



Rotherham Opportunities College (ROC)

Student Handbook



About ROC

The main college site is based at My Place on St Ann's roundabout, next to the large Tesco in Rotherham. The college has two other sites; a house used for learning independent living skills which is situated very close to My Place and a smaller site in the Broom area of Rotherham. This site is used for students who require a smaller and quieter space to learn.

ROC offers a range of educational programmes and bespoke packages of specialist further education and training.

The college has a therapy co-ordinator and a team of therapists including a speech and language therapist, physiotherapist, occupational therapist, art therapist and counsellor. The therapists work alongside education staff to ensure that students receive an integrated therapy approach.

How you can contact ROC:

Rotherham Opportunities College
My Place
St Ann's Road
Rotherham
S65 1PH

Telephone reception 01709 242585
email: info@theroc.co.uk

Information you need to know

Starting college is a big step for you, but with support from staff and opportunities to engage with other students, you will quickly settle into ROC.

Most students attend ROC five days per week. The number of days a student attends college is agreed during the consultation period, before a student starts at ROC.

The college day starts at 9am and finishes at 3pm.

All students are provided with a timetable that shows what lessons they will take part in each day. A visual timetable can be provided.

Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
Independent Living Skills (Home)	English	Independent Living Skills (Community)	Work Experience	ICT
Personal Social Development	Maths	Independent Living Skills (Community)	Catering	Enrichment

Example Timetable

There is an induction period where new students can become used to their new environment. All students have a pathway tutor, a pastoral lead and support staff. They will all be able to help.

Travelling to College



For most students in college transport to and from college is provided by the local authority transport service.

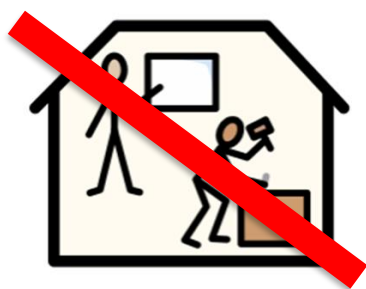
Please note that transport provided by the local authority is not the responsibility of the college.

All disabled students are entitled to a free bus pass. For more information please visit the gov.uk website or <https://www.travelsouthyorkshire.com/en-gb/ticketsandpasses/Passes-FAQs>

As part of our college programme students access the community regularly with their pathway group. Your bus pass will be helpful and provide cost savings over the year.

Absence

Good attendance is vital to your success and at ROC we encourage 100% attendance. We recognise that illness and medical appointments can mean you do not achieve 100%. We ask that you attend college on a regular basis as attendance will help you to achieve your potential



If you are absent you must telephone the college by 9am on the morning of your absence. Your parent or carer can phone on your behalf but college must know about your absence.

The contact number for college is: 01709 242585

If a student has a sickness bug they must remain at home for 48 hours (2 days).

Dress Code

ROC is a place of learning for young adults. ROC is not a school environment therefore we ask that you follow our guidelines with regard to dress code.

Some areas of the college may require an industry dress code such as in the catering kitchen where aprons and head coverings are required. This is to ensure that we follow health and safety requirements.

With regards to clothing we ask that you do not wear items that expose your flesh e.g. short skirts and dresses and shorts including athletic shorts.

Strapless, sleeveless, backless and tops that show the midriff are not to be worn at college unless worn underneath a cardigan, jumper, sweatshirt or hoodie.

Clothing should not cause offence to others nor display alcohol, drug or sexual references or any offensive messages.

Code of Conduct

There is a code of conduct that is created by students for students. The code of conduct sets out the rules and values that all students are expected to follow when at college. All students are asked to agree the code of conduct during the induction period. A signed copy of the code of conduct is kept on your file.

Safeguarding for All

ROC is committed to providing an environment that is safe and secure for students, staff and visitors. As one of our students you have a responsibility to behave appropriately at all times when at college and report any concerns regarding the wellbeing of yourself and other students.

ROC has a safeguarding team that takes measures to keep you free from abuse and harm and can support you on a number of issues relating to safeguarding.

We take bullying, in any form, very seriously. No one has the right to make you feel unhappy or unsafe during your time at college. This includes cyberbullying using a mobile phone, the internet or a social networking site. It is against the law to send electronic messages with the intent to cause distress or anxiety. It is important that you keep yourself safe online and staff will help you to understand online safety.

At ROC we work with students, staff and visitors to ensure their health, safety and wellbeing whilst on our sites. We have robust health and safety procedures in place including risk assessments for all activities. We want everyone to be safe whilst you are at ROC, but it is also your responsibility to make sure that your behaviour and conduct are appropriate at all times.

The safeguarding team can be contacted by email:
Safeguarding@theroc.co.uk

You can also speak to a member of the safeguarding team in person in college, or by phoning the safeguarding phone telephone 07470 581350 during the hours of 08:30 – 16:30, Monday to Friday.

Lunch and Break Times

Morning break times 10:30 – 10:50

Afternoon break times 13:50 – 14:10

During breaks students can bring in or purchase snacks and drinks from the college canteen.

Lunch time 12:00 – 12:30



The college catering team produce freshly cooked, delicious lunches every day. Lunchtime foods include a choice of sandwiches, salad, jacket potatoes with fillings and hot specials. A lunchtime menu is available in the common room. Individual dietary needs, preferences and allergies are always taken into account.

Lunch costs: £2.00

As part of independent living skills, students will be able to purchase food locally and prepare snacks and lunches as part of their learning that takes place in the independent living house.

There are a variety of lunch clubs offered on a daily basis from 12:30 – 13:00 and all students are encouraged to engage in lunch clubs. Activities include: games club, sports, balance group, sensory circuits, arts and crafts, walking group, music and other activities.

Enrichment

ROC offers all students an enrichment programme that is tailored to meet the needs and interest of students. The enrichment programme provides access to a wide variety of activities that give students opportunities to gain additional skills alongside their main programme of study.

You will be able to choose from activities such as sports, gardening, digital music, music making, drama, arts and crafts, photography and outdoor activities.

You will be able to suggest enrichment activities throughout the year by speaking to your pathway tutor or a member of the student council.



Student Council

The student council is a group of students that represent students and influence cross college decision making. The student council helps plan and contribute to college events as well as supporting a variety of other activities.

Our disco's, film clubs or alumni events will be held on the following days from 15:30 – 17:30:

Wednesday 23rd October 2024

Wednesday 18th December 2024

Wednesday 12th February 2025

Wednesday 26th March 2025
















Wednesday 21st May 2025

Wednesday 9th July 2025



ROC encourages student feedback at all times during the year. Please complete a student feedback form which can be obtained from the pastoral manager or the pastoral lead in your pathway. An example of the feedback from is included in this handbook.

Student Feedback Form (easy read version)

 Name:	 Date:
    What are you happy with at college?	
    What would you change, and how?	
  Actions taken by college:	
   Give completed forms to Debs	

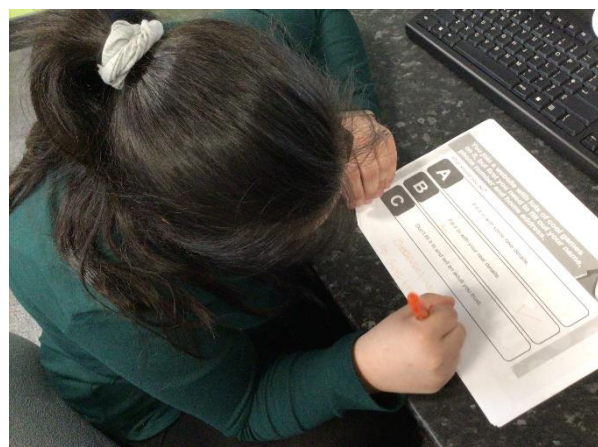
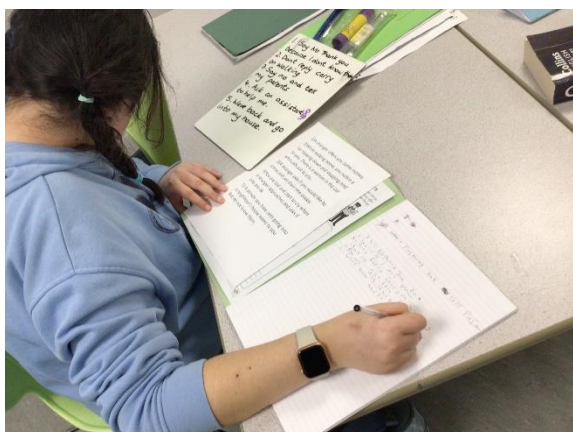
Progress Events

Progress events happen twice in the year, offering parents and carers the opportunity to speak with your pathway tutor and for you to showcase the amazing work you have done and the progress you have made. Parents and carers can make appointments with your tutor and attend either face to face in college, online via Teams or by telephone.

This year the progress events will be held on the following days, between 13:00 – 18:00.

Thursday 23rd January 2025

Thursday 19th June 2025



Term dates 2024/2025

Autumn Term 1	Wednesday 11 th September – Friday 25 th October
Half Term Break	Monday 28 th October – Monday 4 th November
Autumn Term 2	Tuesday 5 th November – Friday 20 th December
Winter Break	Monday 23 rd December – Monday 6 th January
Spring Term 1	Tuesday 7 th January – Friday 14 th February
Half Term Break	Monday 17 th February – Monday 24 th February
Spring Term 2	Tuesday 25 th February – Friday 28 th March
Spring Break	Monday 31 st March – Friday 11 th April
Summer Term 1	Monday 14 th April – Friday 23 rd May
	Friday 18 th and Monday 20 th April – ROC closed for Easter
	Monday 5 th May – ROC closed for May public holiday
Half Term Break	Monday 26 th May - Monday 2 nd June
Summer Term 2	Tuesday 3 rd June – Friday 18 th July