



London's
Top College

#1

Over 90%
Student Achievement
for 16-18s, 19+
& Overall

A guide for parents

Key information
about how we
support our
students
2024-2025



Welcome to West Thames College



Ofsted described West Thames College as a place where **learners feel happy, safe and enjoy their time at college immensely.**



Tracy Aust, College Principal

This booklet outlines the support we provide and the expectations we have of our students.

For your son/daughter to achieve their full potential, we need their commitment and your help. Please familiarise yourself with the information in this guide so that you can fully support them throughout their studies.

Parent Portal

Our **Parent Portal** helps you stay up to date with your son or daughter's progress and access key information about their study programme, attendance & key dates.

Register via **west-thames.ac.uk** or use the QR code (shown on the left). Hold your phone camera over the code and a banner will appear. Click on this to go to the Parent Portal. If it doesn't work, you can download and install a QR reader app on your phone.

Please contact your curriculum administrator (details on page 15) if you are having difficulties in accessing the portal.



TERM DATES

see page 14

Standards for Success

We have high expectations for our students, our College expects 100% attendance. They will sign a **Student Learning Contract** to help them reach their full potential.



NUMBER 1 COLLEGE
in London
for student achievement*



Join our
AWARD WINNING
community

100+

100+ COURSES
IN 24 Course Areas



OFSTED RATING A 'Good'
College by OFSTED, with
outstanding facilities



Great
WORK EXPERIENCE
Opportunities



Courses taught by
INDUSTRY
PROFESSIONALS

**Number 1 College for Student Achievement based on performance for students aged 16-18, 19+ & Overall, Department of Education.*



Community Sports Trust



#StartHereGoFar



Programme of study



At West Thames College, you choose one core vocational subject. Alongside this, your programme of study will include:

Employability and Work Experience

Such as teamwork and problem solving to get you job-ready

English and/or maths

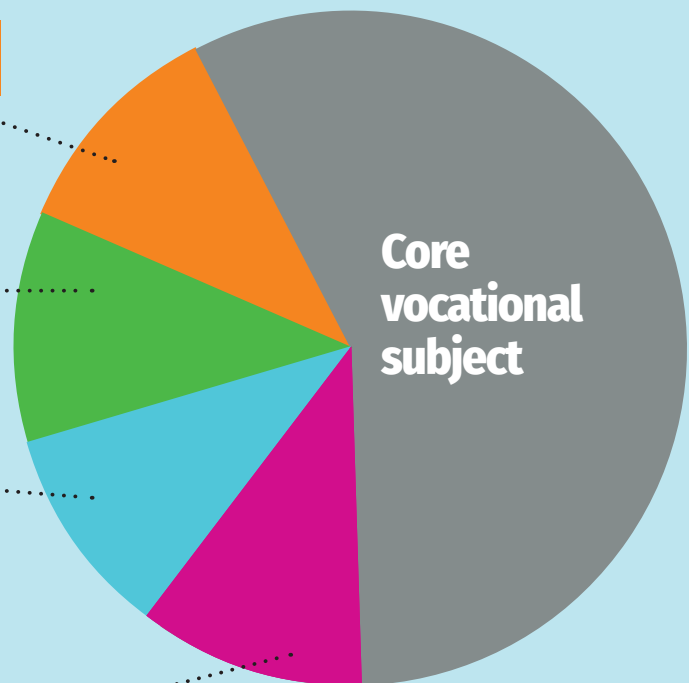
Depending on your GCSE results

Independent study

Independent learning to improve digital and study skills, collaborate with others and develop positive autonomous learning habits

Work with leading employers

West Thames College prides itself on its strong links with employers. We work with a wide range of companies to provide excellent work experience opportunities as well as providing events such as Aspire. Aspire brings employers on site to run a series of masterclasses and workshops, further developing our students for their next step.



Student Success

Start here, go far

Read about some of our former students and how their time at West Thames helped them embark on rewarding careers. For more success stories, visit www.west-thames.ac.uk/news



Hamid Ibrahim

Hamid Ibrahim, a distinguished alumnus of West Thames College, has achieved remarkable success in the field of digital animation and creative media. Originally from Uganda, Hamid's passion for storytelling and animation was nurtured during his time at West Thames College, where he completed a Level 3 Extended Diploma in Animation. This foundation paved the way for his further studies and professional accomplishments.

Nesrin Alhasan

Nesrin Alhasan's academic journey at West Thames College exemplifies the transformative power of education. Starting in 2015 with limited English skills, Nesrin progressed rapidly through the ESOL program, achieving high marks in her GCSEs and excelling in the BTEC Level 3 Science course. Her dedication earned her two prestigious awards: Outstanding Academic Achievement and Science Student of the Year. Nesrin's hard work culminated in her acceptance to Oxford University to study Biomedical Science.



Asim Chaudhry

Asim Chaudhry, a distinguished alumnus of West Thames College, has made significant strides in the entertainment industry. Born in Hounslow, Asim is renowned for co-creating the BAFTA Award-winning BBC series *People Just Do Nothing*. Reflecting on his time at West Thames, Asim credits the college with fostering his creative talents and building his confidence.

Simba Masaku

Simba Masaku, a West Thames College alumnus, has established himself as a rising filmmaker. A former student of the Media and Performing Arts program, Simba recently returned to West Thames College to direct his new film *O.I.N.K.*, offering current students a unique opportunity to gain real-world experience in film production. His debut film *Hound* gained significant recognition, being featured on Amazon Prime.



Qualifications explained



We provide vocational, hand-on training, that is designed to give you the desired skills and knowledge that employers want.

T-Levels

Level 3

- An alternative to A levels and Level 3 Apprenticeships
- A qualification equivalent to three A Levels (Distinction* in T Level is equivalent to A*A*A*)
- You will spend 80% of the course in your learning environment, gaining the skills that employers need. The other 20% is a meaningful industry placement.

Progression:

- Straight into work within a sector
- University study

Technical Qualifications

We run vocational courses (BTEC, Certificates and Diplomas) at levels 1, 2 and 3. These courses provide practical knowledge in your chosen sector, and includes a lot of hands-on learning. These courses often contains more coursework than formal exams

Progression:

- Straight into work within a sector
- University study
- Higher level apprenticeship
- Higher Education Courses

HIGHER EDUCATION

Provide students with specialist knowledge of that area, for one or two years

You study at College, and you can progress to university to complete the full degree

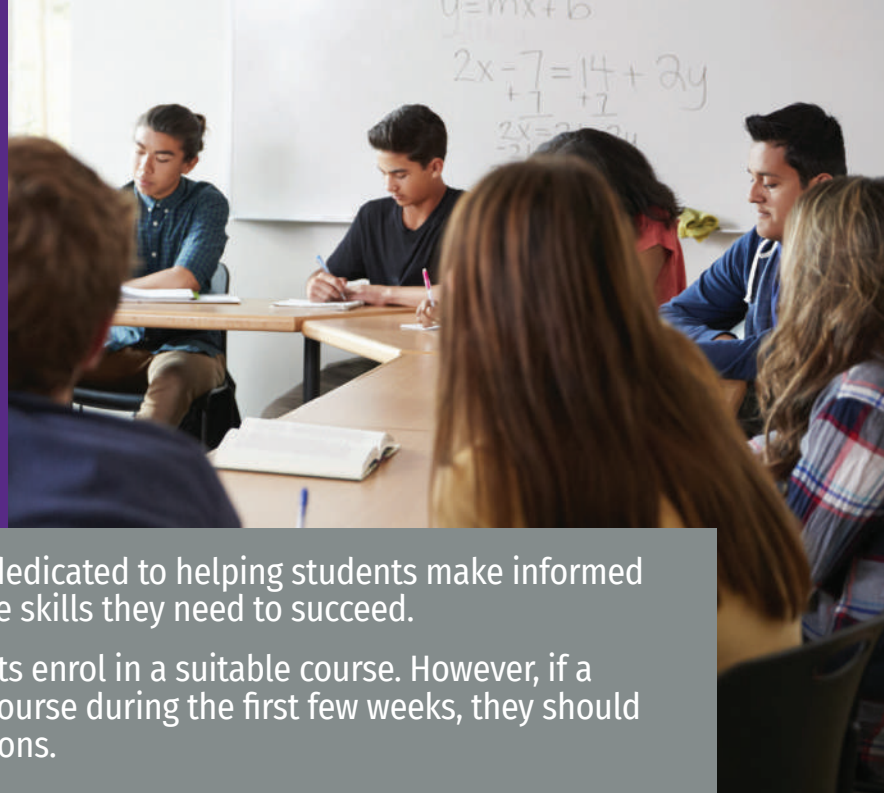
Provides students with small class sizes and bespoke facilities to use

These courses are often for students who are 18+

COURSES WE OFFER ARE:

- Level 4 Diploma in Business Administration
- Level 4 Specialist Makeup
- Higher National Diploma in Film and TV
- Higher National Certificate in Film and TV
- Higher National Diploma in Applied Biology
- Higher National Certificate in Applied Biology
- Certificate in Education in Further Education and Skills

Careers Service



Our team of impartial careers advisers are dedicated to helping students make informed decisions about their future and identify the skills they need to succeed.

We will always try to make sure that students enrol in a suitable course. However, if a student feels they have chosen the wrong course during the first few weeks, they should come and see us to explore alternative options.

Work Experience

We help all our students to complete work experience placements. Work experience helps them practice the skills they learn in the classroom and gives them an advantage when applying for university or a job.

We bring employers to the college for talks, workshops and our Aspire Careers Events so that students can learn first-hand about working life and career opportunities.



Careers Lead: Dionne Bailey

Applying to University

We guide and support students through their university applications, helping them every step of the way. Once they receive an offer, we assist in preparing them for selection tests and interviews. We also host an annual Higher Education Fair, along with information events for parents, guardians, and students about their higher education journey.



Opening times

Isleworth: Monday to Friday, 9am - 5pm
Feltham: Thursday, 9am - 1pm

Where to find us

Isleworth: Room A008
Feltham: Room T003
Email: CIAG@west-thames.ac.uk

Applying for a Job or apprenticeship

If your young person is seeking a job or apprenticeship after their course, or a part-time job while they are studying, we can assist them in developing their CV and preparing for interviews.

Student facilities



The College is not just a place to study. We are here to help students grow socially as well as academically. They can join one of our many sports clubs and societies, take part in fundraising and cultural events or simply relax in the Student Common Room.

Activities and events

Throughout the year, a variety of activities are held at both centres in the Atrium, Theatre, and Student Common Room. These events range from the Freshers' Fair during Induction, to our Creative Arts Season in the summer term. Students can participate in talent shows, charity fundraisers, guest speaker sessions, and events that raise awareness about issues affecting young people. We encourage all our students to take part. It's a fun, educational experience and an excellent way to make new friends!

Sport and fitness

Whether your son/daughter wants to represent the college playing in competitive leagues, or just keep fit for fun, we've got sports and fitness activities to suit everyone – badminton, table tennis, basketball, football, netball, dodgeball, futsal, boxing, swimming, Bollywood dancing – you name it! We've got a fantastic sports hall and outdoor grass and astroturf sports pitches. Students can join our gym for just £15 a year.

Hair and Beauty Salons

Get your hair cut or a beauty treatment for a fraction of the normal cost in the Salon at Isleworth – there's also a barber shop for men. Students are entitled to discounts and special offers too.

Opening Times

Monday & Friday: 9am - 5pm

Tuesday, Wednesday & Thursday: 9am - 9pm

Hair and beauty appointments: 020 8326 2201

Nursery

Our nursery is for children aged 3 months to 5 years. Funding may be available but places are limited. For more information, call 020 8326 2318.

Maths and English Hub

Students who are looking to improve their English and

Maths skills, completing homework, get support with writing assignments or revising before exams can get dedicated support at our Maths and English Hub. A timetable of activities is displayed on plasma screens outside the ME Zone or simply drop in during the sessions.

Learning Resources Centre

The LRC at Isleworth has everything students need to help with their studies: books, DVDs, journals, e-resources, e-books, quiet study areas, drop-in IT facilities (Macs and PCs) and dedicated, helpful staff.

Opening Times

Monday & Friday: 9am - 4pm

Tuesday, Wednesday & Thursday: 9am - 7pm

Access to computers

Students will be given an induction on how to use the college's student learning portal, at the start of their course. They can access a computer in any area of the college with their student ID and password. Offsite access is available via the college website, west-thames.ac.uk

All students must abide by the college's ICT Acceptable Use Policy, which is available on the portal.

Students can apply for access to a laptop for a duration of their course. Please speak to your SLA for more information

Student canteen

We offer hot meals, sandwiches, snacks and drinks. Through the Parent Portal you are able to add money to your son/daughter's student ID card for use in the canteen. If your family is on a low income, your child may be entitled to free college meals. Speak to our financial support and welfare adviser to find out more.

Opening Times

Isleworth Canteen: 8.30am - 2.30pm

Atrium Café: 8.30am - 2pm

Feltham Canteen: 8.30am - 1.30pm

Music Technology students performing in our Endeavour Theatre in aid of Dementia UK.



Life at College

Success of students is important to us. We encourage students to take responsibility for their learning and work hard to achieve their goals.



Standards for Success

Our College expects **100%**

We have high expectations for our students. Our standards for success state what we expect and what we don't expect, along with the support we give to help our students achieve. Your son or daughter will sign a **Student Learning Contract** to help them reach their full potential.

Homework

All full time students at West Thames College are expected to study outside of lessons. This additional study is essential for them to achieve or exceed their target grade.

Failure to work outside of lessons will disadvantage students in terms of their final grade. Homework is set in order to:

- Reinforce and consolidate work covered in lessons
- Encourage independent and reflective learning
- Develop a deeper knowledge and understanding
- Prepare students for future lessons or assessments
- Promote an interest in learning
- Enable teachers to make a judgment about a student's progress and level of attainment.

Homework should be varied in terms of tasks and relevant and rewarding for students and it may constitute ongoing work on an assignment. Please encourage your son or daughter to complete their homework on the day it is set, when the topic and tasks should still be fresh in their minds. The full homework policy is available to students on Moodle.

Reporting absence

If a student is unable to attend class e.g. due to sickness, they must contact the Curriculum Administrator (see Key Contacts) before the class is due to start and must contact their Student Learning Adviser (SLA) as soon as they return to college. Students should make arrangements to catch up on any work missed during absence.

Holidays are not to be booked during term time and non-urgent appointments should be scheduled outside of college hours.

Contact with parents

We will contact parents/carers about attendance and progress of students aged under 19 years. You will also be invited to parents' evenings and other events throughout the year.

Smoking, drugs and alcohol

Smoking is not permitted in any college building or near any entrances. It is only allowed in designated outdoor smoking areas which are clearly signposted. Disciplinary action will be taken against anyone in possession of, or under the influence of, illegal drugs or alcohol on college premises.

Religion and faith

We are a secular college where all faiths are respected, but we do not permit the promotion of any faith. We have a allocated quiet room, which can be used for individual reflection, meditation and contemplation by students and staff. To find out more, students should speak to a member of the Student Experience team in the Common Room.

Equality

The college is committed to providing equal opportunities for all students through a supportive and challenging environment. We celebrate diversity and seek to raise the aspirations of all our students. We promote good relations between people of different religions, nationalities and racial groups and will challenge inequalities arising from race, sex, class, disability, sexuality or age.

Changing course

If during their first few weeks at college your son or daughter does not feel they are on the right course, please contact us. It is important that the student does not simply do nothing or drop out! Please ask for an appointment with the SLA for you and/or your son or daughter to explore the options. The SLA can also arrange a guidance interview with one of our careers advisers to help find a suitable alternative.

Making a complaint

If your son/daughter has a complaint, they should speak to their SLA in the first instance. If the matter is not resolved, they can make a formal complaint. Leaflets are available at the Information Centre or see our website for details.

Support advice & guidance

West Thames College is renowned for its friendly, welcoming atmosphere. You can rest assured that your son/daughter will be in a safe learning environment with all the support they need to enjoy their time at college and succeed with their studies.



Tutorial support

A Tutor/Student Learning Adviser (SLA) will monitor academic progress, attendance and punctuality to make sure students stay on track.

Students meet regularly with the SLA, who is the first point of contact if there are any problems with the course or the student's progress.

Disability support

We welcome and support students with disabilities and learning difficulties. We will aim to meet any additional needs students have so they can participate in learning and succeed with their studies. For more information on support available, including equipment and adjustments, and support with English and maths, see the Head of Inclusion who is based on the second floor of the Learning Resources Centre, or call 020 8326 2103.

Careers, advice and guidance

Our advisers support students in exploring and planning their next steps, whether that's moving into employment, starting an apprenticeship, enrolling in another course, or pursuing higher education. They provide guidance on creating strong CVs, preparing for interviews, and navigating the UCAS process for university applications. Additionally, they offer access to a range of resources, including job opportunities, apprenticeships, and volunteer positions, to help students explore and find the right path for their future.

Financial and welfare support

If there are financial problems, questions about benefits, or free college meals, visit the financial support page on the college website. Alternatively you can contact the SLA by emailing studentwelfare@west-thames.ac.uk or phoning 020 8326 2412 to speak to our financial support and welfare adviser.

Counselling

If students are experiencing any personal problems, emotional issues or difficulties, they can talk in confidence to one of our qualified counsellors.

Students can either drop in to the office, call **020 8326 2484** or email counsellor@west-thames.ac.uk. At the Skills+Logistics Centre, Feltham students can ask at Reception or speak to their SLA.

Sexual health and relationships

The Tutorial provision includes sexual health and relationship advice for students. Additional support is available from the Student Experience Team in the Student Common Room at both the Isleworth and Feltham campuses. External partners will also visit the college to offer further guidance on sexual health and relationships, as well as provide free condoms.

Keeping safe

Students are issued with an ID card which they should wear at all times when in college. Students are not allowed into college without an ID card and must show it when asked by a member of staff.

Safeguarding

At West Thames College, safeguarding is about creating a secure and supportive environment for all students and staff, where harm, harassment, bullying, abuse, and neglect are actively prevented. Our dedicated Safeguarding Team works closely with both internal and external partners to provide support, advice, and information to students who may be facing challenges in their lives or who feel unsafe for any reason.

If students are experiencing difficulties or have concerns, they are encouraged to speak to their Student Learning Advisor (SLA), a trusted member of staff, or a member of the Student Experience team. The Student Experience team is available in the Student Common Room at both Isleworth and Feltham campuses to offer assistance.

We believe that students should be able to use the internet safely for education and personal growth. While the online world offers many valuable opportunities, it also comes with risks and challenges. West Thames College, along with our partners, is committed to ensuring that all young people and adults involved in our college community are protected from potential online harm when using our network and devices.

We understand the importance of working together with students, their parents and carers, and other agencies to promote the welfare of young people. Collaboration is key to helping students develop a responsible and safe approach to navigating the online world.

By working in partnership, we can create a safe, positive, and enriching learning environment for everyone.

Safeguarding contacts

Isleworth:

Samantha Louisy, Director of Student Experience and Safeguarding, A007 Student Common Room, **020 8818 6827**.

Feltham:

Beverley McGuire, Director of Skills+Logistics Centre, **020 8818 6850** or Student Enrichment Officer, Common Room, **020 8326 2130**.

For any concerns regarding a student's safety or well-being, please contact our Safeguarding Team directly by emailing safeguardingdisclosures@west-thames.ac.uk

COLLEGE CALENDAR AND KEY DATES 2024-25

ENROLMENT 2024

Thursday 15 August
A Level and BTEC Level 3 results
Enrolment training begins

Monday 19 August **Tuesday 20 August**
Development Day Enrolment begins

Thursday 22 August
GCSE and BTEC Level 2 results

TERM 1 AUTUMN TERM

15 weeks (14 weeks for part time students)

Induction Thursday 29 August to
Friday 30 August 2024

Start of term Monday 2 September
Full time and school link
classes begin
Monday 9 September
Part time classes begin

Half term Monday 28 to
Friday 1 November

End of term Friday 20 December

Christmas closure Monday 23 December to
Friday 3 January

TERM 2 SPRING TERM

12 weeks

Start of term Monday 6 January 2025

Half term Monday 17 February to
Friday 21 February

End of term Friday 4 April

Easter closure Monday 14 April to
Monday 21 April

TERM 3 SUMMER TERM

9 weeks

Start of term Tuesday 22 April 2025

Bank holidays Monday 5 and 26 May

Half term Monday 26 to Friday 30 May

End of term Thursday 26 June

AWARDS CEREMONIES

Higher Ed Awards Thursday 12 June 2025

Student Awards Thursday 19 June 2025

ADMIN PERIOD

Friday 27 June to Thursday 3 July 2025

DEVELOPMENT DAYS

Monday 19 August 2024 Monday 4 November 2024
Friday 14 February 2025 Friday 4 July 2025

PARENTS' EVENINGS

Isleworth
Monday 9 September 2024 (welcome evening)
Monday 21 October 2024 (autumn progress evening)
Monday 10 March 2025 (spring progress evening)

Feltham
Thursday 12 September 2024 (welcome evening)
Thursday 24 October 2024 (autumn progress evening)
Thursday 13 March 2025 (spring progress evening)

OPEN DAYS

Isleworth
Wednesday 2 October 2024, 5-7pm
Saturday 9 November 2024, 10am-1pm
Wednesday 29 January 2025, 5-7pm
Saturday 8 March 2025, 10am-1pm
Wednesday 18 June 2025, 5-7pm

Feltham
Tuesday 8 October 2024, 5-7pm
Tuesday 4 February 2025, 5-7pm
Tuesday 24 June 2025, 5-7pm

CAREERS EVENTS

Employer Engagement Week Monday 25 November to
Friday 29 November

Aspire Wednesday 19 March 2025

Higher Education Fair Wednesday 23 April 2025

FRESHERS FAIR

Isleworth Wednesday 16 October 2024

Feltham Thursday 24 October 2024

APPLICANT DAYS

Isleworth Wednesday 18 June 2025,
10am-12pm

Feltham Tuesday 24 June 2025,
10am-12pm

ENROLMENT 2025

Thursday 14 August A Level and
BTEC Level 3 results
Enrolment training begins

Monday 18 August Development Day

Tuesday 19 August Enrolment begins

Thursday 21 August GCSE and BTEC
Level 2 results

Key contacts

For all general queries, for information on enrolment and fees or to arrange an appointment with a careers adviser please call the Information Centre on 020 8326 2000.

Counsellor:

020 8326 2484

Head of Inclusion:

020 8326 2103

Exams:

exams@west-thames.ac.uk

Financial Support & Welfare:

020 8326 2412

Nursery:

020 8326 2318

Safeguarding:

safeguarding@west-thames.ac.uk

or **020 8818 6827**

Security:

020 8326 6300

For the latest information about what is happening at the college see the website **west-thames.ac.uk** or follow us on social media.

Curriculum Administrators

To report absence and for curriculum issues, term time only.

Isleworth

Business and ICT:

Siobhan Fitzgerald **020 8326 6402**

Childcare, Health & Care and Science:

Lisa McCarthy **020 8326 2286**

Art & Design, Media, Music and Performing Arts:

Pina Evangelista **020 8326 2225**

Beauty, Hairdressing and Makeup:

Sandra Hale **020 8326 2219**

Public Services, Sport and Travel & Tourism:

Loretta Pamment **020 8326 2436**

ESOL Threshold (14-18s):

Ravinder Gill **020 8326 2258**

Supported Learning, FreshStart and all Level 1 courses:

Parmeen Sarda **020 8326 6492**

Core Skills (English & Maths):

Meriem Amirouche **020 8326 2456**

Skills+Logistics Centre

Construction and Motor Vehicle:

Bhagwant Gill **020 8818 6800**

West Thames College

London Road
Isleworth
Middlesex
TW7 4HS

Skills+Logistics Centre

77 Boundaries Road Feltham
Middlesex
TW13 5DR

020 8326 2000

west-thames.ac.uk

