



STUDENT HANDBOOK

2025-26



ABOUT ROC

Rotherham Opportunities College is commonly referred to as 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 one other site: a house used for learning independent living skills which is situated very close to My Place.

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

At ROC we have a team of therapists that work alongside education staff to ensure that students receive an integrated therapy approach. Our team includes:

- Speech and language therapist (SaLT)
- Physiotherapist
- Occupational therapist
- Educational psychologist
- Art therapist
- Music therapist
- Counsellor

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



IMPORTANT INFORMATION

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.

Example Timetable

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

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 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/engb/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.

Sandals are not permitted to be worn in college for health and safety reasons. Closed toe shoes must be worn in college. Steel toe cap shoes may be required in the workplace but college will provide this equipment.

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 large safeguarding team, and members of this team will take measures to keep you free from abuse and harm. They can support you on various 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 always appropriate.

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: **07351 768335** during the hours of 08:30 – 16:30, Monday to Friday. The safeguarding phone is also available during holidays during the hours of 08:30 – 16:30.

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 considered.

Lunch costs: £3.00

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 interests 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, radio presenting, drama, arts and crafts, photography and outdoor activities.

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



STUDENT COUNCIL

The student council is a group of students who 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. After college events include discos, films, games.

Our after-college events will be held on the following days from 15:30 – 17:30:

- 23rd October 2025
- 18th December 2025
- 12th February 2026
- 26th March 2026
- 21st May 2026



PROGRESS EVENTS

Progress events happen twice in the year, offering parents and carers the opportunity to speak with your tutors 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 tutors 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.

- Wednesday 21st January 2026
- Wednesday 17th June 2026

STUDENT FEEDBACK

ROC always encourages student feedback during the year. If you wish to provide feedback 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 form 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

TERM DATES

Autumn Term

Students return: Wednesday 10th September 2025

College closes: Friday 24th October 2025

Half-Term Holiday (College closed): Monday 27th October – Friday 31st October 2025

Students return: Tuesday 4th November 2025

College closes: Friday 19th December 2025

Spring Holiday (College closed): Monday 22nd December 2025 to Friday 2nd January 2026

Spring Term

Students return: Tuesday 6th January 2026

College closes: Friday 13th February 2026

Half-Term Holiday (College closed): Monday 16th February to Friday 20th February 2026

Students return: Tuesday 24th February 2026

College closes: Friday 27th March 2026

Easter Holiday (College closed): Monday 30th March to Friday 10th April 2026

Summer Term

College opens for staff and students: Monday 13th April 2026

May Public Holiday (College closed): Monday 4th May 2026

College closes: Friday 22nd May 2026

Half-Term (College closed): Monday 25th May to Friday 29th May 2026

Students return: Tuesday 2nd June 2026

College closes: Friday 17th July 2026



ROTHERHAM OPPORTUNITIES COLLEGE

TERM DATES 2025/26

College closed

College training days

SEPTEMBER 2025						
Wk	Mo	Tu	We	Th	Fr	Sa Su
36	1	2	3	4	5	6 7
37	8	9	10	11	12	13 14
38	15	16	17	18	19	20 21
39	22	23	24	25	26	27 28
40	29	30				

OCTOBER 2025						
Wk	Mo	Tu	We	Th	Fr	Sa Su
40			1	2	3	4 5
41	6	7	8	9	10	11 12
42	13	14	15	16	17	18 19
43	20	21	22	23	24	25 26
44	27	28	29	30	31	

NOVEMBER 2025						
Wk	Mo	Tu	We	Th	Fr	Sa Su
44						1 2
45	3	4	5	6	7	8 9
46	10	11	12	13	14	15 16
47	17	18	19	20	21	22 23
48	24	25	26	27	28	29 30

DECEMBER 2025						
Wk	Mo	Tu	We	Th	Fr	Sa Su
48	1	2	3	4	5	6 7
50	8	9	10	11	12	13 14
51	15	16	17	18	19	20 21
52	22	23	24	25	26	27 28
1	29	30	31			

JANUARY 2026						
Wk	Mo	Tu	We	Th	Fr	Sa Su
1				1	2	3 4
2	5	6	7	8	9	10 11
3	12	13	14	15	16	17 18
4	19	20	21	22	23	24 25
5	26	27	28	29	30	31

FEBRUARY 2026						
Wk	Mo	Tu	We	Th	Fr	Sa Su
5						1
6	2	3	4	5	6	7 8
7	9	10	11	12	13	14 15
8	16	17	18	19	20	21 22
9	23	24	25	26	27	28

MARCH 2026						
Wk	Mo	Tu	We	Th	Fr	Sa Su
9						1
10	2	3	4	5	6	7 8
11	9	10	11	12	13	14 15
12	16	17	18	19	20	21 22
13	23	24	25	26	27	28 29
14	30	31				

APRIL 2026						
Wk	Mo	Tu	We	Th	Fr	Sa Su
14			1	2	3	4 5
15	6	7	8	9	10	11 12
16	13	14	15	16	17	18 19
17	20	21	22	23	24	25 26
18	27	28	29	30		

MAY 2026						
Wk	Mo	Tu	We	Th	Fr	Sa Su
18					1	2 3
19	4	5	6	7	8	9 10
20	11	12	13	14	15	16 17
21	18	19	20	21	22	23 24
22	25	26	27	28	29	30 31

JUNE 2026						
Wk	Mo	Tu	We	Th	Fr	Sa Su
23	1	2	3	4	5	6 7
24	8	9	10	11	12	13 14
25	15	16	17	18	19	20 21
26	22	23	24	25	26	27 28
27	29	30				

JULY 2026						
Wk	Mo	Tu	We	Th	Fr	Sa Su
27			1	2	3	4 5
28	6	7	8	9	10	11 12
29	13	14	15	16	17	18 19
30	20	21	22	23	24	25 26
31	27	28	29	30	31	

AUGUST 2026						
Wk	Mo	Tu	We	Th	Fr	Sa Su
31						1 2
32	3	4	5	6	7	8 9
33	10	11	12	13	14	15 16
34	17	18	19	20	21	22 23
35	24	25	26	27	28	29 30
36	31					