

Welcome to  
**Year 12 Induction**  
**Day**

September 2025



# Student Fire Safety

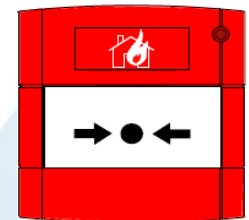
If the fire alarm sounds (continuous siren):

- Leave the building. Don't stop or go back to collect personal belongings. Follow the Green Exit Signs.
- There are 2 assembly points – one in the tennis courts and one in the Blue Badge Car Park by main entrance
- Don't return to the building until told it is safe to do so



If you discover a fire:

- Raise the alarm. Make sure staff know.
- Break glass on call point at college entrance.
- Go to assembly point.





# College Lockdown



In the unlikely event that there is an armed person on the College site, the College will go into Lockdown.

**Lockdown Alarm = Intermittent (6 second interval) siren**

If you hear the alarm:

- Warn others around you, move to a lockable room and lock yourself in.
- Stay away from doors & windows
- If outside do not enter, move quickly away from College site
- If someone is injured phone the college main number (01903 275755)
- Stay where you are until told it is safe by the Police / College staff



# First Aid

For injuries or conditions that require immediate assistance. The College cannot provide any medicine.

If you need first aid, either today or during the year:

Dial the College main number: 01903 275755,

or - Report to reception,

or - Ask a member of staff.

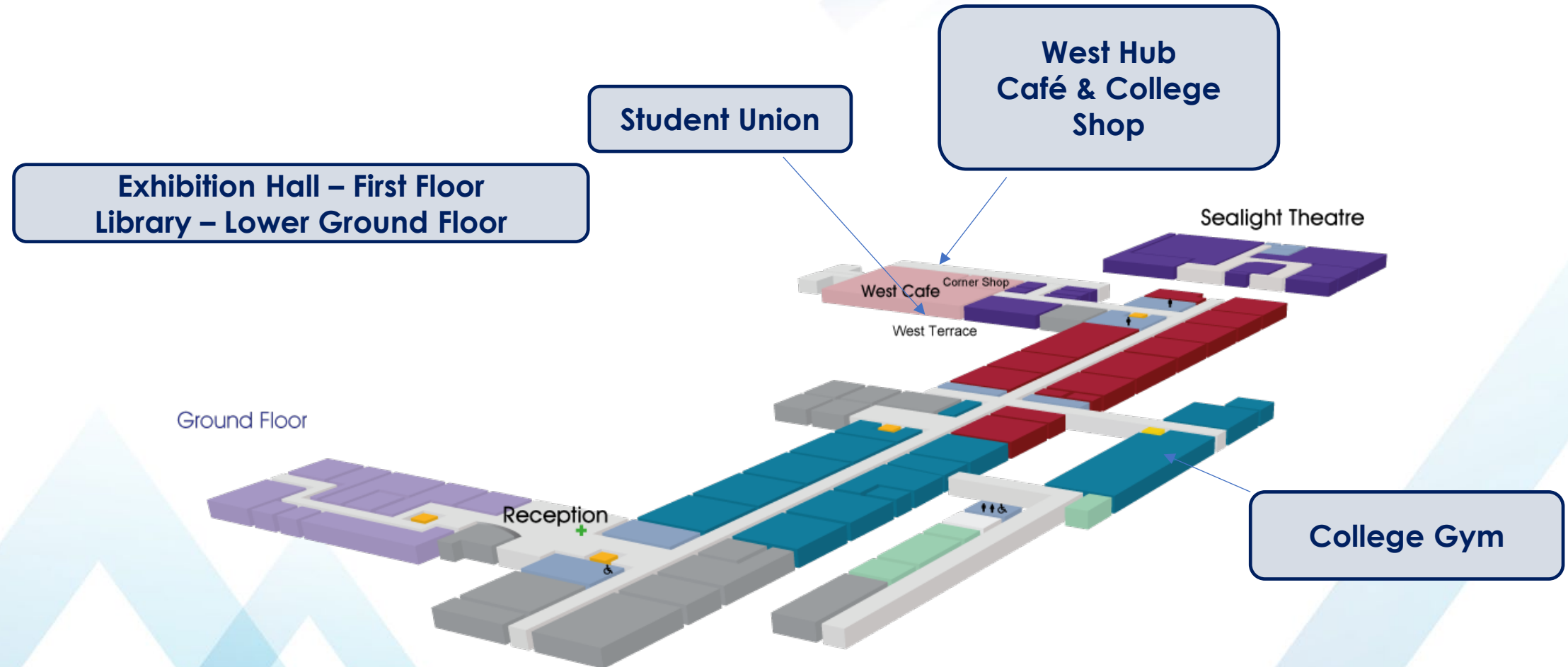
A first aider will then come to you



**First aid**



# Get your bearings:





# Timetables – examples:

## Triple Applied General/ Sports Academy

	Monday	Tuesday	Wednesday	Thursday	Friday
08.30 – 10.00	Sport Foundation Diploma	Sport Foundation Diploma	ISPs or coursework	Sport Foundation Diploma	ISPs or coursework
10.00 – 10.15	Break (15 minutes)				
10.15 – 11.45	Sport Foundation Diploma	Sport Foundation Diploma	Sport Academy	PDP & Pastoral Support session	Sport Foundation Diploma
11.45 – 12.00	Break (15 minutes)				
12.00 – 13.30	ISPs or coursework	Sport Foundation Diploma	Sport Academy	Sport Foundation Diploma	ISPs or coursework
13.30 – 14.15	Lunch (45 minutes)				
14.15 – 15.45	Sport Academy	ISPs or coursework	Sport Academy	Sport Foundation Diploma	Sport Academy

## Triple A level or 3 single courses

	Monday	Tuesday	Wednesday	Thursday	Friday
08.30 – 10.00	Maths	ISP completion	Business	ISP completion	Business
10.00 – 10.15	Break (15 minutes)				
10.15 – 11.45	ISP completion	Maths	ISP completion	PDP & Pastoral Support session	ISP completion
11.45 – 12.00	Break (15 minutes)				
12.00 – 13.30	ISP completion	ISP completion	ISP completion	ISP completion	Business
13.30 – 14.15	Lunch (45 minutes)				
14.15 – 15.45	Geography	ISP completion	Geography	Maths	Geography



# Pastoral Support Tutors and Progression Plus



A Pastoral Support Tutor offers individualised support.



Minimum of 1 Progress Review meeting per term with their students.



Deliver your PDP tutorial sessions. You will also be added to a PDP Teams group.



Gives guidance or signposts to appropriate services.



# PDP

PERSONAL DEVELOPMENT PROGRAMME

## TUTORIAL



# PROGRESSION PLUS

+ Apprenticeships

+ Careers Advice and Guidance

+ UCAS and Higher Education

+ Preparation for Work

+ Study Options

# Worthing College Library 5WH

**Who?**  
Stella,  
Louise,  
Clare and  
**You**

**Where?**  
East Wing  
Below Reception  
Lower Ground Floor  
Turn left as you enter  
Reception area.



**What?**  
**Essential resources**  
for your course,  
including laptops to  
borrow for the day, as  
well as books,  
journals and online  
resources;  
**A quiet and calm  
study environment ;**  
**Extracurricular  
resources,** including  
fiction, graphic  
novels, games,  
events and  
competitions ...

**Why? Why not?**  
It's a space for you and it will help you  
get the most out of your time at  
college, whether you need information,  
study support, or a place to study,  
relax quietly or expand your mind ...

**How?**  
Just come along with your  
Student ID card.  
  
You can also email us on  
[lrc@worthing.ac.uk](mailto:lrc@worthing.ac.uk)  
or message us on Teams

**When?**  
Term-time  
Monday to Friday  
8:15-4:15



*p.s. There'll be an induction quiz (£25 Amazon voucher to be won), an open mic event, and a visit from a local MP in the autumn term. Also, look out for library sessions in your subject areas on referencing, online resources, EPQs and more ...*





# Timetable information

## Advice - Where and When?

- Advice Desks in Exhibition Hall:
- Monday 8<sup>th</sup> September 10.45 – 14.15.
- 9<sup>th</sup> – 18<sup>th</sup> September: 13.15 – 14.15

It's not unusual to have initial problems with your timetable. Don't worry! Come and speak to us.

## FAQs answered

- If there is an error, or a clash on your timetable, go to the advice desk.
- If you have reservations about a course, you can seek advice from a teacher or manager over the next two weeks in the Exhibition Hall.

# Our Routines

- Be on time & complete work by deadlines
- Respect everyone in the college, whether students, staff or visitors
- Respect your environment including classrooms & common areas.
- Take your rubbish with you or put in a bin
- Only vape or smoke in designated areas. There is no vaping in the building
- Wear your lanyard with the ID badge
- Be ambitious



# Punctuality

- The college expects 100% punctuality.
- You should arrive in the classroom early and be ready to learn at the start of the lesson.
- If you are running late, message your teacher on Teams to let them know.
- If you arrive late and haven't messaged your teacher on Teams, please **knock and wait** outside the classroom. The teacher will speak to you at a convenient point which does not disturb student learning.

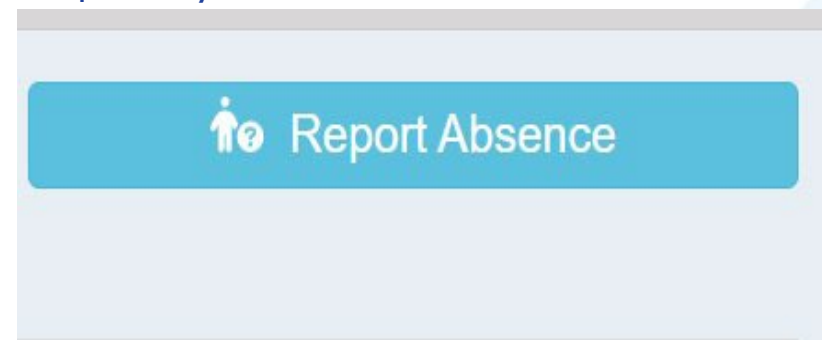


# Absence

## What to do if you cannot attend college lessons for any reason....

- Students (or parent/carer) **must** inform us before the lesson(s).
- Click on the 'Report Absence' button on C- Space (best option)
- Or by absence line: 01903 275722 (ext. 605)
- Or by email: [absence@worthing.ac.uk](mailto:absence@worthing.ac.uk)
- This should be repeated for each day of absence.

**Record the absence number in your phone now**





- If you are new to the area or are the only one from your school here today...
- Come to the Well Being Hub at lunch time to meet others in the same situation (Room 246 at top of central stairs).

## Feeling stressed?

- Starting at a new college can be stressful.
- Come to the Well Being Hub & chat to a member of the support team. (Room 246 at top of central stairs)





**Any questions?**

CCG

Chichester  
College  
Group

chigroup.ac.uk



# CHANGING LIVES THROUGH LEARNING

Brinsbury  
College

01243 786321  
info@chichester.ac.uk  
brinsbury.ac.uk

Chichester  
College

01243 786321  
info@chichester.ac.uk  
chichester.ac.uk

Crawley  
College

01293 442213  
info@crawley.ac.uk  
crawley.ac.uk

Haywards  
Heath  
College

01444 711900  
info@haywardsheath.ac.uk  
haywardsheath.ac.uk

Worthing  
College

01903 275755  
info@worthing.ac.uk  
worthing.ac.uk