



Bromley Adult Education College



Welcome to the Kentwood Centre



Interim Head of College



Darren Kirwin

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

Drinks and snacks also available from vending machines

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 learners 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 & Prevent

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

Izabela Lecybyl
(Designated Safeguarding Lead)
izabela.lecybyl@baec.ac.uk



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



Fundamental British Values

BAEC actively promotes the four Fundamental British Values

Fundamental British Values contribute to a positive learning environment

Democracy



- Your opinion counts
- Choice and participation
- Majority decisions

Individual Liberty



- Freedom of Speech
- Confidence, self-esteem
- Accountability

Respect



- All backgrounds & cultures
- All ages
- All genders & sexualities
- All religions & beliefs

Rule of Law



- No one is above the law
- Fair rules and expectations
- Protection & Safeguarding

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





Attendance

- Tutors will inform their managers of persistent late arrivals and/or non-attendance
- Please communicate with your tutor if you're not able to attend your lesson. You can email your tutor or phone the centre on 020 8659 7976 or 01689 822886.
- After two weeks of successive unexplained absences, you may be withdrawn from your course.
- Our funding is impacted by absences



Education & Skills
Funding Agency

MAYOR OF LONDON



Extra support

Do you know what is available?

- BAEC has a range of support available for learners 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 learners and Digital Drop In users
- Ask at reception for username and password
- Free Wi-Fi available





London Learner Survey

What is the survey about?

The survey asks about why you want to study, your health, your job (if you have one) and how you feel about other things in your life like working, volunteering and spending time with different kinds of people.

You can use this QR code to fill in the survey on your smartphone. Or use this link on the internet:



<https://www.iffresearch.com/LLS/ykph>

By taking part you will help to improve adult courses for all Londoners.

Learner 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

Google Workspace



Get social



Bromley Adult Education College



@bromleyadulthood



@bromleyadulteducation

Transforming Bromley www.bromley.gov.uk

College Website www.baec.ac.uk

Join our mailing list!

Stay informed with the latest updates, news, and events from the Bromley Adult Education College (BAEC). By joining our mailing list, you'll be the first to know about:

Upcoming courses and workshops

Community news and success stories

Ask at reception to sign up or scan the QR code with your smartphone.



Volunteer with BAEC

Would you like to develop new skills in supporting learning and perhaps take the first step towards a new career? Are you an existing learner able to support other learners? Do you have experience in the classroom or an interest in education?

If you would like to volunteer with BAEC, please contact enquiries@baec.ac.uk to find out more about our opportunities and progression pathways.

