

Frequently Asked Questions

Royal College Manchester

<p><i>Who will be my son's/daughter's teacher and support worker(s)?</i></p>	<p>Class groups will be decided during scheduled transition visits to assess class and student compatibility.</p> <p>The course leader (Advanced Practitioner) will decide where students will be best placed and you will be notified of the names of appropriate staff before your son/daughter joins the college.</p>						
<p><i>What does a key worker do?</i></p>	<p>A key worker supports and enhances learning opportunities for a designated student; this would include making resources, maintaining data and acting as a point of contact for parents/carers.</p>						
<p><i>What is the best way to contact my son's/daughter's class teacher?</i></p> <p><i>How will staff communicate with me? Do I have a choice?</i></p> <p><i>Am I expected to write in the home/college book?</i></p>	<p>Contact can be made via telephone, email and by a home/college book which will be allocated to your son/daughter when they join Seashell Trust.</p> <p>Yes, you can let us know which communication method is best for you: phone, email, home/college book (or a combination of these)</p> <p>Only if you want to – it can be a useful, quick way to pass information. Staff will always read the book in the morning and will write in it in the afternoon.</p> <p>Some parents/carers prefer to email or telephone if they want to pass important information to college.</p>						
<p><i>Who do I call if my son/daughter is ill or going to be late?</i></p>	<p>Call reception after 8am 0161 610 0100</p>						
<p><i>Who do I contact about transport issues?</i></p>	<p>Your local authority's transport provider</p>						
<p><i>In case of bad weather who will contact transport?</i></p>	<p>You should contact your son's/daughter's transport and notify College if they are going to be late or will be unable to attend due to bad weather.</p> <p>If it is decided that College is to be closed early due to bad weather, we will inform you and you should then liaise with transport to make arrangements for them to collect your son/daughter early.</p> <p>Similarly, if transport contact College to arrange to collect your son/daughter earlier than normal, we will confirm with them that you have been made aware of these arrangements.</p>						
<p><i>Where can I find out term dates?</i></p>	<p>Term dates are placed on the Seashell Trust website – www.seashelltrust.org.uk/college</p>						
<p><i>Can I take my son/daughter on holiday during term time?</i></p>	<p>Yes, however we would request that it have a minimal impact on education time.</p>						
<p><i>When are annual reviews held?</i></p>	<table data-bbox="699 1951 1278 2051"> <tr> <td>1st Year</td> <td>end of first and second terms</td> </tr> <tr> <td>2nd Year</td> <td>during April</td> </tr> <tr> <td>3rd Year</td> <td>during June</td> </tr> </table>	1 st Year	end of first and second terms	2 nd Year	during April	3 rd Year	during June
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<i>How often can I expect to get progress reports?</i>	There is a full report given after each review; however, you can request email or telephone updates with teachers at any time.
<i>Will my son/daughter have a locker?</i>	Lockers are available and used mainly for storing coats and sportswear.
<i>What sports equipment will my son/daughter need?</i>	Sports kit will include shorts, T-shirt, trainers, track suit, swimming shorts/costume, towel and personal toiletries.
<i>Does my son/daughter need spare clothes?</i>	One spare set of clothes would be advantageous in case of spillages during art or food preparation sessions.
<i>Do I need to pay for lunches?</i>	Day students pay for any lunches bought on-site. If you opt for lunch provided by Seashell Trust, a half-termly payment of £70 in advance is requested (this equates to approx £1.85 per day). See below about how to apply for the Discretionary Bursary to help with the cost of lunches.
<i>What is the best way to pay?</i>	Expenditure each day will be closely monitored and recorded and any surplus at the end of the half-term period will be carried forward for use during the following half-term. The cost of food for residential students is included in their annual fee.
<i>Can I send in lunch? Will you heat up food?</i>	Payment can be made by bank transfer, cheque or cash and more information is included in the welcome pack sent to all new students. Packed lunches can be sent into college but we are unable to reheat any foods.
<i>What is a discretionary bursary and how can I apply for one?</i>	A special fund to help those on low income to supplement payment of, for example, lunches and/or trips. Further information is available from Royal College Admin Office (0161 610 0198).
<i>When are break/lunch times?</i>	Breaks are generally taken between 10.30am to 11.00am; lunch is from 12.00 noon until 1.00pm
<i>How much pocket money will my son/daughter need and what will it be used for?</i>	£10 per week would cover break-time snacks and enable students to purchase drinks or snacks if going off-site. It is recommended that residential students will require an additional £10 per week. Payment may be made by cash, cheque or bank transfer on a weekly, monthly, half-termly or termly basis. Contact college administrator for further information (0161 610 0198).
<i>How will my son/daughter be supported to move around college?</i>	As independently as possible, with appropriate support and dependent upon their mobility skills.

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<i>My son/daughter needs prompting with her/his personal care – will this still happen at college?</i>	Yes, all routines that are used prior to college will be continued.
<i>Is there a uniform?</i>	There is no uniform for college.
<i>Is the curriculum geared to individual needs?</i>	The college curriculum is geared to preference and the health needs of all students.
<i>How will my son/daughter be prepared for the future?</i>	During their last year in college, students will have the support of a Transition Coordinator who will work closely with their parents/carers to source placements for the future.
<i>Where is my son/daughter's medication stored?</i>	Medication is stored in our Medical Centre in accordance with all appropriate storage requirements.
<i>Can parents bring young people to Seashell Trust during holidays to use the pool and/or other facilities and what are the charges? How does my child access CADS activities?</i>	<p>Parents can support their son/daughter to use the facilities during the holidays. To arrange this, please contact our Sports Department on 0161 610 0104 or email sports@seashelltrust.org.uk</p> <p>In addition, CADS clubs are fully inclusive sports camps for able and disabled young people aged 5-25 yrs. For information regarding costs or to book a place, please contact the Sports Department on 0161 610 0104 (or email sports@seashelltrust.org.uk).</p> <p>A booking form is available online at: www.seashelltrust.org.uk/content/cads-booking-form</p>
<i>How do I book short breaks (respite)?</i>	Short breaks can only be booked following an assessment and are subject to availability. In the first instance, please contact Admissions Administrator on 0161 610 0741