



Dear Student

Congratulations on gaining a place on one of our Early Years courses at Slough & Langley College! We look forward to welcoming you to our department and supporting you to gain the skills needed to be successful within an exciting and rewarding industry. Please find below some key information that we hope you will find beneficial to have before starting your course and which clearly outlines the college expectations of what is needed to prepare for the start of the academic year to help you achieve your full potential.

We are excited to deliver your Study Programme which will give you an insight into the world of Early Years Childhood Education.

Your programme will also include a range of Guest Speakers from a number of Early Years settings. Trips and visits will also be arranged throughout your course of study and whilst we endeavour to minimise the cost of trips, there may be times when a contribution will be asked for. Trips and visits are an integral part of the course and are therefore mandatory.

Uniform/Kit/PPE requirements & where/how to order

All students are required to supply their own Stationery and in order to make the induction of your course as smooth as possible it is essential that you are prepared before you start.

The items you will need for your first day are:

- A full pencil case
- A notebook
- An A4 lever arch file, dividers and plastic poly pockets
- Highlighter pens
- Colouring pens

Course study books, which are available from Amazon, links to how which book is relevant for your course will be provided during the induction process when you start in September.

Uniform Expectations – Early Years

As part of your Early Years course, wearing the correct uniform is essential. This includes a college branded polo shirt and jacket, which must be worn both on campus and while on your industry placement.

Wearing a uniform helps to reflect professional standards in the sector and prepares you for the expectations of the workplace.

You will receive an order form during enrolment to purchase your uniform through our cashless online shop. Please note that wearing the full uniform is a compulsory part of your course and, not following this requirement may result in removal from the programme.

If you need help covering the cost, financial support may be available through our bursary schemes. Please speak to a member of the student services team for more information.



Professional Standards and Presentation – Early Years

As part of your journey into the Early Years sector, we expect all learners to maintain a high standard of personal presentation, in line with industry expectations.

To help you prepare for the professional world of work, the following appearance guidelines must be followed throughout your time at college and during any placement:

- No facial or visible body piercings
- No nail extensions, acrylics or overlays
- No false eyelashes or lash extensions
- Hair must be clean, neat and tied back if long

These standards reflect the professional appearance expected in real care settings, where hygiene, safety and professionalism are essential. Maintaining these expectations helps ensure you are fully industry ready and sets the tone for your future career.

Each student will be expected to follow the specific Health and Safety requirements of any and all of the Industry Placements and these will be discussed in detail with you prior to commencing your placement. We thank you in advance for your cooperation and commitment to presenting yourself to a high professional standard.

DBS - You will NOT be able to enrol without bringing in the correct paperwork.

Working in Early Years requires that you have a DBS check. We will not be able to enrol you onto your course unless you provide three forms of ID.

One must be photographic, such as a passport, driving licence or my IDcard. Your passport can be foreign (foreign passports will need a Gov share code), and your licence can be provisional. One must show your current address and be dated within 3 months. All forms of ID MUST have the same name recorded on them. Please choose one form of ID from each of the boxes below:

Box 1

- Current Valid Passport : current and valid passport. Non UK passports will need a Gov short code.
- Biometric Residence Permit - (UK)
- Current Photo Card Driving Licence (Full/Provisional) (UK/Isle of Man/Channel Islands)
- Birth certificates must be British. Replacement certificates can be found here...
<https://www.gov.uk/order-copy-birth-death-marriage-certificate>
- Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- Adoption Certificate - (UK & Channel Islands)

Box 2



- Current Photo Card Driving Licence (full or provisional) - All countries outside the UK (excluding Isle of Man and Channel Islands)
- Current UK Driving Licence Paper Version (full or provisional) (if issued before 1998) - (UK/Isle of Man/Channel Islands)
- Birth Certificate – issued over 12 months from the date of birth - (UK, Isle of Man & Channel Islands)
- Marriage/Civil Partnership Certificate - (UK & Channel Islands)
- HM Forces ID Card - (UK)
- Fire Arms Licence - (UK, Channel Islands and Isle of Man)
- Immigration document, visa, or work permit - Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based

Box 3

Please refer to page 12 of our User Manual for further guidance on acceptable document combinations.

Documents should be less than 3 months old

- Bank/Building Society Statement (UK and Channel Islands) *
- Bank or Building Society account opening confirmation letter (UK)*
- Credit Card Statement (UK)*
- Utility Bill (UK)* - NOT Mobile Telephone
- Benefit Statement (UK)* (e.g. Child Allowance, Pension)
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK and Channel Islands)*
- Utility Bill 2 (UK)* - NOT Mobile Telephone
- Bank/Building Society Statement 2 (UK and Channel Islands)*
- Credit Card Statement 2 (UK)*
- Bank/Building Society Statement (Countries outside the UK) *

Documents should be issued within the last twelve months

- Mortgage Statement (UK)**
- Financial Statement (UK)** (e.g. pension, endowment, ISA)
- P45/P60 Statement (UK & Channel Islands)**
- Council Tax Statement (UK & Channel Islands)**

Other documents in this group

- Valid EEA National ID Card
- Valid Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)
- Letter from Head Teacher or College Principal (UK) for 16-19 year olds in full time education) - only used in exceptional circumstances when all other documents have been exhausted
- Bank or building society statement – (Countries outside the UK. Issued in last 3 months - branch must be in the country where the applicant lives and works)



- Valid Letter of sponsorship from future employment provider – (Non-UK only - valid only for applicants residing outside of the UK at time of application)
- Irish Passport Card. (This cannot be used with an Irish passport)

Industry Placement

Industry Placement is a fantastic opportunity for you to get hands-on experience and is also a compulsory and invaluable part of your course.

Depending on your Course and Level you will be required to attend a weekly day placement and/or block placements of one week or more. This will be discussed with you once you commence your study programme in September 2025.

We have a fantastic Industry Placement Team who will support you along your placement journey.

Student expectations (Code of Conduct)

The Student Handbook details our expectations governing our Code of Conduct and the Early Years Team will take you through these when you start your study programme. All students will be required to read and sign our Course Contract.