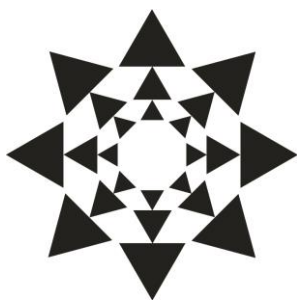


# Welcome to Long Road!

Your guide to college, support, and getting settled at Sixth Form



**LONG  
ROAD**

SIXTH FORM  
COLLEGE  
CAMBRIDGE

2025

# Nervous about starting college?

## We understand!

Starting somewhere new is always scary, but we have put together this resource to try reduce any anxiety about college and to answer some questions.

Pg(s)	CONTENTS
3	<a href="#"><u>Our expectations and becoming independent</u></a>
4	<a href="#"><u>What to bring</u></a>
5 - 8	<a href="#"><u>Your college support network</u></a>
9 - 16	<a href="#"><u>Getting around college</u></a>
17 - 18	<a href="#"><u>Map of college</u></a>
19-20	<a href="#"><u>Understanding your timetable</u></a>
21 - 26	<a href="#"><u>Your questions answered!</u></a>

## **Our expectations**

At college, we treat you more like an adult. All staff are called by their first name.

We expect you to:

- Arrive on time for class
- Make sure you always have the right equipment
- Keep up with your studies
- Tell us if you will not be in college for any reason
- Communicate with your teachers



## **Becoming independent**

We expect you to:

- Check your college email and Teams notifications on your phone/tablet/laptop
- Find clubs and activities to attend – we will signpost you, but it is up to you to make the first move.
- Use your “free” periods to do homework/revision.

# What to bring with you

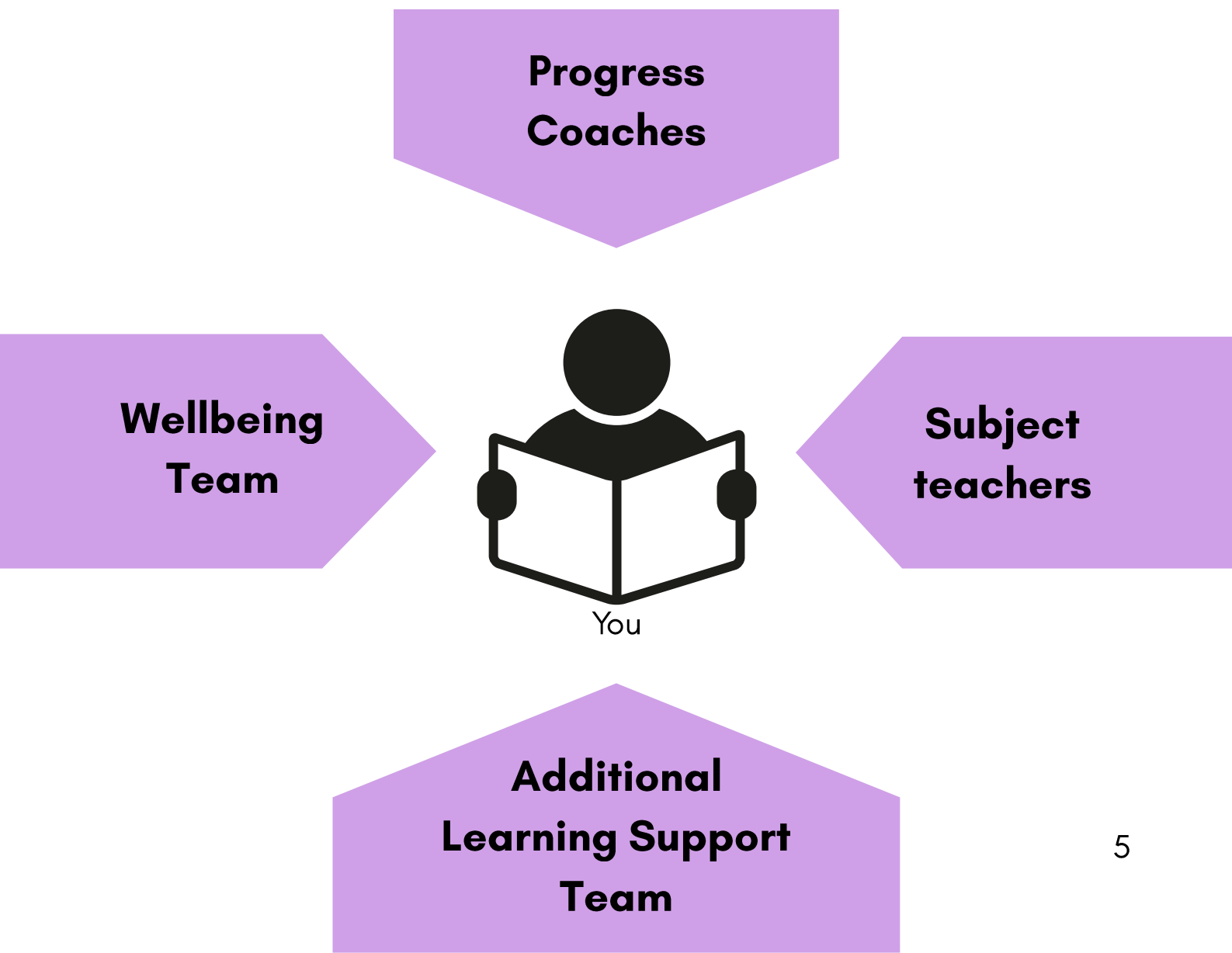
- Lined A4 paper/notebook
- Pens/Pencils
- A4 folder/files
- Laptop/iPad/tablet
- Specialist equipment



# Your college support network

At college, lots of people will be available to support you. They will work together with you to make sure you get the support you need.

The next few pages explain what each of these support groups does at college to help you.

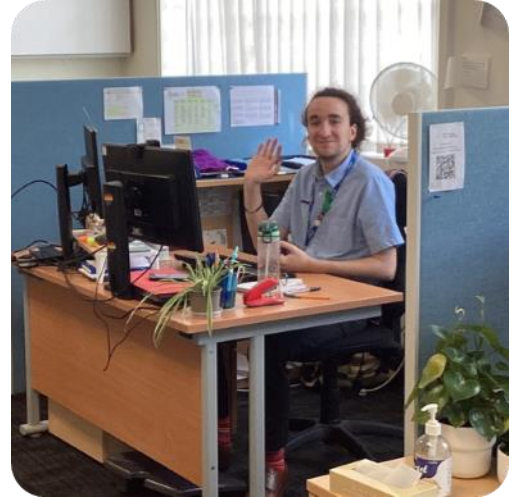


## Progress Coaches

At college, you will be assigned a Progress Coach.

They meet with you once a term for 20 minutes to go over your attendance, attainment, progress and to look at progression.

You also have a weekly tutorial lesson with your Progress Coach.



## Wellbeing and Safeguarding Team

You can book in support from the safeguarding team if you need wellbeing support.

All students have access to online counselling – speak to one of the team or your Progress Coach if you would like to access this.

## Subject Teachers

Your teachers want you to do well and provide lots of additional support and resources. Make sure to check your subject Teams channels and attend Subject Plus time.

# Additional Learning Support

## Specialist Teachers

All students with an EHCP will be assigned a Specialist Teacher as their keyworker.

They meet with you for at least 30 minutes each week.

They will check in with you to see how things are going and ensure that you gain skills, training, knowledge or confidence for study and life at and after Long Road



Other students have scheduled LSA study support during the day.

Our LSA team supervise the three Additional Learning Support rooms and run clubs at lunch time.

The LSAs also run monthly study and revision skills workshops which are open to any student in the college.

Topics which are covered in the study and revision skills workshops include:

- Learning preferences and styles
- Motivation and procrastination
- Revision skills
- Sleep, wellbeing and exam anxiety
- Exam Prep – revision drop-in clinic
- Getting university ready

Keep an eye on your student email for the next workshop date and rooming information! 😊



# Getting around college

## Additional Learning Support (ALS)

**ALS, in C Block, is an area of college where you can:**

- Drop in and decompress
- Talk with a Specialist Teacher or Learning Support Assistant
- Book a one-to-one study support session or wellbeing support.

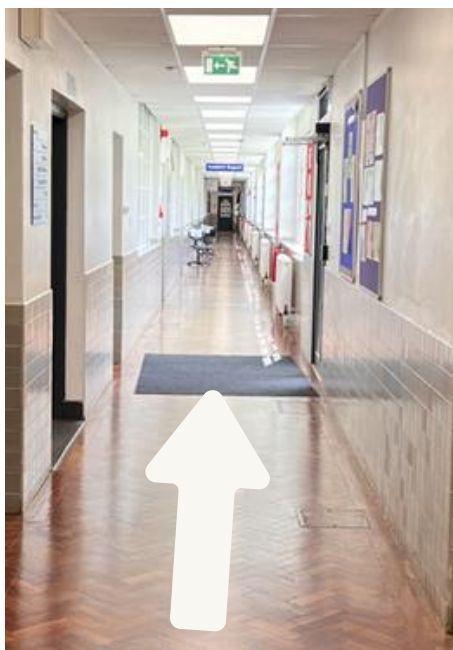


Going through these big glass doors leads to **the quad** – a large outside area in the middle of college.



When you come out of the big glass doors, you can **turn right** to get to another door.

This door leads to the **ALS corridor in C-Block**.



## **ALS corridor**

This is the view from one end of the C Block, ground floor corridor, looking towards where the ALS department is.

ALS is on the left-hand side of this corridor.



## **ALS department entrance**

This is the entrance to the ALS department, from the ALS corridor in C-Block. There are comfortable chairs in the waiting area here.

If you turn left as you enter, you will find the specialist teachers offices.

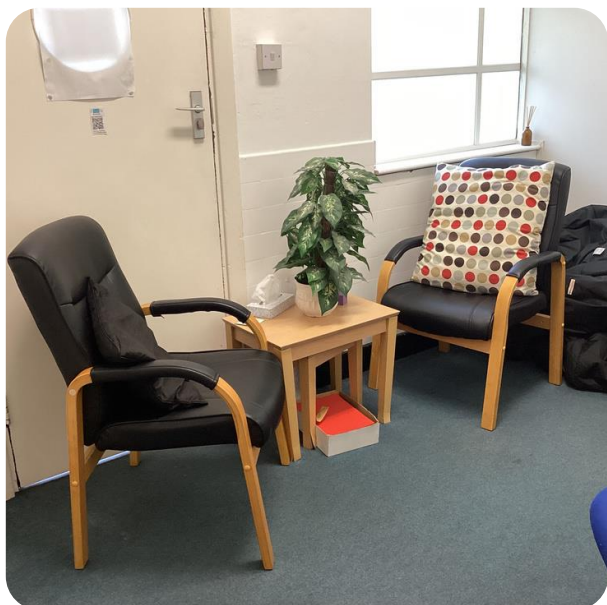
If you turn right, you will find C12



## **C8, C11, C12b - Specialist Teacher offices**

Our Specialist Teachers all have their own offices in the Additional Learning Support area.

When you have an appointment with your Specialist Teacher, it will take place in their office.



## **C10 - Counselling space**

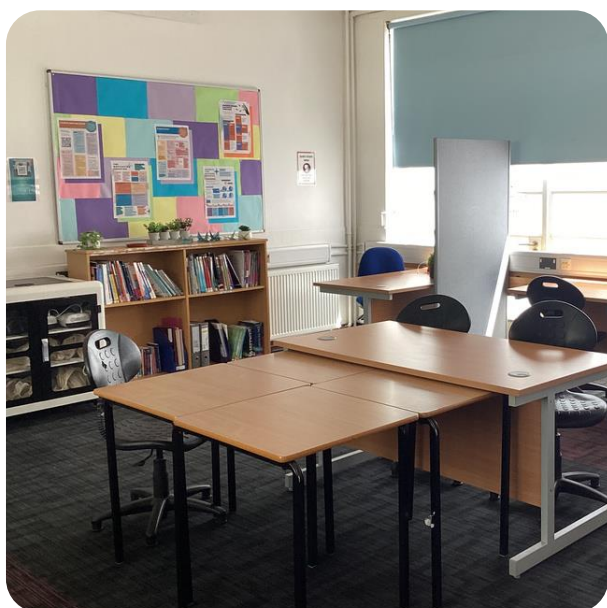
Counselling sessions are available by referral from the Safeguarding and Wellbeing Team.



## **C12 - Our low sensory room**

In C12, you can work or just sit quietly and decompress.

Learning Support Assistants (LSAs) are also available here when they are not in lesson.



## **C13 - Quiet Study Area**

C13 is our quiet study area. You can come here during free periods or Plus Time to study.

You can borrow laptops to work in here if you need one.

LSAs are also available here when they are not in lesson.





## **C14 - Collaborative workspace**

C14 is a space for students to work in (by prior arrangement).

There are computers you can work on.

During break and lunchtime there are puzzles and boardgames and you can socialize .

LSAs are available in here when they are not in lesson.

## **Other areas, buildings and blocks around college**

### **Toilets**

There are toilets in most blocks on campus.

These ones are in G Block.

Ask a member of staff for help if you need to find a toilet.



## **Student Centre and quad**

The Student Services building is in the middle of the quad, a big outside area in the middle of college.

There is a covered area with picnic tables, where you can have your lunch.



## **Student Centre - help desk**

Student Services and Student Finance are in the Student Centre.

If you need help with these, you can ask a staff member at this student help desk.



## **Student Centre - study area**

Inside the Student Centre, there is a quiet study area with desks and tables where you can work.



## **Tutorial Classrooms**

Also in the Student Centre, there are tutorial classrooms.

When you have a tutorial session with your progress coach, it will be in one of these classrooms.



## Canteen

You can buy lunch everyday at lunchtime in the canteen for around £3-£5.

You can either pay by card, or have money put onto your student account by a parent or guardian. There is also a Costa café and a Grab and Go area. You can buy food from these areas at any time before lunch starts.

---



## Learning Resource Centre (LRC)

The Learning Resource Centre (LRC) is our library at college. You can work on computers or borrow laptops to work in here if you need one. You can read and borrow books. Careers guidance is also in the LRC





# Other areas, buildings and blocks around college

## D Block

This block is across the quad from ALS. Maths, Health and Social Care, and Psychology lessons take place in this block.



## F Block

F Block is home to the Art department. All Art and DT lessons take place here.



## G Block

Media, English, Criminology, History, and Business lessons take place in G Block



## **M Block**

GCSE English, Politics and Film lessons take place in M block



## **K Block**

K block is outside the ALS corridor, on the right-hand side. Sociology, Economics, Business, and Foreign Languages lessons are taught in this block. There is also a quiet study area in this block.



## **Sports Centre**

The Sports Centre has a gym and a large sports hall. Sometimes, the sports hall is used for big exams. PE lessons also take place here.



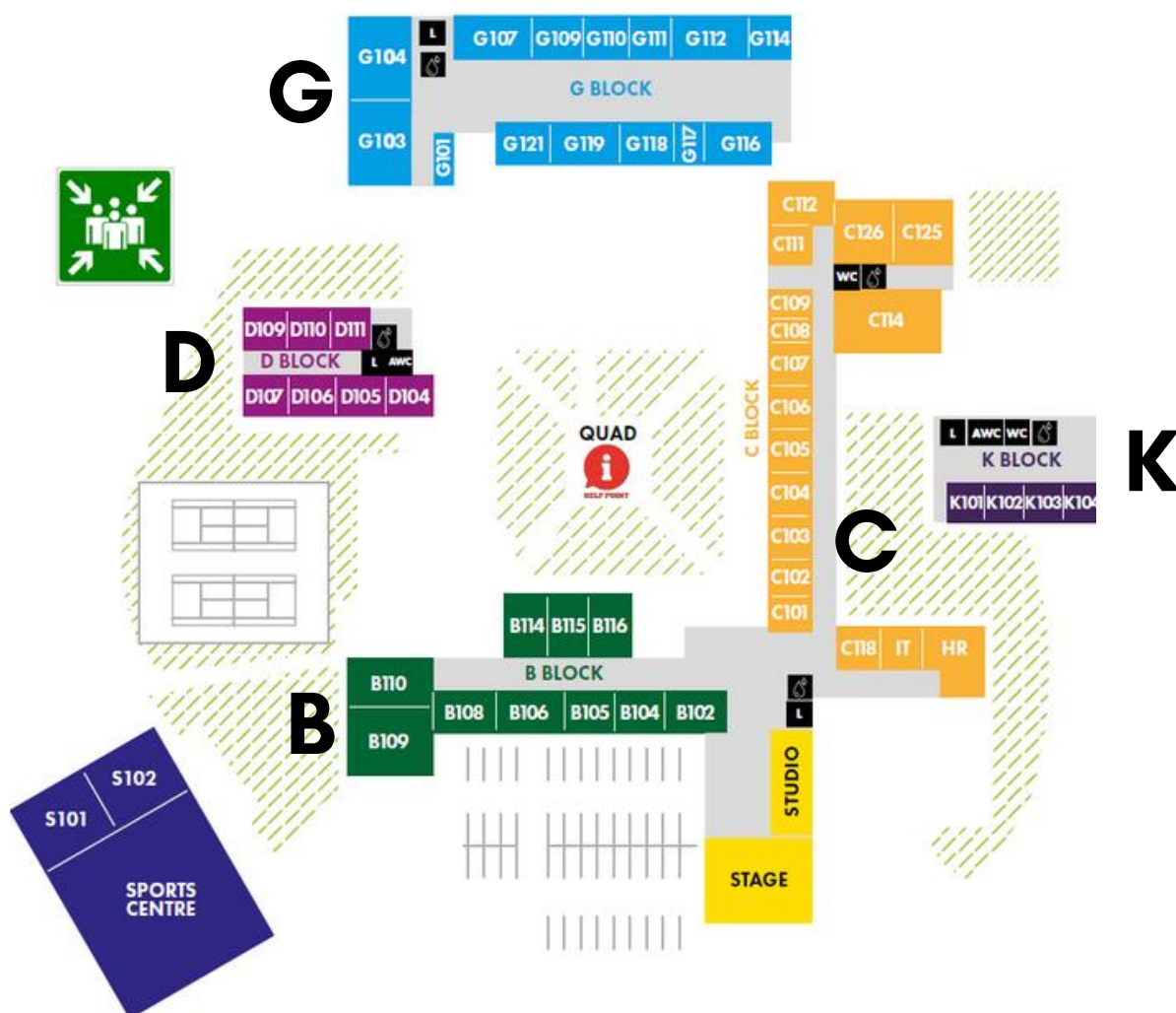


# College Map



	<b>COLLEGE ENTRANCE</b>	NEW: Main Entrance to the College
	<b>LEARNING RESOURCE CENTRE (LRC)</b>	Library and Quiet Study Space. Careers Department
	<b>PROGRESS COACHES</b>	Progresses Coach Offices
<b>C</b>	<b>C-BLOCK</b>	<b>Additional Learning Support</b> Graphics, History, I.T, Physics. Media, Photography
<b>F</b>	<b>F-BLOCK</b>	Art Block – Art, DT, Photography
<b>M</b>	<b>M-BLOCK</b>	English, Film
<b>K</b>	<b>K-BLOCK</b>	Sociology, Economics, Business, Languages
	<b>FOOD CENTRE</b>	Canteen, Cafeteria, Costa Coffee

## FIRST FLOOR



<b>C</b>	<b>C-BLOCK</b>	Graphics, History, I.T, Physics. Media, Photography
<b>K</b>	<b>K-BLOCK</b>	Sociology, Economics, Business, Languages
<b>G</b>	<b>G-BLOCK</b>	Media, English, Criminology, History, Business
<b>D</b>	<b>D-BLOCK</b>	Maths, Psychology, Health and Social Care
	<b>SPORTS CENTRE</b>	Sports Hall, Gym, P.E
<b>B</b>	<b>B-BLOCK</b>	Science Labs – Biology, Chemistry, Physics
	<b>TOILETS</b>	Toilets
	<b>STAGE AND STUDIO</b>	Music and Drama Classrooms and Performance Spaces

# Understanding Your Timetable

When you first get your timetable, decoding all the information might seem a little overwhelming, but don't panic!

**When you receive your timetable, it will include the following information**

- **lessons (Subject)**
- **time**
- **teacher**
- **classroom**

**Top tip:  
Take a photo of  
your timetable  
as soon as you  
get it!**

At Long Road, the day is split into **four lesson periods**. **You will have three lessons per subject every week.**

There is a staggered lunch break on Mondays, Thursdays and Fridays. On Tuesdays and Wednesdays, the fourth, last lesson block of the day is for **PlusTime**.

## What is Plus Time?

Last period of every Tuesday and Wednesday (2:35–4:10) is **Plus Time**.

**This is an opportunity for you to go to your teachers for subject specific help, catch up on work or revision, or to book 1:1 LSA support.**

	Monday	Tuesday	Wednesday	Thursday	Friday
1ST PERIOD 9:00-10:30	P	U	Q	R	S
BREAK 10:30-10:50	BREAK				
2ND PERIOD 10:50-12:20	S	R	T	U	P
LUNCH - Y1	P3 - T	LUNCH Y1 and Y2 12:25 - 1:05	LUNCH Y1 and Y2 12:25 - 1:05	P3 - Q	P3 - U
3RD PERIOD Y2 -12:25-13:55 Y1- 13:05-14:35					
LUNCH - Y2		P: 1:05-2:35	S: 1:05-2:35		
4TH PERIOD 14:40-16:10	Q	Plus Time	Plus Time	T	R

**Top tip:**  
Use the free periods on your timetable (when you do not have a lesson) to complete homework or revision.

The blocks of the college timetable are also split into the letters **P**, **Q**, **R**, **S**, **T** and **U**.

Whatever subject you have timetabled for that letter, you will always have a lesson for that subject in the other blocks with that letter.

**Reminder: Lunch is available everyday in the canteen from 12:00- 14:00.**

For example, if you have:

- An English lesson first period on Monday  
**(Mon, P Block: 9:00-10:30)**
- You will also have English third period on Tuesday  
**(Tues, P Block: 13:05-14:35)**
- And another English lesson second period on Friday  
**(Fri, P Block: 10:50-12:20)**

# Your questions answered

## MONEY



### How do I pay for food and other things at college?

Whilst studying at Long Road, you may wish to buy items from the college or sign up for a trip.

We use the online system ParentPay. Once your account has been activated, you can make online payments.

You can make payments for college items such as:

- Food and drinks
- Starter packs
- College Services Fee
- Print Credits
- Books and other course resources
- Trip payments

### I don't know how to pay for photocopying.

This is also done through Parent Pay. If you have credit, you can use your lanyard to print things at any printer around college.

Student Services can help you with this.

### I can't afford a laptop – what do I do?

Speak to your Progress Coach or a member of Additional Learning Support. We may be able to lend you a college laptop.

# SUPPORT

## How will staff know how best to support me?

Your Progress Coach and Specialist Teacher (if you have one) will share your support needs with staff.



Please talk to teachers if you feel you need more support.



## I am finding college too overwhelming. What can I do?

Speak to your Progress Coach – email or face to face – and let them know.

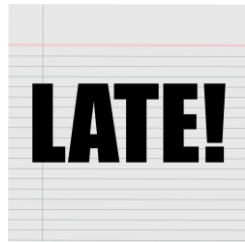
Staff want to help, but they can't if they don't know that you are struggling!

Look for wellbeing support posters in college and sign up for wellbeing support.

## CLASSWORK

**I am late with my homework.**

**I feel embarrassed and might not be able to talk to the teacher. Advice?**



Email your subject teacher to explain and ask for an extension.

Scan the LSA support QR code and book in some support if needed.

Go to your subject Plus Time and complete the work there so the teacher can help you.

**I thought I understood the lesson, but now I am home I don't think I did.  
What can I do?**



Read over your class notes.

Make a list of things you don't understand or questions you have.

Discuss these with your teacher in the next lesson (other students may also be unsure).

Attend Subject Plus time to go over the work in a small group setting

**I think I have chosen the wrong course - it's too hard. What should I do?**

Request a meeting with your Progress Coach to discuss this.

# **WORRIES ABOUT WHERE TO GO AND WHAT TO DO**

## **I have forgotten my timetable. What should I do?**

Go to Reception or to the help desk in Student Services – they will be able to print a new copy for you.

Remember to take a photo of your timetable and keep this on your phone.

## **Where are the toilets?**

All blocks have toilets. The G block toilets and the ones outside the canteen are individual cubicles and are gender neutral.

There are disabled toilets in all buildings.

## **Where can I study independently at College?**

- LRC
- K Block
- Upstairs in D Block – for maths and computer science
- Canteen before and after food service
- In your subject areas
- C13 in Additional Learning Support

## **Where can I spend social time at College?**

Social areas include the student centre, outside spaces and the canteen



## **Can I leave college when I want during the day?**

Yes – you will need to show your lanyard to enter and exit the college. It is up to you to organise your time, and to be on time for lessons. If you miss lessons because you have gone off site, your teacher will ask you what happened, and you may have to attend a Plus Time session.

## **What clubs and activities are there?**

You will receive a Student Services newsletter via email. This will have details about clubs and activities at college. Posters around college, and emails from college, will also include this information – keep an eye out!

## **How can I find out the free bus timetable?**

You can find the times of the free shuttle bus to and from the train station on our website. You can also ask at Student Services for more details.

# **ATTENDANCE**

## **I don't feel well enough to be in college, what do I do?**

If you are unwell and cannot come to college, please use the absence reporting page on our website to let us know.

This is the link: [Long Road Student Services](#)

## **My bus / transport is late, how do I let my teacher know?**

If you have a smart phone, you could use Teams or email to let the teacher know. If this isn't possible, knock and wait on arrival and explain the situation to your subject teacher

## **Can I go to the toilet during lessons?**

Yes, but try to go to the toilet in break time.

If you need the toilet in lesson, just let your teacher know that's what you are doing.

## **What happens if I skip a lesson?**

## **Will I get detention?**

We do not have detentions at college.

You will need to catch up on work missed.

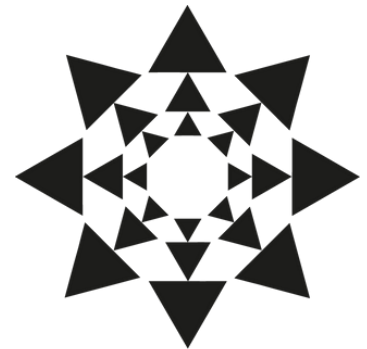
Your teacher may contract you to attend Plus Time.

# Thank you!

We are excited that you are joining us at Long Road!

Below are some contact details.

You can reach out using the emails, phone numbers or social media channels below if you have any questions.



**LONG  
ROAD**  
SIXTH FORM  
COLLEGE  
CAMBRIDGE

## Contact information

**Phone** 01223 631100

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

**Email**      [support@longroad.ac.uk](mailto:support@longroad.ac.uk)

## Follow us!

**Social Media** Instagram – @lr6fc,  
longroad\_as

**Address** Long Road,  
Cambridge,  
CB2 8PX