



# **A Guide For Parents and Carers**



# Welcome to West Thames College

We're delighted your son or daughter has chosen West Thames College. This is the start of an exciting journey – and we'll be with them every step of the way.

West Thames is a place where everyone belongs, where high standards lead to success, and where students grow in confidence, independence and ambition.

**Start Here Go Far**

**- Marta Gajewska - CEO & Principal**

# Why choose West Thames College



**Work  
Experience**  
opportunities

**Rated  
Outstanding**  
by Ofsted



**#1 College in  
London** for student  
achievement



**Award Winning**  
community, open  
to all

in **24 course areas**  
across 2 campuses

**100+**  
**courses**



**Industry  
Professionals**  
teach our  
students

## Programme of study

Students choose one core vocational subject and then alongside this, the programme of study will include:

### Employability and work experience

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

### English and/or maths

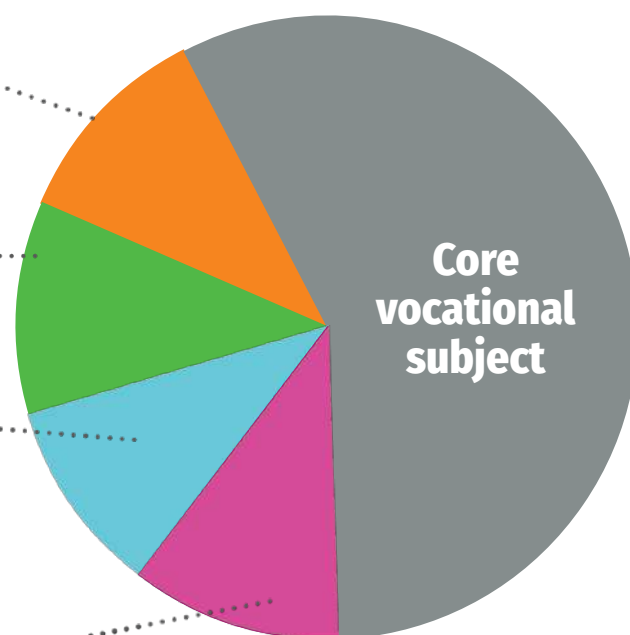
Depending on your GCSE results

### Independent study

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

### Working with employers

As well as work experience, students also meet  
guest speakers, attend employer-led masterclasses,  
workshops, and alongside our Aspire event.





# The Parent Portal

The Parent Portal is your window into your young person's progress at West Thames College.

## What you can see

- Attendance and punctuality
- Grades and progress reports
- Upcoming assignments and exam dates
- Key dates and deadlines
- Contact with teachers
- You can also add funds to the student's ID card for them to use in the college canteen to make purchases

## How to get access

- Register online at [west-thames.ac.uk](http://west-thames.ac.uk) or scan this QR code ---->
- To scan the QR code open your phone camera, hover the phone over the QR code and then tap the banner that appears.
- Log in using your personal email address
- Use regularly to stay up-to-date with your child's progress



If you have any difficulties accessing the portal, please contact your curriculum administrator (see page 18 for details)

## Please note

We set high expectations for attendance, punctuality, and behaviour. Students should aim for 100% attendance and arrive on time, prepared for every lesson with their homework completed.



# Key Dates Calendar

## PARENTS' EVENINGS

### Isleworth

Monday 8 September 2025 (welcome evening)  
Monday 20 October 2025 (autumn progress evening)  
Monday 9 March 2026 (spring progress evening)

### Feltham

Thursday 11 September 2025 (welcome evening)  
Thursday 23 October 2025 (autumn progress evening)  
Thursday 12 March 2026 (spring progress evening)

## OPEN DAYS

### Isleworth

Wednesday 1 October 2025, 5-7pm  
Saturday 8 November 2025, 10am-1pm  
Wednesday 28 January 2026, 5-7pm  
Saturday 7 March 2026, 10am-1pm  
Wednesday 17 June 2026, 5-7pm

### Feltham

Tuesday 7 October 2025, 5-7pm  
Tuesday 3 February 2026, 5-7pm  
Tuesday 23 June 2026, 5-7pm

## CAREERS EVENTS

<b>Employer Engagement Week</b>	Monday 24 November to Friday 28 November 2025
<b>Aspire</b>	Wednesday 4 March 2026
<b>Higher Education Fair</b>	Wednesday 22 April 2026

## FRESHERS FAIR

<b>Isleworth</b>	Wednesday 15 October 2025
<b>Feltham</b>	Thursday 16 October 2025

## AWARDS CEREMONIES

<b>Higher Ed Awards</b>	Thursday 11 June 2026
<b>Student Awards</b>	Thursday 18 June 2026

## TERM 1 AUTUMN TERM

**15 weeks (14 weeks for part time students)**

<b>Induction</b>	Week commencing Monday 1 September 2025
<b>Start of term</b>	Monday 1 September Full time and school link classes begin Monday 8 September Part time classes begin
<b>Half term</b>	Monday 27 to Friday 31 October
<b>End of term</b>	Friday 19 December
<b>Christmas closure</b>	Monday 22 December to Friday 2 January

## TERM 2 SPRING TERM

**11 weeks**

<b>Start of term</b>	Monday 5 January 2026
<b>Half term</b>	Monday 16 February to Friday 20 February
<b>End of term</b>	Friday 27 March
<b>Easter closure</b>	Tuesday 7 April to Friday 10 April

## TERM 3 SUMMER TERM

**10 weeks**

<b>Start of term</b>	Monday 13 April 2026
<b>Bank holidays</b>	Monday 4 and 25 May
<b>Half term</b>	Monday 25 to Friday 29 May
<b>End of term</b>	Thursday 25 June

# Standards for Success



At West Thames College, we set high expectations to help every student succeed in a safe, respectful environment. These expectations form part of the Student Learning Contract, which is agreed during induction and reinforced throughout the year.

## We expect students to:

- Attend every lesson and arrive on time - We expect 100% attendance
- Be respectful to staff, students, visitors and neighbours
- Wear their college ID card at all times
- Come prepared and meet homework/assignment deadlines
- Use digital platforms responsibly and respectfully

## Positive Working Policy

At West Thames College, we recognise that working in partnership with parents and carers is essential to supporting your son or daughter's learning, progress, and overall wellbeing. We are committed to creating a safe, respectful, and inclusive environment for all students, staff, parents, and carers. To read the policy in full please visit our website.

## We don't expect students to:

- Disrupt lessons or use offensive behaviour/language
- Use mobile phones in class or wear hats/hoods/headphones indoors
- Damage property or eat in class

## Our commitment to students:

- A safe, inclusive place to learn
- Fair treatment and respect
- Extra help and support when needed
- Regular progress updates and clear next-step advice
- Opportunities to share feedback and student voice
- Use mobile phones in class or wear hats/hoods/headphones indoors

**All policies are available in full on the College website [west-thames.ac.uk](http://west-thames.ac.uk)**





# Student Enrichment

## Student enrichment calendar

Students can get involved in a variety of clubs and societies, to build on existing interests or to explore new ones. They can take part in tournaments, talent shows, trips, competitions, fundraising activities and cultural awareness events.

## Student Union

Students will automatically become a member of the Student Union which promotes the interests and views of West Thames students. It is run by students for students so you can also be elected to a leadership position on the Student Union Executive Team.

## Student ambassadors

Student Ambassadors represent the College by supporting open events, award ceremonies, and parents' evenings, helping to promote the College to prospective students and their families. The role builds confidence and valuable skills, while also providing an impressive addition to any CV


## Student governors

Student Governors are elected by their peers to represent student voices on the College's governing body. They work alongside other governors to improve education and teaching at the college. The role showcases responsibility, leadership, and the ability to represent the views of others

## Course representatives

Course Representatives share feedback from students with curriculum managers to help improve courses and resolve any issues. By getting involved, you can make a real difference at West Thames College while also developing valuable leadership and teamwork skills.

# Student Facilities



Life isn't just about learning. West Thames College is a fun place to be, with plenty of activities and outstanding facilities to use. We support students in developing both socially and academically.

## Student Common Room

Watch music, sport or films on the plasma TV screens, play pool, table tennis, table football and other games, or just meet with friends in our common room.

## Canteen

Our canteen provides hot meals, snacks, and drinks throughout the day. Parents and carers can use the Parent Portal to add funds to their child's ID card for purchases. If your family qualifies for financial support, your child may be entitled to free college meals. Please refer to the Bursary leaflet for more details.

### Opening Times

Isleworth Canteen: 8.30am - 2.30pm

Atrium Café: 8.30am - 2pm

Feltham Canteen: 8.30am - 1.30pm

## Gym

Our gym is equipped with treadmills, cycling and rowing machines, cross trainers, resistance machines and weights. Students are also encouraged to join a sports team such as football, basketball, badminton etc.

## The Salon

The Salon located at the Isleworth campus offers discounted haircuts and beauty treatments as well as a dedicated barber shop for men. To make an appointment call 020 83262201





# Student Facilities

## Math and English Hub

The hub provides targeted support for students who need help improving their functional and academic skills. The hub promotes independent learning and helps students strengthen the core skills.

## Learning Resource Centre

Students receive an induction on the Student Intranet, Microsoft Teams, and the platforms used throughout the college for learning, communication, and accessing key resources. They are provided with login credentials to access the college network and can use computers available across all areas of the campus. These platforms are also accessible from home.

## Access to Computers

The Learning Resources Centre (LRC) at Isleworth is fully equipped to support academic success. It offers access to books, journals, DVDs, e-resources, and both PC and Mac computers. Quiet study zones and helpful staff are available to support students with research, revision, and assignment writing. By using the LRC, students develop essential academic and digital literacy skills.

### Opening Times

Monday & Friday: 9am - 4pm

Tuesday, Wednesday & Thursday: 9am - 7pm

## Nursery

The college nursery provides care for children aged from 3 months to 5 years. Funding may be available depending on eligibility, but places are limited. For information call 020 8326 2318.

# Career 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.

## Changing courses

We always ensure that students are enrolled in the right course for them, if they feel they have chosen the wrong course during the first few weeks, they should come and see us to explore alternative options.

## Work experience

We support all our students in completing work experience placements. We also bring employers into the College for talks, workshops, and our Aspire Careers Events, giving students first-hand insight into working life and career opportunities relevant to their studies

## Applying to university

We guide and support students through their university UCAS 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.

## Applying for job or an apprenticeship

If a student 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.

### 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](mailto:CIAG@west-thames.ac.uk)



# Financial Assistance

Refer to the Bursary Guide or the college website for more details on the various financial assistance that is available to our students.

## Free courses

Courses are free for 16-18 year olds. There is no tuition or examination fees for UK students on further education courses. Resit exams may require a fee.

We also run free adult courses - check out our website **[west-thames.ac.uk](http://west-thames.ac.uk)**

## Financial support based on course needs

If your daughter/son is facing financial hardship or has questions about benefits they can speak to one of our advisors, who can provide guidance and help.

Contact us at **[studentwelfare@west-thames.ac.uk](mailto:studentwelfare@west-thames.ac.uk)** or 020 8326 2412.

## DBS check fee

For Health and Social Care and Childcare courses, you will need to pay for a Disclosure and Barring Service (DBS) check before course acceptance.

## Financial support

We may be able to offer support to help pay for course-related expenses if students can demonstrate financial hardship. Ask for our Student Guide to Financial Support, or talk to a member of staff at the course interview.

## Oyster card


Full-time students and apprentices living in London may be eligible for free or discounted travel. For further information visit **[tfl.gov.uk](http://tfl.gov.uk)**.

## Free college meals

You may be entitled to free college meals if you or your family are on a low income. Please ask for details at enrolment.



# Safeguarding

A photograph of two students, a young man with braids and a young woman wearing a hijab, both smiling and looking towards the right. They are in a modern, brightly lit indoor setting, possibly a common room or a classroom.

At West Thames College, safeguarding means creating a safe, inclusive, and supportive environment where students and staff are protected from harm, harassment, bullying, abuse, and neglect. Our Safeguarding Team works with staff and external agencies to provide timely support, advice, and guidance to any student facing personal challenges or feeling unsafe. Students with concerns can speak to their Student Learning Adviser (SLA), a trusted member of staff, or the Student Experience Team, based in the Common Rooms at both Isleworth and Feltham campuses.

## Online safety

We are also committed to promoting online safety. While the internet offers valuable learning opportunities, it can also pose risks. The college works closely with partners to help students use digital platforms responsibly and stay safe online. We actively promote collaboration between students, parents, carers, and safeguarding professionals to ensure that every learner feels safe, respected, and able to thrive in a secure learning environment.

## Contact details

**Isleworth:** Samantha Louisy - Director of Student Experience and Safeguarding  
Room: A007 (Student Common Room) or call 020 8818 6827.

**Feltham:** Beverley McGuire - Director of the Skills + Logistics Centre  
call: 020 8818 6850.

You can also speak with the Student Enrichment Officer in the Common Room or call 020 8326 2130.

You can also reach our safeguarding team directly via email at [safeguardingdisclosures@west-thames.ac.uk](mailto:safeguardingdisclosures@west-thames.ac.uk)



# Student Wellbeing

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

## Counselling

Our dedicated Wellbeing Team offers confidential support to students experiencing personal, emotional, or mental health challenges. Students can email: **counsellor@west-thames.ac.uk** or call: 020 8326 2484.

At the Skills+Logistics Centre in Feltham, students can also speak to reception or their Student Learning Adviser (SLA) to be referred to appropriate support.

## Sexual health and relationships

Sexual health and relationship education is part of the College's tutorial programme. Students can get advice and free condoms from the Student Experience Team, and external health partners also visit to provide guidance.

## College ID Card

"All students are issued a College ID card, which **must be worn and clearly visible at all times** while on site. Entry to the campus is not permitted without a valid ID, and students must show their card when requested by staff. This helps us keep everyone safe and maintain a secure learning environment

## Tutorial support

Every student is supported by a dedicated Tutor or Student Learning Adviser (SLA) who monitors attendance, progress, and personal development with regular one-to-one meetings

## Absence from class

Students must notify the Curriculum Administrator the morning of their class and inform their SLA on return. Avoid holidays and non-urgent appointments during term time.

# Examination Support



## Examination support and access arrangements

In line with the latest regulations from the Joint Council for Qualifications (JCQ), access arrangements are provided for students with a long-term learning difficulty, disability, or medical condition that significantly affects their exam performance. These arrangements are based on the student's normal way of working in the classroom and are intended to reflect the support they routinely receive.

## Reasonable adjustments

If the student requires reasonable adjustments, such as extra time, a reader, a scribe, or assistive technology, students must declare their support needs to either the Inclusion Team or the Exams Office **before December**. This allows sufficient time to gather the necessary evidence and submit it to the awarding bodies for approval.

## Additional adjustments

In line with the Equality Act 2010, may also be available, but these must be requested well in advance to ensure they can be implemented appropriately.

## Please note:

All adjustments must uphold the integrity of the examination process. For example, if a student qualifies for certain arrangements, they may be required to sit their exam in a smaller, separate room. We also remind all students and parents that the college has clear rules regarding dress and conduct during examinations, which are published on our website.





# Equality & Inclusion

## Equality

West Thames College promotes equal opportunities in a respectful, inclusive environment. We celebrate diversity, challenge discrimination, remove barriers, and support all students to reach their potential.

## Religion and Faith

We are a secular college that respects all faiths and beliefs. While we do not promote any specific religion, a quiet room is available for prayer, reflection, or meditation. Students can access this space via the Student Experience Team in the Common Rooms at each campus.

## Disability and inclusion support

We are committed to promoting inclusivity and ensure equal opportunities for students with disabilities. The college strives to create an accessible and supportive learning environment that recognises the diverse needs of all.

Visit the college website for more details or scan the QR code:

### **Also via the following staff members:**

Parminster Aujla, Curriculum Administrator – Inclusion

T.: 020 8326 2218

E.: [parminster.aujla@west-thames.ac.uk](mailto:parminster.aujla@west-thames.ac.uk)

Lia Fernandez (Dyslexia Co-ordinator), Curriculum Leader – Learning Support

T.: 020 8326 2228

E.: [lia.fernandez@west-thames.ac.uk](mailto:lia.fernandez@west-thames.ac.uk)

Parmeen Sarda, Curriculum Administrator – Supported Learning

T.: 020 8326 4692

E.: [Parmeen.sarda@west-thames.ac.uk](mailto:Parmeen.sarda@west-thames.ac.uk)

# Our Students



From university to careers and beyond, our students' success shows the power of a West Thames education. **Start Here Go Far**



**Hamid Ibrahim**

Originally from Uganda, Hamid studied a Level 3 Extended Diploma in Animation. His passion for storytelling and digital media was nurtured by the college's supportive environment. That foundation led to further study and a successful career in animation and creative design.



**Asim Chaudhry**

Asim, was born and raised in Hounslow studied at West Thames before co-creating the BAFTA-winning BBC series *People Just Do Nothing*. He credits the college with helping him grow in confidence and creativity, which launched his career in comedy and acting.



**Nesrin Alhasan**

Nesrin joined West Thames in 2015 with limited English. Through the ESOL programme and hard work, she achieved top GCSEs and excelled in BTEC Science. Her efforts earned her two college awards and a place at Oxford University to study Biomedical Science.



**Simba Masaku**

Simba studied Media and Performing Arts, where he honed his filmmaking skills. His debut film *Hound* was featured on Amazon Prime, and he returned to the college to direct *O.I.N.K.*, giving current students hands-on experience in film production.

# Corporate Partnership

We work with some of the UK's leading employers to give our students the best start in their careers. These partnerships provide real-world experience, expert guidance and pathways into exciting opportunities after college.





# Key Contacts

If you can not find the right contact below then please contact the College Information centre on 020 8326 2000 or visit our website [west-thames.ac.uk](http://west-thames.ac.uk).

To report absence and or curriculum issues contact a Curriculum advisor below (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**

Pia Evangelista - 020 8326 2225

### **Beauty, Hairdressing, and Make-up**

Sandra Hale - 020 8326 2219

### **Public Service, Sport, and Travel & Tourism**

Loretta Pamment - 020 8326 2436

### **ESOL Threshold (for 14-18 year olds)**

Ravinder Gill - 020 8326 3358

### **Supported Learning, Fresh Start & Level 1 Courses**

Parmeen Sardra - 020 8326 6492

### **Core Skills (English and Maths)**

Meriem Amirouche - 020 8326 2456

## Feltham

### **Construction and Motor Vehicle**

Bhagwant Gill - 020 8818 6800

## Other contacts

### **Counsellor**

020 8326 2484

### **Head of Inclusion**

020 8326 2103

### **Exams**

[exams@west-thames.ac.uk](mailto:exams@west-thames.ac.uk)

### **Financial Support & Welfare**

020 8326 2318

### **Safeguarding**

[safeguarding@west-thames.ac.uk](mailto:safeguarding@west-thames.ac.uk)

020 8818 6827

### **Security**

020 8326 6300

## To make a complaint

Students should first raise concerns with their SLA. If unresolved, they can make a formal complaint. Details and a form is available from the Information Centre or on the college website.



# Important Notes

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Don't forget to follow us on social media, scan the QR codes below:



Instagram



Facebook



TikTok



LinkedIn



YouTube

West Thames College,  
London Road,  
Isleworth,  
TW7 4HS

Skills+Logistics Centre  
77 Boundaries Road  
Feltham  
TW13 5DR

**Telephone:** 020 8326 2000  
**Website:** [west-thames.ac.uk](http://west-thames.ac.uk)