



STUDENT HANDBOOK

2026-27



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 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 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/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 students do not wear a uniform but 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.

Mobile Phones

Students can use their mobile phones at break and lunchtime for personal use, such as making calls, sending messages, listening to music or using apps. Students must not make video calls, use FaceTime, take photos or record other people while at college.

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.

WHAT IS IT LIKE TO COME TO COLLEGE?

To help ease your transition into starting at a new college we have asked some of our students some questions to give you a better understanding of life at college.

What do you enjoy most about college?

- I like learning and trying new things.
- Coming to college and seeing friends and staff.
- I enjoy the different sessions, break and socialising.
- I like meeting new people and being with friends.

What have you learnt whilst you have been at college?

- I have learnt how to keep safe in the community.
- I have really improved my confidence and independence.
- I have learnt: English, maths, work experience and art.
- I know that the staff are always here if you are down.

What makes you feel proud at college?

- I feel proud when I iron at the ILS house.
- I feel proud when I do physio.
- I am proud of the Makaton I have learnt so I can communicate with different people.
- I am proud of my drama performance.

Do you have any advice for new students starting at college?

- Have a go and give it a try.
- You will feel comfortable here.
- You might be a bit nervous to start but you will enjoy it here and welcome to the college.
- You will feel better when you get to know everyone.

WHAT IS IT LIKE TO BE A SUPPORTED INTERN?

Starting a work placement as an intern is very different to life at college, so we have asked some of our supported interns to answer some questions to give you a better idea of what life might be like as an intern.

What do you enjoy most about your internship?

- I like that I am gaining real experience in the workplace.
- I like the sense of independence.
- Working 4 days and being in college 1 day.

What have you learned while being an intern?

- I have learnt cleaning skills and making new friends.
- I have learnt new skills and how to be on time to work.
- I have learnt the rules for a job and how to act appropriately.
- Trying new things and seeing new people every day.
- I have learnt to do excel formulas.

What makes you feel proud in your placement?

- Talking to customers and communicating with colleagues.
- My parents seeing me grow.
- Making a positive impact.
- That I can do it!

Do you have any advice for someone who is about to start an internship?

- Just try your best.
- Get your own system going so you can manage better.
- It's ok to feel nervous. Job coaches can support you.
- Focus, work hard and enjoy it.

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 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 **07351768335** 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.

Our college is nut-free. Please do not bring nuts or food containing nuts into college.

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. Please let the catering team know if you have any dietary needs.

Lunch costs: £3.00

Students may be able to get free college meals. If you are not sure, please ask your tutor.

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 3:15pm – 5:00pm:

- Thursday 22nd October 2026
- Thursday 17th December 2026
- Thursday 11th February 2027
- Wednesday 24th March 2027
- Thursday 27th May 2027

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 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	

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.

- Wednesday 20th January 2027
- Wednesday 16th June 2027



ROTHERHAM OPPORTUNITIES COLLEGE

TERM DATES 2026/27

 College Closed
 Staff Training Days
(college closed for students)

SEPTEMBER 2026						
Wk	Mo	Tu	We	Th	Fr	Sa Su
36		1	2	3	4	5 6
37	7	8	9	10	11	12 13
38	14	15	16	17	18	19 20
39	21	22	23	24	25	26 27
40	28	29	30			

OCTOBER 2026						
Wk	Mo	Tu	We	Th	Fr	Sa Su
40				1	2	3 4
41	5	6	7	8	9	10 11
42	12	13	14	15	16	17 18
43	19	20	21	22	23	24 25
44	26	27	28	29	30	31

NOVEMBER 2026						
Wk	Mo	Tu	We	Th	Fr	Sa Su
44						1
45	2	3	4	5	6	7 8
46	9	10	11	12	13	14 15
47	16	17	18	19	20	21 22
48	23	24	25	26	27	28 29
49	30					

DECEMBER 2026						
Wk	Mo	Tu	We	Th	Fr	Sa Su
49		1	2	3	4	5 6
50	7	8	9	10	11	12 13
51	14	15	16	17	18	19 20
52	21	22	23	24	25	26 27
53	28	29	30	31		

JANUARY 2027						
Wk	Mo	Tu	We	Th	Fr	Sa Su
53					1	2 3
1	4	5	6	7	8	9 10
2	11	12	13	14	15	16 17
3	18	19	20	21	22	23 24
4	25	26	27	28	29	30 31

FEBRUARY 2027						
Wk	Mo	Tu	We	Th	Fr	Sa Su
5	1	2	3	4	5	6 7
6	8	9	10	11	12	13 14
7	15	16	17	18	19	20 21
8	22	23	24	25	26	27 28

MARCH 2027						
Wk	Mo	Tu	We	Th	Fr	Sa Su
9	1	2	3	4	5	6 7
10	8	9	10	11	12	13 14
11	15	16	17	18	19	20 21
12	22	23	24	25	26	27 28
13	29	30	31			

APRIL 2027						
Wk	Mo	Tu	We	Th	Fr	Sa Su
13				1	2	3 4
14	5	6	7	8	9	10 11
15	12	13	14	15	16	17 18
16	19	20	21	22	23	24 25
17	26	27	28	29	30	

MAY 2027						
Wk	Mo	Tu	We	Th	Fr	Sa Su
17						1 2
18	3	4	5	6	7	8 9
19	10	11	12	13	14	15 16
20	17	18	19	20	21	22 23
21	24	25	26	27	28	29 30
22	31					

JUNE 2027						
Wk	Mo	Tu	We	Th	Fr	Sa Su
22		1	2	3	4	5 6
23	7	8	9	10	11	12 13
24	14	15	16	17	18	19 20
25	21	22	23	24	25	26 27
26	28	29	30			

JULY 2027						
Wk	Mo	Tu	We	Th	Fr	Sa Su
26				1	2	3 4
27	5	6	7	8	9	10 11
28	12	13	14	15	16	17 18
29	19	20	21	22	23	24 25
30	26	27	28	29	30	31

AUGUST 2027						
Wk	Mo	Tu	We	Th	Fr	Sa Su
30						1
31	2	3	4	5	6	7 8
32	9	10	11	12	13	14 15
33	16	17	18	19	20	21 22
34	23	24	25	26	27	28 29
35	30	31				