

Bromley Adult Education College



Welcome to the Kentwood Centre

Parking



- Access via Kingsdale Road
- Designated accessible parking places

- The car park closes as soon as the premises have been vacated
- The front gate is kept locked between daytime and evening sessions

Office Opening Hours

Monday and Wednesday

09.00 - 16.00

Tuesday and Thursday

09.00 - 16.00 and 18.30 - 20.45

Friday 09.00 – 15.00

Café

Monday and Wednesday

09.30 - 14.30

Tuesday and Thursday

09.30 - 14.30 and 19.00 - 20.45

Friday 09.30 – 14.00

Sandwiches, light refreshments, cakes, hot and cold drinks

Toilets

- Toilets are located on the ground floor beyond the Café. Please follow the signs.
- An accessible toilet is also available on the first floor and is sign posted.

Caretaking

- For any caretaking issues with the college environment, equipment or furniture, please let reception staff know.

What do you do in case of fire?



- **Evacuation routes displayed in each classroom**
- **Follow your tutor's instructions**
- Do not stop to collect belongings
- Stay as a class until the register has been taken
- Wait until the tutor tells you to return to classroom
- **Meet by your green assembly point (front or back of the building)**

Health & Safety

- NO food or drinks in the classrooms (except bottled water)
- NO children on site
- NO students in classrooms when tutor is not present (including lunch and break times)
- Bags and personal items to be kept stowed away under tables
- Follow safety instructions when using equipment
- Report problems to caretaker or main office

Safeguarding

We want you to feel safe and welcome in the
College at all times

See something? Say something

Speak to your tutor or a manager in confidence

See further information on posters in College

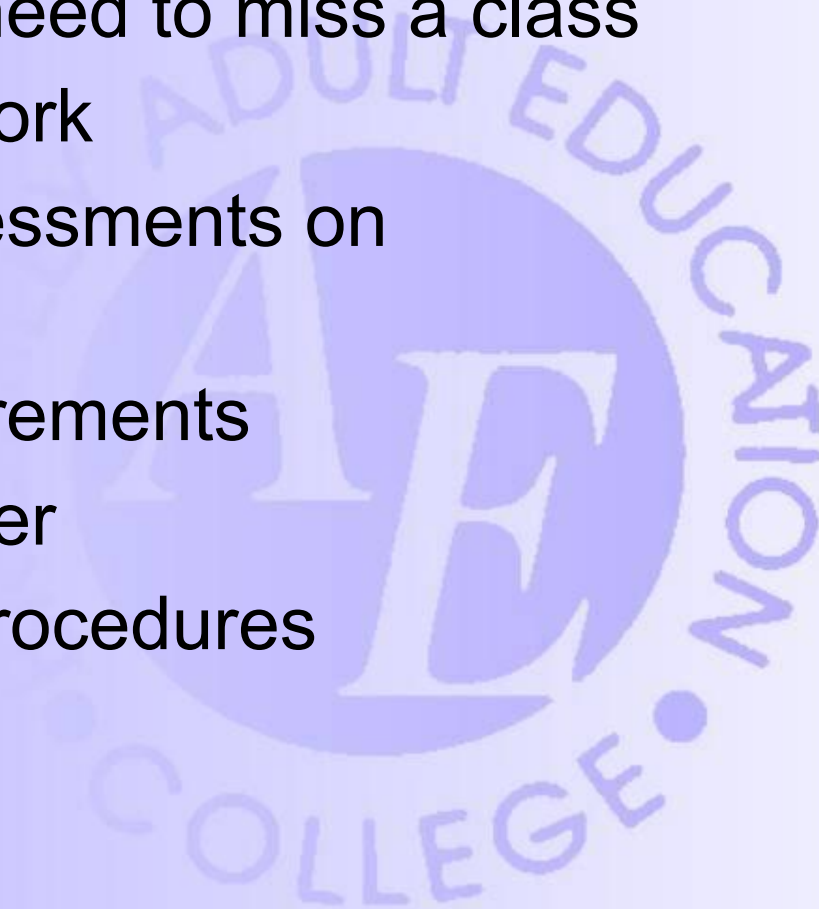
Contact

Elena Diaconescu (Designated Safeguarding Lead)

elena.diaconescu@baec.ac.uk

What do we expect from you?

- Attend every session and arrive on time
- Let your tutor know if you need to miss a class
- Complete required paperwork
- Undertake mandatory assessments on accredited courses
- Complete homework requirements
- Respect the Learner Charter
- Respect Health & Safety procedures



Extra support

Do you know what is available?

- BAEC has a range of support available for students with a variety of needs: disability, learning difficulties, literacy or numeracy needs or financial issues
- Help us to help you by telling your tutor or asking at reception if you need support in order to successfully complete your course

Dealing with problems

- Talk to your tutor first about any problems
- Formal complaints should be addressed to the Customer Care Services manager. We will respond within 7 days.
- BAEC policies and key documents are available on the BAEC website and on request from the main office.

Access to Computers

- Computers are available in the corridor past the reception area
- Free for students and Digital Drop In users
- Ask at reception for username and password
- Free Wi-Fi available
- Memory sticks can be purchased from reception

Student email and Intranet

- You will be provided with a college email address (on your Tutor's request) accessed through Gmail anywhere with an internet connection
- You can use this to stay in touch with your tutor and classmates, receive and return homework
- Access also via the BAEC homepage
www.baec.ac.uk

Fundamental British Values

BAEC actively promotes the four
Fundamental British Values

**Democracy, the Rule of Law, Individual Liberty,
Mutual Respect and Tolerance for Others**

- Look out for information in classrooms
- Come to one of our awareness sessions
- Learn how British Values are integral to your course

**Fundamental British Values contribute to a
positive learning environment**

Prevent strategy

Extremism can happen everywhere

No area or institution is risk free

At BAEC we aim to

- Develop awareness of risks of radicalisation
- Ensure venues and resources are not used to disseminate extremist views
 - Challenge ideas conducive to terrorism

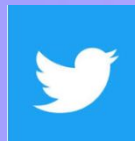
If you are worried about something or someone

- Speak to your tutor
- Contact any member of the Safeguarding team
 - Don't rely on others – REPORT IT

Get social:



Bromley Adult Education College



@bromleyadulthood



@bromleyadulteducation

Transforming Bromley www.bromley.gov.uk

College Website www.baec.ac.uk