



## Joining Instructions for Parents

### Dear Year 12 Parents,

We very much look forward to welcoming you to Ampleforth College for our annual Higher Education Conference and Careers Fair on Friday 8<sup>th</sup> March. Please read the following instructions carefully and contact me on [cmt@ampleforth.org.uk](mailto:cmt@ampleforth.org.uk) should you have any questions or queries.

The seminar programme is being finalised and will be sent out to you in due course. When received, I would be grateful if you could make seminar choices on the accompanying sheet I will provide with the programme. The students attending the HEC and HE Fair will comprise Ampleforth College Y12 students along with their parents, Ampleforth College Y11 students, as well as students from other schools in North Yorkshire.

### Getting to Ampleforth

For directions, please use <https://what3words.com/couple.shoulders.autumn> or YO62 4EP for Sat Nav.

### Arrival and Registration

Car parking for the event will be at **St Hugh's House** (*P5 on Campus Map*) or the **New Music School** (*P4*).

Registration will take place in **Main Hall**, accessed via the south entrance (*No. 2 on Map*). Please follow signage and directions given by stewards on the day. Name badges are compulsory at this event.

### Programme of Events

The summary timings for the Conference are as follows. Please note that this year's timings have changed slightly from previous years:

#### Programme

|        |  |
|--------|--|
| 8.45am | Delegates arrival and registration in Main Hall                                    |
| 9.00am | Parents arrival and registration in Main Hall                                      |
| 9.05am | <i>Students whose parents are attending may go to Main Hall prior to Seminar 1</i> |
| 9.45am | Visiting Schools arrival via Big Passage   |

#### Seminars

|                   |                  |
|-------------------|------------------|
| 9.15am – 09.55am  | <b>Seminar 1</b> |
| 10.00am – 10.40am | <b>Seminar 2</b> |
| 10.45am – 11.25am | <b>Seminar 3</b> |
| 11.30am – 12.10pm | <b>Seminar 4</b> |

#### Afternoon Events

|         |  |
|---------|--|
| 12.15pm | Lunch on Upper Floor Refectory                               |
| 1.30pm  | Afternoon Careers Fair for Parents – Big Study and Main Hall |
| 2.30pm  | Sixth Form Stories for Parents – Alcuin Room                 |
| 3.30pm  | Tea in St Nicholas Common Room, off Main Hall                |

**Please arrive promptly for registration from 9am, and for Seminar 1, which commences at 9.15am**

### **Wifi Reception**

Mobile reception is very poor in the valley. If you wish to use Wi-Fi while you are at Ampleforth College on Thursday and/or Friday, please connect to **HEC SSID, and the password will be HEC2024!** Wi-Fi cannot be guaranteed campus wide, and you may not be able to access it from your seminar room, so please bear that in mind. In accordance with Ampleforth College Acceptable Usage Policy, internet access is filtered and monitored for security and safeguarding purposes.

### **General Safety and Miscellaneous**

**Vehicles** - Please always respect the 10mph speed limit, follow signage and instructions regarding safe parking.

**Out of Bounds** - Please respect the Out of Bounds areas and wear your visitor's badge, keeping it visible at all times.

**Fire** - There are no fire alarm tests planned during the HEC. *If you hear fire alarm*, please evacuate the building through the nearest fire exit (indicated by signage) and make your way to the fire assembly point listed on evacuation notices by exit doors. *If you discover a fire*, please leave the building immediately and activate a call point on your evacuation route. Do not re-enter until you are informed by a Fire Warden that it is safe to do so.

**First Aid** - We have nominated first aiders present at the conference. Please contact one of the HEC team who will be able to assist. In the event of a serious medical emergency, please dial 999 or (9)999 from an internal phone, give details and request an ambulance before contacting the HEC team.

**Incidents/Accidents and near misses** - Ampleforth is committed to providing a safe and secure environment for our staff, students and visitors. As part of this commitment, we ask that all incidents/accidents are reported in a timely fashion and all concerns for safety are reported through the appropriate channels. If you have an incident/accident or a near miss while at Ampleforth then please inform a member of the HEC team who will duly record the incident. If there is a serious accident, then please contact the HEC team immediately who will consult with other parties to take control of the incident.

### **Safeguarding**

Ampleforth College is committed to safeguarding and promoting the welfare of children and young people and requests that all staff, guests and volunteers support this commitment.

The College Child Protection and Safeguarding Policy and Procedures, which provides further detail, is available at: <https://www.ampleforth.org.uk/college/our-school/safeguarding>

Please refrain from using photographic equipment whilst at Ampleforth.

If you have any concerns for the safety of any student or adult at risk, please inform a member of the HEC team or our Designated Safeguarding Lead, Alastair Dunn, on 07896 006862 (see posters in public areas of the school).

### **Toilets**

Male and female toilets for parents are available near the Postgate Room which is located down the stairs from the Main Hall. **Please do not use the toilets marked Student Toilets.**

## Other

If you haven't already done so, please **let us know if you have any dietary needs** or you are a blue badge holder and need any specific access requirements.

Any lost property should be taken to Reception.

For any problems before or during the conference please contact one of the following:

- Reception 01439 766000
- Clare Tidmarsh 07903 685866
- Stevaan Hall 07402 966115
  
- In an emergency please contact:
  - 01439 766790 - Transport, Logistics & Security Manager
  - 01439 766829 - Security Office
  - 07803 239600 - Security Team (day)
  - 07896 006862- Alastair Dunn - Designated Safeguarding Lead

**Dogs** - Whilst we welcome guide dogs, we request that you don't bring pets on site.

We very much look forward to welcoming you back to the valley and hope you have an enjoyable and productive day.

Best wishes,  
Clare Tidmarsh

Clare Tidmarsh  
Careers Events Coordinator  
Careers & Vocation Department  
Ampleforth College  
07903685866  
[cmt@ampleforth.org.uk](mailto:cmt@ampleforth.org.uk)

