booklet with a parent or carer.

#### My main contact at the college is:

#### **Telephone number:**





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#### **My Campus**

You may wish to ask for a campus map from your college's ALN or Learner Services department. This will be very useful in getting to know the campus and the buildings you may need to visit regularly.

#### The main buildings I will need to visit are:

What the building is mainly used for







### My Campus (continued)

The main buildings I will need to visit are:

Location of toilets

Location of canteen /catering facilities

Location of learning resource centres/skills centres/library







#### **My Course**

My course title is:	
My personal tutor's name is:	

My other course tutors are:

The main rooms and/or areas my classes will take place in are:





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# **My Timetable**

Your Course Tutor will provide you with a copy of the timetable for your chosen course but you may also wish to use this section of the booklet to record information about your timetable.

The days I am on campus will be:	
My lunchtime break will usually be:	
My first timetabled session will be:	

Some courses may have online lessons using remote teaching and learning and there may be self-study sessions, during which you can study from home. You can use the space below to record sessions which may take place from home.

The days and times I may be required to study from home will be:





#### **My Journey**

There are many different ways that learners may travel to college. Many learners use bus transport. Others may travel by train, car, taxi or walk. You can use the space below, if you need to, to plan your journey to and from college and record any important information that might be useful to you.

I will usually be travelling to college by:	
If I travel by taxi, my taxi company is called:	
If I travel by taxi, the taxi company telephone number is:	

Continued on next page.





### My Journey (continued)

If I travel by bus, the number of the bus I will need to catch is:	
If I travel by bus, where is the bus st correct bus?	op I need to wait at to catch the
To college:	Back home from college:
What time is the bus I need to catch	?
To college:	Back home from college:
What do I do if there is a problem with my transport to and from college?	

If you have any other questions about transport, please contact the Learner Services Team at your college.





# **My Lunchtime Options**

Colleges will have places where food is available to buy and where you can sit and eat during lunchtime. These may include the college refectory, canteens or coffee shops.

Many colleges also have Quiet Rooms available for use at lunchtime as an alternative to shared areas. You can ask your key contact or Transition Coordinator for more information about how to access the Quiet Rooms.

If you feel you need support during lunchtime, please speak to your contact at the college who will be able to arrange this for you.

You may also wish to bring in food from home to eat in college or consider the option of going off campus to buy food.

If you would usually have received free school meals, please speak to your Learner Services Team for information about subsidised lunches.







# **Additional Learning Needs Team**

Your college will work closely with you to provide the support you require.

It might be useful to write down the names of some of the other people in college who will support you.

Head of Department	
Name	
Contact number	
Email address	

Name of Statutory ALN Co-ordinator	
Name	
Contact number	
Email address	

Name of Learning Support Assistant	
Name	
Contact number	
Email address	

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#### **Additional Learning Needs Team**

Name of Communication Support Worker	
Name	
Contact number	
Email address	

#### Name of Specific Learning Disability Tutor/Assessor

Name	
Contact number	
Email address	

Other	
Name	
Contact number	
Email address	

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#### **Additional Learning Needs Team**

Department email address (if used)

The building/s the ALN Team are based in

Please use the space below to make a note of any arranged transition visits or meetings:







# Wellbeing Services

Your college will have wellbeing staff who you can speak to about your emotional or physical wellbeing, for relationship advice and help accessing other support services.

My wellbeing team are:	
They are based in:	
I can contact them by:	
They are available at these times:	

For more information on the support provided by your college's Wellbeing Team, please refer to the Wellbeing section of your college's website.





#### **Learner Services**

The learner services department at your college will be available every day to answer your questions about a wide range of topics including transport, finance, and general college queries.

My Learner Services team are:	
They are based in:	
I can contact them by:	
They are available at these times:	





#### **My Questions and Answers**

Please use the space below to write down any other questions you many have. You can discuss them with your key contact or the person helping you to complete this booklet and then also make a note of the answers.



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