



Induction and Privacy Notice

This document is to be read in conjunction with the Adult Education Learner Charter 2025/26



Detailed Course Information

For further detailed information about each of our courses please visit our website www.combertonadulted.org where we will list as much information as possible. Alternatively, please email us to request specific course description sheets. Courses are listed by location and title and run in the daytime, evenings and occasional weekends throughout the year.

Enrolment and payment

Enrolments in person, for all our courses, can take place from our office based at Comberton Village College. Please note, the quickest way to enrol onto a class will be to visit our website and follow the online booking links from there. Enquiries can also be made by emailing commed@combertonvc.org or calling our office on 01223 264721.

Please note we are a cashless school. We accept card and cheque payments (made payable to The Cam Academy Trust), from our office based in Comberton Village College.

Online enrolments can be paid directly in GBP (Sterling) via a secure server over the internet by debit or credit card. Online enrolment will ask for additional information that will enable us to register you, on your chosen course and allocate your payment accordingly.

Your debit/card details will be encrypted via a payment processing company Stripe, payment information is not held on college servers.

When paying online for a course, you will also be asked for contact information to be provided, this information will be held by the college, so we are able to contact you if required. This information will enable us to register you for your chosen course and allocate your payment accordingly.

For further information on Stripe and its privacy policy

<https://stripe.com/gb/privacy>

For further information on how we use your data

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

Secure payment links for courses, can also be sent out via emails or text messages. This process would involve you being notified in advance, of a secure link due to be sent shortly afterwards. If required card payments, in person, can also be taken at the beginning of each term, via a portable payment system.

Some course fees include a material cost, please check the course description available on our website for any additional costs linked to your course.

Concessionary Fees

A 25% discount is available for those in receipt of JSA/ESA, Universal Credit, Carers Allowance or a social care assessment (EHCP/PIP), evidence must be provided on enrolment. Most of our courses display two fees, the concessionary fee is the lower amount advertised. It is also possible to pay the fees for a course by instalments, please contact us directly for details.

Once you have enrolled onto your course, confirmation will follow via email. Please retain this email for your reference. If you are unclear of any details, please contact us directly for clarification. Early enrolment is recommended to ensure the course of your choice proceeds as planned. Please note many of our classes fill quickly and run with waiting lists.

Refunds

If you choose to withdraw your booking, at least 2 weeks before the start date of a course, a refund will be given, minus a £5 administrative charge. Refunds are only available in the event of course cancellation or early closure from the college.

Classes cancelled by the college due to unforeseen circumstances, will be replaced with an extra class at the end of the course, whenever possible.

Contacting us

We value your opinion on our courses, and we may ask that you complete an evaluation form at the end of the course. We will use this information to make improvements to our courses. If you have a comment, complaint, suggestion or compliment then please let us know

Email: commed@catrust.co.uk

Address: Adult Education, Comberton Village College
Comberton, Cambridge, CB23 7DU

Additional Learning Support

We welcome learners with disabilities, learning difficulties, medical conditions and other needs. If you would like to discuss how we can support you to reach your learning aim, please speak to your Tutor or ask for a confidential discussion with the Adult Learning Manager.

Terms and Conditions

You will not be admitted to a class unless you have fully completed and signed our enrolment form and/ or have paid the appropriate fee where applicable.

Comberton Village College Visitors Policy

We have plenty of visitors parking on site in Comberton, all visitors arriving to site by car/motorbike, are requested to use the dedicated visitor parking area outside the front of the 6th Form building. This area includes blue line markings on the floor and relevant signage to direct visitors on arrival.

All visitors to Comberton Village College during school opening hours, must report and sign in at reception where they will be issued with a visitors' badge. Whilst on site, this red lanyard must be worn and you will supervised at all times by your tutor or a member of our team.

Induction

These Terms and Conditions form part of your Induction, this typically happens during the first session of each course, which is key for attendance. If you have any concerns after your course has started, please discuss with us as soon as possible. Within your induction the following will be covered:

• Health & Safety • Safeguarding • Prevent • Equality and Diversity • Comments, Compliments and Complaints • Privacy Notice Enrolment and Fee Policy

Keep us up to date

It's important that you let us know if there are any changes to your situation or personal details. This is so that we can carry out our duty of care, manage your data and communicate with you safely and quickly. Please let us know straight away if any of the following changes: Your name • Address • Phone number (including mobile) • Email address • Parental Contact details • Emergency Contact details

Responsibility for Data Protection

We collect, create and hold personal information relating to our adult learners. We also collect and hold personal information about our learner's next of kin (named contact provided). We use this personal data to:

- enrol learners on their chosen course and support their continuing learning
- monitor and report progress, share data for assessment and audit purposes
- process payments and their associated course registration
- for security purposes, and for regulatory and legal purposes (for example health and safety) and to comply with its legal obligations

The types of personal data processed include:

- names, date of birth, addresses, telephone numbers, email addresses and other contact details
- academic records and national curriculum assessment results, including examination scripts and marks
- personal characteristics such as your ethnic group, religious beliefs, any special educational needs you may have and any relevant medical information
- Images captured by our CCTV systems (in accordance with our CCTV on taking, storing and using images).
- previous schools attended, applicable pastoral and safeguarding records (if relevant)
- accident records

We will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected. Current guidelines require us to keep personal information for the current year plus a further 6 years. Full details about data retentions periods through our funding providers can be found here:

The Cambridgeshire and Peterborough Combined Authority (CPCA):

<https://cambridgeshirepeterborough-ca.gov.uk/wp-content/uploads/documents/skills/adult-education-budget/CPCAAEB-Privacy-Notice.pdf>. The Education and Skills Funding Agency (ESFA): <https://www.gov.uk/government/publications/esfa-privacy-notice>

We do not share information about you with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Class Tutors and Assessors
- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations (for example to remit monies to you)
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies; for example, awarding bodies
- Our auditors, insurers, and legal advisors