

# NEW STUDENT ENROLMENT PACK

SEPTEMBER 2026



## EVERYTHING YOU NEED TO KNOW ABOUT ENROLMENT AT LONG ROAD

We are really excited for you to join our college community. We have put this pack together, full of important information, to help you prepare for September.

What's covered in the pack:

- Results Day
- Enrolment & Orientation
- Getting to College
- Student Support
- Enrichment
- Financial Support Information
- FAQs



# ENROLMENT - WHAT TO EXPECT

To help you have the best possible start to your academic studies, and the wider student experience, we have a formal enrolment and orientation process that you will need to complete.

## **A Level Results Day**

All students who wish to enrol need to submit their results electronically. A Level results will be published on **Thursday 13th August**.

**You will need to submit your results to us by 9am on Friday 14th August** via the **Enrolment Form on your Admissions+ account**. We will send step-by-step instructions for this closer to the time.

If you decide not to continue to enrolment with us in September, you will have the option to withdraw your application via your Admissions+ account.

## **Enrolment Meeting and Offer**

After submitting your grades to us, if you have met the entry criteria for Foundation Art & Design Level 4 Diploma, you will receive an enrolment offer from us. These will be issued from 14th August onwards, and you will need to accept it as soon as you receive it to confirm your place with the college.

Enrolment meetings will be automatically arranged and will take place **via telephone**, on Friday 14<sup>th</sup> August.

Once enrolment is confirmed, you will receive instructions on how to complete your IT onboarding.

## **Summer Work**

One of the most important activities to help prepare you for your studies as a Long Road student is completing the Summer Work for your course. **You will find this here.**



# IT ONBOARDING & PHOTO

## **After Enrolment - IT Onboarding**

Before your on-campus New Student Orientation, you will be invited to complete a number of online induction modules, to help you learn the attitudes, knowledge, skills, and behaviours required of you as a new student, and to get your login information for Long Road systems. These details will be sent to you once you complete your IT onboarding.

It is also important to check that your address, Emergency Contact details, and the mobile phone number we have on record for you are correct when submitting your results to us via the **Enrolment Form**. Mobile numbers must be in 07123456789 or +447123456789 format.

Any updates to your details may take up to an hour to be reflected in our onboarding system.

## **Verifying Exam Results**

As part of your online IT onboarding activities, you must submit a copy of your exam results slip or certificates to us.

These must be **scanned copies** or **clear photographs** of the documents. Your grades will then be checked by the college team, ahead of orientation.



## **Photo for your college ID**

You will need to provide us with a photo of yourself for your Long Road ID badge. Your photo can be uploaded to your application now to speed up the enrolment process.

To upload your photo, login to your [Admissions+ account](#) and click on the Personal Details tab, where the option to upload a photo will be visible under Step 1.

If your photo is not suitable, you will receive further instructions as part of the online enrolment process.

## **Top Tips for your photo:**

- Don't crop or edit the photo – just use the image directly from the mobile phone or camera
- If using a camera or DSLR to take the photo, make sure it is set to the highest available quality or resolution setting, and make sure it is held sideways to take the photo in portrait
- If using a mobile phone to take the photo, try using the rear/back camera instead of the front/selfie camera, as this often gives higher resolution results
- If using an iPhone to take the photo, you may need to go into Settings > Camera, then turn off Auto Apply Adjustments – this will prevent it from automatically cropping the photo
- If using an iPhone 7 or newer, go into Settings > Camera > Formats then choose Most Compatible

# NEW STUDENT ORIENTATION

## **New Student Orientation Process**

Your on-site orientation will be held between Monday 1st and Thursday 4th September and include a number of induction activities:

### **Tuesday 1<sup>st</sup> September**

The morning will cover signing your Student Learner Agreement, an introduction to course, as well as discussing your sketchbook, name labels and USB key collection. This is also when you will be expected to hand in your

### **Summer Work.**

The afternoon will involve an introduction to the 3D workshop, photography studio, and briefing for the following day.

### **Wednesday 2<sup>nd</sup> September**

In the morning, you will travel to London for your first course trip, to gather research for unit 1.

### **Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> September**

You will be expected to collate research materials offsite.

## **Student Learner Agreement**

Your Student Learner Agreement is an important document that sets out the terms of your full-time study programme with us.

The learner agreement will be issued to you as part of orientation, and you will need to read, sign, and hand it back.

## **Timetable**

Your timetable will be sent to your Long Road email account before the Start of Term. You will receive login details to your college email once you complete your IT onboarding.

### **Timetable breakdown:**

- Your timetable will usually include ten 1.5hr classes across three days a week
- The day starts at 09:00 and finishes at 16:10
- There is a 20-minute break in the morning and a 45-minute lunch break in the afternoon
- Some Foundation Art and Design classes are held after 16:10, with the latest finish time being 18:00

The timetable may also include independent study periods during which you are free to leave the site.

## **KEY DATES FOR YOUR CALENDAR:**

- **13th August:** A Level Results Day
- **14th August (9am):** Deadline to submit exam results
- **14th August:** Enrolment Meetings
- **1st-4th September:** New Student Orientation
- **7th September:** Start of Term

# GETTING TO COLLEGE

## **Travelling by Rail**

The nearest railway station to the college is Cambridge South Station, located around 7 minutes on foot. Cambridge Central Station is approximately 1.6 miles away or a 20-30 minute walk from the college.

Students who travel by rail may be able to receive discounted travel, with up to 50% discount, on:

- Term tickets
- Academic Year tickets
- Monthly direct debit tickets
- All tickets issued on durable Smartcards

Please visit these for more information:

- [www.greatnorthernrail.com/tickets/discounts-and-railcards/student-connect](http://www.greatnorthernrail.com/tickets/discounts-and-railcards/student-connect)
- <https://railplus.greateranglia.co.uk/scholars.html>

## **Walking/Cycling**

Many students either walk or cycle to the college from the surrounding area or the railway station. Bicycle racks are available on site.

## **Travelling by Car**

There is no student parking at the college or in the surrounding areas. We encourage students to find alternative modes of transport.

## **Travelling by Bus**

We are served well by local bus services and are on the Cambridge Guided Busway. Journeys can either be direct or may mean a change in Cambridge City Centre. The closest bus stops to the college are Robinson Way, Puddicombe Way, Long Road, and Royal Papworth Hospital.

The Tiger Pass offers bus travel for just £1 for those under 25. The pass is free of charge and can be used to travel on the bus anywhere within the Cambridgeshire & Peterborough Combined Authority region.

Many bus companies also offer Student Bus Passes, which give you a reduced travel rate and are often payable either termly or annually.

Please visit individual operators' websites for details.



# STUDENT SUPPORT

## **Additional Learning Support**

The Additional Learning Support Team provides support to all students with special educational needs and disabilities.

Our college buildings have ready access for wheelchair users, and we provide classroom and general assistance for students who have physical impairments and motor skills difficulties.

For students with EHC plans we develop individual learning programmes that are regularly reviewed and adjusted as needed. Our team of specialist tutors can provide formal assessments for exam access arrangements and informal assessments of students' individual learning needs.

Students with English as their second language are offered extra tuition with a specialist teacher.

## **Welfare and Wellbeing**

Our dedicated Safeguarding and Wellbeing Team are here to work alongside you, your family, and college staff to support you in reaching your full potential.

We can signpost you to appropriate external therapeutic and counselling services and can also help you look after your reproductive health through the C-Card scheme. Free sanitary products are available across the college.

[For more details on support offered at Long Road, please click here to visit our website.](#)

## **Everything outside of the classroom**

College life isn't just about studying – it's also about discovering who you are, meeting new people, and getting involved in something that inspires you. Our wide-range of enrichment activities, including student-led clubs and societies, is designed to help you build confidence, develop teamwork skills, and find your passion beyond the classroom.



Those interested in Performing Arts can join Choir, Dance, or Band Jam, or take part in our half-termly Open Mic performances. If you prefer working behind the scenes, get involved in set design, costumes, or lighting. Fans of film can make a horror movie at Slasher School, or write an article for our student film magazine, The Long Lens.

Our clubs also include Youth Social Action, Christian Union, Ukrainian Club, Russell Group Preparation, Aim Higher, Biodiversity Club, Dungeons and Dragons Club, Pride Club, and many more.

# ENRICHMENT

## **Duke of Edinburgh Gold**

All students at Long Road Sixth Form College have the opportunity to sign up to the Duke of Edinburgh Gold Award. The programme is bespoke to your particular interests, but will include the following core units: volunteering, physical and skills, an expedition, and a residential.

You don't have to have done Silver or Bronze before undertaking the Gold Award!

## **Sports Opportunities**

During your time at Long Road we really hope you will be involved in sport or physical activity. The college competes in a variety of individual and team sports, most of which start from September 2026.

To identify players for team sports we have scheduled trial sessions, at the following times:

- Women's Basketball: 8<sup>th</sup> Sept 2:45–4.00pm
- Men's Football: 8<sup>th</sup> Sept 2:45–4:15pm
- Women's Football: 9<sup>th</sup> Sept 1:00–2:30pm
- Mixed Hockey: 9<sup>th</sup> Sept 1:00–2:30pm
- Women's Netball: 9<sup>th</sup> Sept 1:00–2:30pm
- Men's Rugby: 9<sup>th</sup> Sept 1:00–2:30pm
- Women's Rugby: 9<sup>th</sup> Sept 2:30–3:30pm

The deadline to sign up for the trials has now passed but if you are still interested in participating in one of our Team Sports, please email our Sports Services Manager Matt Payne on [mpayne@longroad.ac.uk](mailto:mpayne@longroad.ac.uk).



The college runs a range of casual sports and lunchtime clubs which you are more than welcome to join!

We will also support you in taking part in individual sports, such as badminton, cross-country running, tennis and golf.

If you would like to find out more information on the different team sports that we currently run at Long Road, [please click here to visit our website.](#)

## **Basketball Academy**

We provide a high-quality Basketball Academy programme for the Men's and Women's Teams. If you have not attended any of the trial sessions this year and you play Basketball at National League level or above, please email Basketball Head Coach Pete Charlwood on [pcharlwood@longroad.ac.uk](mailto:pcharlwood@longroad.ac.uk) to register.

**Can't see the sport or club related to a topic you love?**

Let us know – we're always happy to try and facilitate any sport or help you in setting up your own club or society.

# COLLEGE SERVICES FEE

## **What is the College Services Fee?**

The fee is paid as part of your enrolment and helps support effective learning and student activities within the college.

It is a one-off payment of £55, to be paid ahead of your first day with us in September. Payments should be made using the online system ParentPay.

## **What does it include?**

This payment covers the following:

- £5 of print credits to get you started
- A wide range of sporting activities including team sporting activities and non-competitive sessions
- IT storage space
- Access to free software including Microsoft 365 suite and other software appropriate to your course
- Open access to IT suites
- Free college Wi-Fi
- Various enrichment activities
- The ability to borrow from the college's Learning Resource Centre
- Access to music practice rooms
- PPE where required
- Use of the college Fitness Centre

As a Foundation Art and Design Student, you will also be required to pay an additional Course Materials Fee of £120. The fee covers the following:

- Trip and travel contributions
- Additional speakers
- Course resources

Payments for both fees should be made using the online system ParentPay.



If you require assistance with the College Services Fee then you may be able to get help through the college's 16-18 discretionary bursary. Further information on this can be found under the Financial Support information section of this booklet.

## **Student Lockers**

A limited number of lockers are available for our students. A locker key deposit is required via ParentPay and can be arranged by our Student Services team. You can find the Student Services team at the Helpdesk in our Student Centre.

## **Equipment**

Students can hire photographic equipment – this can be arranged through the teaching department and will include a deposit.

# PARENT PAY OVERVIEW

## Paying for Meals and Items

Whilst studying at Long Road, you may wish to purchase items from the college. Our method for collecting payments is via the online system ParentPay. Using ParentPay, you can make payments for: dinner money, College Services Fee, print credits, books and resources, trip payments, starter packs, locker deposits, equipment deposit, replacement ID cards.

ParentPay is a secure website that offers you the freedom to make payments whenever and wherever you like – safe in the knowledge that the technology used is of the highest internet security available. There are no card details stored in any part of the system.

If you have any queries relating to ParentPay or any other finance issues, then please do not hesitate to contact us:

- E-mail: **[financialsupport@longroad.ac.uk](mailto:financialsupport@longroad.ac.uk)**
- Phone: **01223 631141 or 01223 631142**

## **Getting Started**

Activation Codes and Passwords will be sent to your primary emergency contact's email on the week commencing 17th August. Once received, please activate your account and pay your College Services Fee and any other items required for your chosen studies.

To access your account, visit [www.parentpay.com](http://www.parentpay.com) and click on *Login*. Type the username and password sent in your activation email.

## **Already have a ParentPay account?**

To add a child to your account: Go to [www.parentpay.com](http://www.parentpay.com) and log in to your existing activated ParentPay account. Select the *Add a Child* icon from your home page. Enter the activation codes provided. These must be entered exactly as provided. Click *Search*. Ensure the details displayed are correct for the child you wish to add and select *Confirm Merge*.

**Please note:** If the details shown are not correct for the child you wish to add to your account, please inform us immediately. You should not continue to add the child to your account. Help and support on how to use ParentPay is available on the ParentPay website: [www.parentpay.com/parent-account-faqs](http://www.parentpay.com/parent-account-faqs)



# FINANCIAL SUPPORT

## **Guidelines for Academic Year 2026/27**

When enrolling on a course at Long Road, consideration should be given to the costs involved such as travel costs, meals, equipment, books, trips, stationery and childcare.

If you are concerned about the financial costs associated with your course, then assistance maybe available either via the college or your local County Council. To be eligible for Financial Support, you will need to demonstrate that your annual household income is ordinarily below £35,000.

Long Road Sixth Form College is committed to providing support where it is available, and we would actively encourage students to apply for possible support as soon as they can.

## **Defined Vulnerable Groups**

Students aged over 16 but under 19 on 1st September 2026 who specifically are:

- In or recently left local authority care
- Disabled and you receive Income Support or Universal credit in your own name
- Disabled and get Employment & Support Allowance (ESA) or Universal Credit and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your own name

The college can help with cost associated to your course eg transport, books, free meals, trips, equipment, print credits.



## **Transport**

Students from low income households may be able to get assistance with the cost of their transport. If Long Road is the nearest college to your home offering your course, and you are under 19 on 1st September 2026, then assistance may be available through your local County Council for public transport. You should contact your local County Council in the first instance to check eligibility.

Please note however, that there may be a charge payable to your local County Council.

If you require Assistance with this cost or your application is rejected by your local County Council, then you may be able to get help through the College's 16-18 discretionary bursary.

# FINANCIAL SUPPORT

## **Discretionary Bursary**

The discretionary bursary offers assistance with any costs which are considered essential to your course such as travel, meals, books, equipment, trips, stationery and childcare. Students aged over 16 but under 19 on 1st September 2026 from a low-income household (ordinarily below £35,000 per annum) can apply for assistance through this scheme.

## **Free meals**

Free meals will be offered to students aged 16 – 18 on 31st August 2026 who receive, or whose parents/carers receive Universal Credit or support under part VI of Immigration and Asylum Act 1999

**OR** aged between 19–25 and have an Education, Health and Care (EHCP) plan, and be studying a Government funded full-time course.

## **Childcare**

Students aged under 20 on 1st September 2026 who have a child that needs childcare while they attend college can receive assistance through Care to Learn.

For more information and eligibility criteria or to apply go to: [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn) or ring the Student Support Helpline on 0300 303 8610.

## **Submitting the Application**

Applications are via an online portal “PayMyStudent”. A link and help guides will be available on [the Financial Support pages on our college website](#) from Monday 20th July. Please complete and submit your application along with the relevant financial evidence as soon as possible.

If you need any advice or help to complete this form, then please do not hesitate to contact us by e-mail: [financialsupport@longroad.ac.uk](mailto:financialsupport@longroad.ac.uk), telephone 01223 631141, or by visiting the Finance Office.



# YOUR QUESTIONS ANSWERED

## ***How do I submit my results?***

You will be required to electronically add your results to your Admissions+ account via the Enrolment Form by 1pm on Friday 14th August. You will be sent step-by-step instructions a week before.

## ***I cannot access my Admissions+ account.***

If you have forgotten your password then click on "Forgotten your password?" on the Admissions+ login page. If you still have difficulty accessing your account, please email [admissions@longroad.ac.uk](mailto:admissions@longroad.ac.uk).

## ***My results are not what I wanted.***

You will be given the opportunity to discuss your options with us at enrolment.

## ***When do I bring in my Summer Work?***

Your Summer Work will need to be completed and brought along to your orientation on Tuesday 1<sup>st</sup> September.

## ***How many students are enrolled at Long Road?***

The college has a total of around 2600 students.

## ***How do I get to college?***

Please look at the transport information on page 5 or on our website here:

<https://www.longroad.ac.uk/travelling-to-college>

## ***Can you leave site for lunch?***

Long Road is an open campus and you are free to leave the site for lunch and between lessons. You must have your college ID to re-access the college.

## ***Do my parents/carers attend the enrolment discussions?***

Most students attend by themselves but parents can join if they wish. Our team will call you on your mobile so you will need to make sure that we have your phone number on record. You can update your mobile number when submitting your results via the Enrolment Form on your Admissions+ account.

## ***Do you work on paper or laptops?***

You are welcome to work on both paper and/or a laptop.

## ***What is the dress code?***

The college encourages appropriate clothing, without clouding individuality. Students are welcome to express their style but remember: dress for the classroom, not for the beach!

## ***Are you allowed phones?***

Yes, you are allowed phones on campus for study purposes in learning areas; however, they will need to be turned to silent.

## ***Do I need any IT equipment?***

Take a look at the IT recommendations here:

<https://www.longroad.ac.uk/recommended-it-equipment>

If you have any further questions about the equipment used, please contact the IT Services Helpdesk:  
[itsupport@longroad.ac.uk](mailto:itsupport@longroad.ac.uk)

# YOUR QUESTIONS ANSWERED

## ***How many lessons do I have each day, and when do I have to be in college?***

The college day starts at 09:00 and finishes at 16:10. You may have up to four lessons in one day. The Foundation Art & Design class schedule may include some twilight lessons, until 18:00. Your timetable is spread across three days a week, and may include independent study periods between your lessons. The timetable also includes a 20-minute break in the morning and 45-minute lunch in the afternoon.

Contact us:

 [admissions@longroad.ac.uk](mailto:admissions@longroad.ac.uk)

 01223 63 1125

Find us online:

 [www.longroad.ac.uk](http://www.longroad.ac.uk)

 Long Road Sixth Form College

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