



Dear Student

Congratulations on securing a conditional place on one of our Foundation Learning courses at Slough & Langley College. We look forward to welcoming you to our department and supporting you to widen skills & and behaviours needed to be more independent, confident and an active citizen. Please find below some key information that we hope you will find beneficial to have before starting your course and which clearly outlines our expectations of what you need to prepare for the start of the academic year in order to help you to achieve your full potential.

Enrolment

The date for our enrolment session is Wednesday 20th August 2025. Further information will be provided.

Compulsory PPE/equipment

In September all students are required to bring in:

- Headphones that can be plugged into a computer - these do not need to be expensive.
- Pens/pencils/notebook / highlighter pen/ calculator if studying Maths, A4 lever arch folder.
- Jogging pants, t-shirt and trainers for sport sessions

Health & Safety information

No hoodies up, caps or hats are not permitted in classrooms or at college. Jewellery and piercings that are loose fitting may have to be removed during practical sport lessons or cookery lessons.

Industry Placement

As part of the Foundation Study study programme students are required to carry out industry work placement. The Slough & Langley College work placement team will support you with finding a suitable work placement either internally or with an external employer. All employers accepting industry placement students will be visited by the work placement team to ensure that they comply with health and safety regulations and have public liability and employers' liability insurance.

Industry Placement is a mandatory element of your study programme. All Placement dates will be confirmed during induction.

Student expectations (Code of Conduct)

We expect our students to conduct themselves in a manner that respects others and the environment. There is also a collegewide 'Student code of conduct' and during the first week of term we will go through this to ensure that all students are aware of the expectations that we have of them whilst they are on college premises or whilst representing the college offsite. This will include timekeeping and readiness to engage in learning. Food and drink (except water) are not allowed in the learning centre, classrooms, sports hall, gym or workshop areas.

Any additional information

Mobile Phones and Electronic Devices - The use of mobile phones and electronic devices during practical and theory lessons are restricted to 'directed use' by the staff member taking the session. We advise that students turn phones off and store them securely out of sight during practical and theory lessons to avoid any temptation to use them. Where this rule is being ignored, we may insist that the device is left securely in the staff office at the beginning of the day and collected at the end of the day.



Trips and Visits - Any trips that are undertaken throughout the year will be charged separately and the cost will depend on the trip. Sometimes additional qualifications that are not part of the course may be offered and there may be additional charges.

There may be additional, small contribution charges, for food or resources for the Options programmes.

Travel Training: students will be expected to pay for their travel costs for the relevant parts of the learning programme.

Course Lead contact details:

Entry 2 Foundation Learning – Faiza Mughal Faiza.Mughal@windsor-forest.ac.uk

Glenn Helsby – Glenn.Helsby@windsor-forest.ac.uk

Entry 3 Award & Certificate Foundation Learning – Satpal Sehra Satpal.Sehra@windsor-forest.ac.uk

Level 1 Award Foundation Learning – Jagdeep Somal Jagdeep.Somal@windsor-forest.ac.uk

Level 1 Certificate Foundation Learning - Luiza Pepaj Luiza.pepaj@windsor-forest.ac.uk