Loughborough
COLLEGE est. 1909

Student Handbook 23/24

LOUGHBOROUGH COLLEGE

CONTENTS

Welcome 5
Your College - Our Shared Values 7
Campus Map 8
The Executive Team 9
Our Campus 10
Year Calendar 23-24 12
Attendance 15
Absence 15
Dress Code 16
Student Agreement and College Code of Conduct 17
First Aid 20
Emergency Evacuation Procedure 20
Emergency Assembly Points 21
Smoking 21
FREDIE 23
Catering 23
Work Placements 25
Assessment Policy, Procedures and Regulations 27
Targets and Progress Monitoring 27
Student Probation Period 27
ProPortal 28
Timetable 29
Assessment Schedule 29
Maths and English 31
College Student Services 33
The Library 33
The Additional Learning Support Team 34
The Welfare and Development Team 35
Mental Health Co-ordinators 35
Inclusion Mentors 36
Wellbeing Mentors 36
Bursary Funds 37
The Careers and Employability Team 39
Careers and Enterprise Hub 39
Safeguarding and Prevent 40
British Values 41
Progression and Destinations 41
Emergency Procedures 42
IT Services 43
E-Safety and Acceptable Use of Technology Policy for Students 47
Disciplinary Policy and Expectations 49
How to Guides 50

GHBOROUGH COLLEG

WELCOME

Dear students,

It is my privilege to welcome you to the 2023/24 academic year at Loughborough College, after, what I hope was a fantastic summer break.

Over the next year, we aim to provide an amazing experience at Loughborough College, where you will receive a high-quality education as well as a variety of opportunities to hone the skills that will unlock your potential.

I am so proud to lead an organisation that puts students at the heart of everything it does. This begins with our dedicated staff who aim to inspire and encourage you to be the best version of yourself by nurturing life-long learning skills that will empower you in your future life and career aspirations.

As well as recruiting fantastic staff, Loughborough College is investing millions of pounds in improving our campus. Our modern classrooms, versatile study areas, well-catered social-spaces and high-tech facilities ensure that you have the best possible learning environment to develop your talents.

It makes me so proud to see students exceed their limits by pushing themselves in ways they never thought possible. It is one of the many reasons my team and I love working in education.

Everything we achieve at Loughborough College stems from our values: Respect, Innovation, Success and Empowerment (RISE). The RISE values drive what we do and how we do it.

Our values are underpinned by our inclusive and diverse culture which is embedded across our campus by our unwavering focus on Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE).

Celebrating your individuality, independence and intelligence is a key priority and our safeguarding and student support team are always on hand to help.

We also have four-legged faculty members, including fully-trained therapy dog Mylie and her other furry friends that are currently in training. They are guaranteed to put a smile on your face, so don't be afraid to say hello.

Finally, I'm really looking forward to meeting you around our campus over the next year. Please read through all of the information contained in this pack and don't hesitate to get in touch with your curriculum area if you have any questions.

Remember, this year is about you and your journey to success. We want to help you find your feet, experience real-life opportunities and ultimately achieve your goals.

Best wishes,

Jo Maher
Principal & CEO

YOUR COLLEGE - OUR SHARED VALUES

OUR VISION

Broadening horizons. Transforming lives. Shaping futures.

OUR MISSION

To transform and enrich lives through lifelong learning, empowering the workforce of tomorrow.

OUR CULTURE

An inclusive, supportive and welcoming culture that embodies our values and thrives on innovation and achievement.

OUR RISE VALUES

RESPECTFUL

We are inclusive, respectful and embrace the rich diversity of our college community.

INNOVATIVE

We continuously move forward, innovating to improve everything we do and enhance the positive impact we have on lives and the environment.

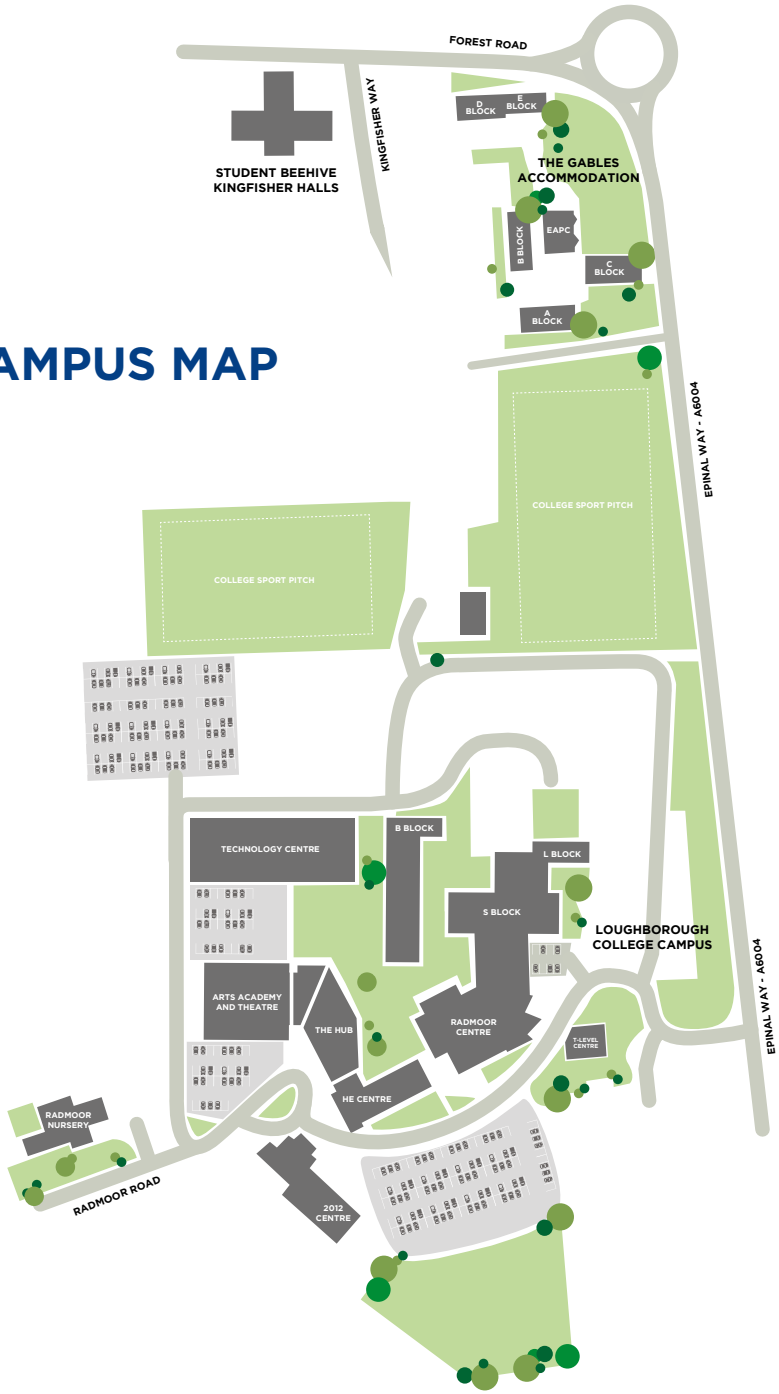
SUCCESSFUL

We strive for excellence in every aspect of our performance and share the aspiration to be one of the best places to learn and grow in the UK.

EMPOWERING

Everyone is trusted to take ownership of and accountability for their work, making honest open, ethical, and fair decisions.

CAMPUS MAP


FOREST ROAD
KINGFISHER WAY
STUDENT BEEHIVE
KINGFISHER HALLS
D BLOCK
E BLOCK
THE GABLES
ACCOMMODATION
B BLOCK
EAPC
C BLOCK
A BLOCK
EPINAL WAY - A6004
COLLEGE SPORT PITCH
COLLEGE SPORT PITCH
TECHNOLOGY CENTRE
B BLOCK
L BLOCK
S BLOCK
LOUGHBOROUGH
COLLEGE CAMPUS
ARTS ACADEMY
AND THEATRE
THE HUB
RADMOOR
CENTRE
T-LEVEL
CENTRE
HE CENTRE
RADMOOR
NURSERY
RADMOOR ROAD
2012
CENTRE
EPINAL WAY - A6004

THE EXECUTIVE TEAM

Jo Maher
Principal and Chief Executive

Heather Clarke
Deputy Principal

Helen Van Aardt
Vice Principal - Curriculum Delivery

Hari Khurmi
Vice Principal - Finance and Infrastructure

Ian Jones
Director of Governance and Legal Affairs

Chris Cockerton
Dean of Higher Education

Laura Shepherd
Director Strategic Partnerships and External Relationships

Ben Docherty
Director of Planning, Performance and MIS

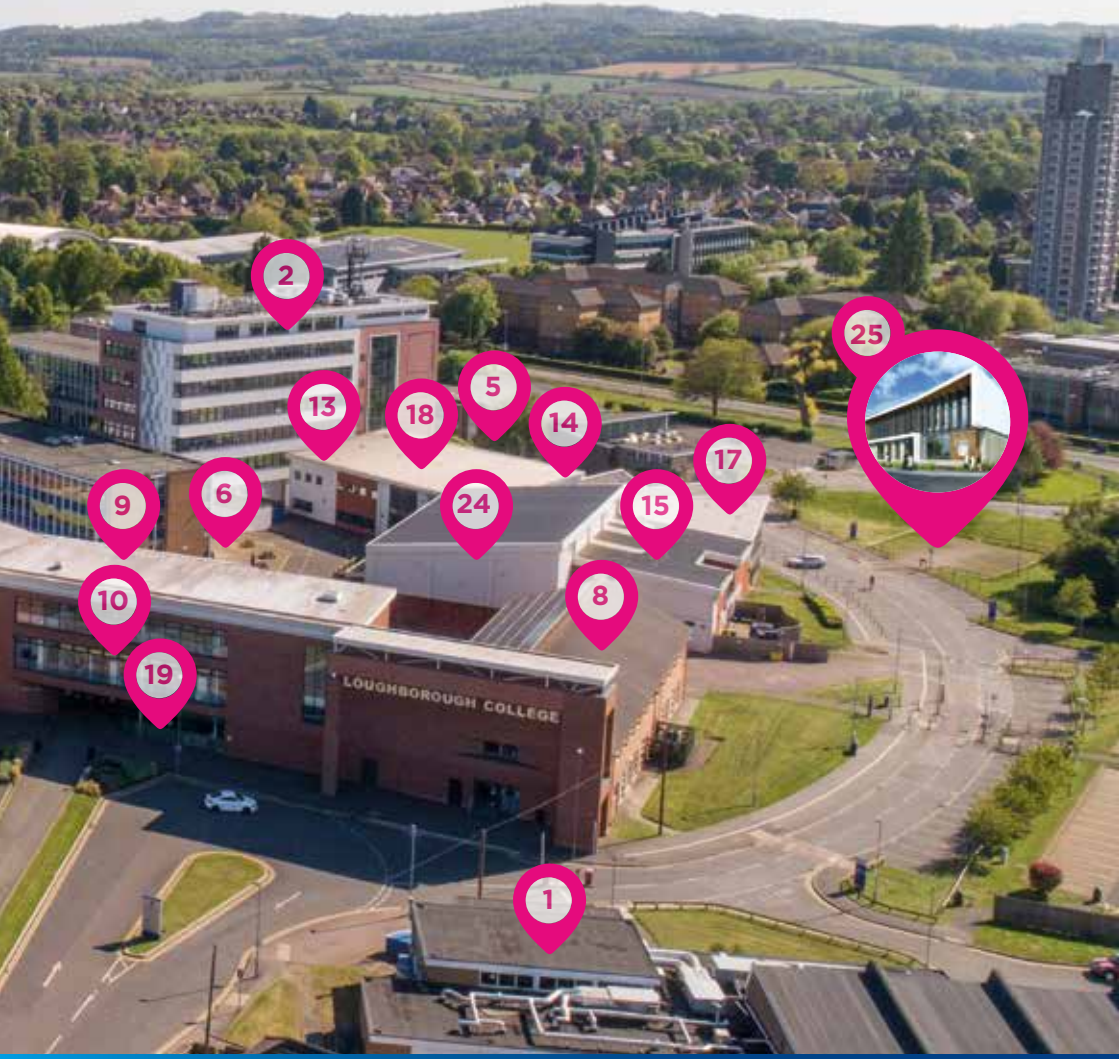
Emma Kilby-Brooks
Director of HR

Dale Richardson
Director of Estates and Sustainability

Lucy Howes
Assistant Principal Quality

OUR CAMPUS

1. 2012 CENTRE
2. A LEVEL BLOCK
3. ACCOMMODATION
4. ART BLOCK
5. BICYCLE STORAGE
6. CENTRAL COURTYARD
7. ENGINEERING
8. HE CENTRE
9. LIBRARY
10. MAIN ENTRANCE
11. MOTOR VEHICLE WORKSHOP
12. PHOTOGRAPHY STUDIO
13. ESPORTS SUITE
14. RADMOOR HAIR & BEAUTY
15. RADMOOR KITCHENS
16. RADMOOR NURSERY
17. RADMOOR RESTAURANT
18. RADMOOR SPA
19. RECEPTION
20. RECORDING STUDIO
21. REFECTORY
22. RUBBER CRUMB PITCH
23. THE BOX OFFICE
24. SPORTS HALL
25. TLEVELS CENTRE



YEAR CALENDAR 22-23

TERM ONE	TERM DATES	DAY	DATE
(7 weeks)	Term Starts	Monday	4th September 2023
	Last Day of 1st Half of Term (1)	Friday	13th October 2023
	Half Term Holiday	-	16th October – 27th October 2023*
(7 weeks)	First day of 2nd Half of Term (1)	Monday	30th October 2023
	Last Day of Term 1	Wednesday	20th December 2023
	Christmas Break	-	21st December – 7th January 2024

* You will be set some independent study tasks to complete.

TERM TWO	TERM DATES	DAY	DATE
(6 weeks)	First Day of Term 2	Monday	8th January 2024
	Last Day of 1st Half of Term (2)	Friday	16th February 2024
	Half Term Holiday	-	19th February – 23rd February 2024
(5 weeks)	First Day of 2nd Half of Term (2)	Monday	26th February 2024
	Last Day of Term 2	Friday	22nd March 2024
	Easter Break	-	25th March – 5th April 2024

TERM THREE	TERM DATES	DAY	DATE
(7 weeks)	First Day of Term 3	Monday	8th April 2024
	May Bank Holiday	Monday	6th May 2024
	Last Day of 1st Half of Term (3)	Friday	24th May 2024
	Half Term Holiday	-	27th May – 31st May 2024
(3 weeks)	First Day of 2nd Half of Term (3)	Monday	3rd June 2024
	Last Day of Term 3	Friday	28th June 2024
	Summer Break	-	1st July – 2nd September 2024

ATTENDANCE

We have high ambitions for you and attendance is one of the most critical factors in achieving success. We expect you to attend all lessons (online and on site). throughout the year we send regular updates to your parents. You and your parents also have daily access to detailed attendance data through your Individual Learning Plan.

ABSENCE

- If you are not able to attend college for whatever reason, it is essential that you log your absence on your Individual Learning Plan. Make sure you give examples e.g. family emergency or sickness as you may be asked to provide evidence. Information on how to do this can be found on our website.
- Failure to notify us will result in an unauthorised absence (A).
  This will affect any financial support you may receive e.g. Student Support Fund. Any unauthorised absences will also result in disciplinary action being taken.

DRESS CODE

It is important that you dress ready to learn. There is an industry standard dress code which you must abide by for health and safety, and personal protection reasons in some areas. These include, Hair and Beauty, Public Services, Electrical Installation and Mechanical Engineering. If your programme has a uniform, or specific dress code, you will be made aware of this during your enrolment.

For those studying other programmes at the college, we do not have a formal dress code/uniform, but we do ask all students to be mindful that the college is a professional learning environment. Therefore, we ask you not to wear:

- Clothes that cause offence to others.
- Clothing with discriminatory, explicit or sexual slogans or images.
- Hoods, helmets or hats whilst inside (unless this is PPE as part of your programme).
- Excessively high heels (for health and safety reasons).

For some of your timetable you may be studying remotely from home. When attending your online lessons at home, we ask that you also dress appropriately in line with the above guidelines, as this still forms part of your professional learning environment.

STUDENT AGREEMENT AND COLLEGE CODE OF CONDUCT

We will provide you with:

- A safe and friendly learning environment within a secure campus.
- Clear, accurate and impartial information, advice and guidance to help you choose the right programme of learning, achieve and progress.
- An environment that promotes equality and respect and welcomes and celebrates diversity.
- Excellent, inspiring and enjoyable teaching and learning.
- High quality support services and facilities to support your learning.
- Opportunities to have your say and share your views of the college.
- Enrichment opportunities to enhance your employability skills and personal development.
- Clear, current and accurate information to support your studies and progression.

STUDENT AGREEMENT AND COLLEGE CODE OF CONDUCT (CONTINUED)

We expect you to:

- Attend all of your learning sessions; punctually and ready to learn.
- Act in a mature manner at all times and treat all individuals with respect and consideration and tolerance.
- Respect the college environment, facilities and resources and cause no wilful damage to college or other people's property.
- Participate fully in all scheduled learning sessions and complete all work and assessments on time.
- Not consume food or drink, except water, in classrooms or other learning areas.
- Switch off your mobile phone in classrooms and other learning areas, except when being used specifically for learning.
- Act safely and not put yourself or others at risk; where there are special safety requirements in your area of work, you must adhere to them.
- Wear your lanyard at all times whilst on campus.
- Never allow another individual to use your ID to enter or exit college.
- Only smoke in designated areas, including e-cigarettes and vapes.
- Not come to college under the influence of alcohol or drugs or bring alcohol or drugs onto the campus.
- Do not bring E-Scooters onto campus.
- Not harass other people (harassment means giving people unwanted attention).
- Comply with college requirements on safeguarding and Prevent, and not express extremist or offensive views, or act in ways that could be considered extremist and/or offensive, or attempt to influence others to do so.

Please be aware that failure to adhere to the College Code may result in disciplinary action.

FIRST AID

At Loughborough College we have an on-call first aid system and we have a team of first aiders that answer calls on a rota basis. Our Science, Sport and Technology departments have their own dedicated first aiders.

Ways to obtain first aid assistance:

- Ask your tutor to contact the first aid team for you.
- Contact reception who will send a first aider to you.
- We have a medical room on site in the HUB for basic first aid.
- For more specialist care 'Loughborough Urgent Care Centre' is located on Epinal Way.

EMERGENCY EVACUATION PROCEDURE

If you discover a fire

- Immediately activate the nearest or safest fire alarm.
- Ring 555 to inform 'Estates' of the emergency – if safe to do so.
- Do not attempt to extinguish the fire – unless trained to do so.

On hearing the fire alarm

- Leave the building sensibly by the nearest exit.
- Proceed to the nearest assembly point to your building – see blue 'fire action' signs posted in each building above the break glass points.

EMERGENCY ASSEMBLY POINTS

Hub & Performing Arts	Radmoor Road end of car park 1 (front doors)
	Car park 4 (rear doors)
B Block	Car park 4
L Block	Epinal Road end of car park 1
Technology & AG Block	Car park 4
HE Centre	Epinal Road end of car park 1
2012 Centre	Radmoor Road end of car park 1
Radmoor Centre	Epinal Road end of car park 1
Nursery	Radmoor Road end of car park 1
Sport Pavilion	Car park 5
S Block	Epinal Road end of car park 1

SMOKING

- This is a non-smoking and non-vaping campus.
- This includes E-cigarettes and vapes.
- Smoking/vaping is only permitted in the designated areas.
- There are two smoking shelters - one at the front on the college next to the coach park and one behind the Technology Centre.

FREDIE

Loughborough College promotes and celebrates equality, diversity and inclusion. As a college we are proud to embrace and demonstrate the FREDIE values, of Fairness, Respect, Equality, Diversity, Inclusion and Engagement. We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

These values are relevant to the whole college community and support the way in which we work and communicate with each other. You will learn more about these values and how these can be demonstrated within your induction and throughout your studies with us.

If you would like further information, advice and guidance, or feel that you would like to report an issue relating to the FREDIE values, please contact **FREDIE@loucoll.ac.uk**

CATERING

Our catering facilitates are open for all students with hot and cold drinks available throughout the day from our vending machines which are situated around the campus. There are a variety of healthy food and beverage options available from the following catering outlets:

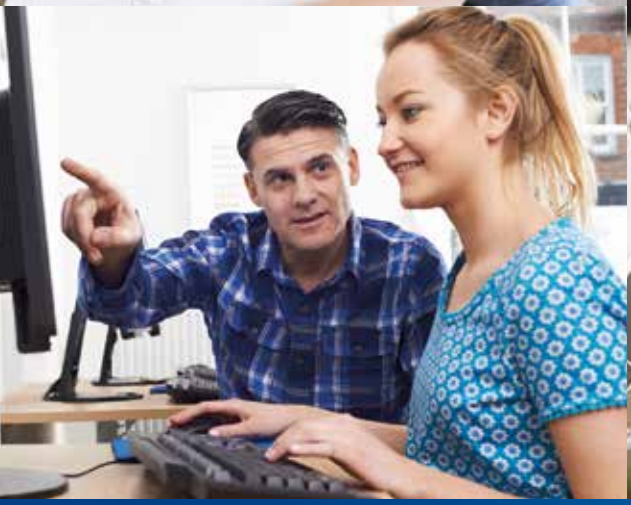
Radmoor Restaurant Opening Times:
Tuesday - Friday: 10am - 12pm (coffee, cakes, biscuits)
Tuesday - Friday: 12pm - 1:30pm (lunch)
Thursday Gourmet Special: 6pm - 10pm (last orders at 7:30pm)

The Box Office:
Monday - Thursday: 7.30am - 3.00pm
Friday: 7.30am - 2.30pm

Breakfast: 7.30am - 11am
Lunch: 11.30am - 2pm
Snacks, hot and cold sandwiches: all day

Cafe Chino:
Monday - Friday: 8am - 2pm

The View:
Monday - Friday: 11:30am - 2pm



WORK PLACEMENTS

Work Placements offer a fantastic opportunity to build employability skills for life after full-time education. Placements emulate real-world working conditions and are great for enhancing your CV and future prospects. There are two types of work placements and these are 'Industry Placements (IPs)' and 'Work Experience (WEX)'.

INDUSTRY PLACEMENTS

- IPs are a mandatory element of T-Level qualifications.
- IPs consist of a minimum of 315 hours which is equivalent to 45 days over the duration of your course. Education and Childcare students must complete a minimum of 750 hours which is equivalent to 108 days over the duration of the course. You are able to complete more hours if you choose to do so.
- IPs can be either unpaid voluntary positions or paid part-time employment if the industry sector is relevant to you course of study. (Please note that these hours will only count once the college Health and Safety checks and agreements have been conducted and confirmed).

WORK EXPERIENCE

- WEX is similar to the above but instead has a minimum of 40 hours which is equivalent to 6 days.
- WEX offers students a top level insight into the world of work.

Demonstrate
Account for...
Explain the process or give a reason to explain why something is the way it is.

ASSESSMENT POLICY, PROCEDURES AND REGULATIONS

At Loughborough College, we have policies and procedures that cover assessment, feedback, resubmissions and plagiarism. They can be found below: **helpdesk.loucoll.ac.uk**

TARGETS AND PROGRESS MONITORING

We want you to make fantastic progress. As a college, we monitor your academic progress throughout the year. When you enrol at the college we record your GCSE results which allows us to set challenging academic targets. These targets allow your teaching team to plan their teaching and your learning and to monitor how well you are doing on your chosen qualification against your targets.

STUDENT PROBATION PERIOD

Students beginning a course at Loughborough College should understand that if they don't meet the following criteria within their first six weeks at college, they may be at risk of being withdrawn from their programme of study.

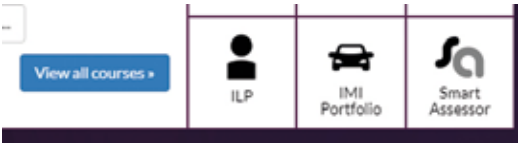
- Poor attendance (including both online lessons and face to face lessons). The college expectation is attendance above 90%.
- Failure to submit any set task to the required standard including homework and/or formal assessments.
- Poor behaviour or attitude to learning both in the classroom / online lessons or other areas of the college.

PROPORTAL

You can view your academic progress via our online system called ProPortal.

This system enables you to track and view your own progress at any point during the year. The system provides information about your attendance, progress against targets, your tutorial record, the amount of assessments completed and units completed.

You can find ProPortal – 'ILP' on the student dashboard as depicted below:



Clicking on the 'ILP' link above will take you to your proportal dashboard. On this dashboard you will find several 'blocks' of information as described below.

Clicking on the more... button on any of the blocks will take you to that page where you will find more in-depth information:

MY ATTENDANCE & PUNCTUALITY

A brief summary of your attendance and punctuality

GRADES

A summary of your current grades

MY LEARNING DIARY

This block shows you what meetings, assessments and SMART Targets are due

RECENT 'MY COMMENTS'

Shows you any recent comments that have been made for or about you by a member of staff, usually a teacher, Progress Tutor or Study Programme/ Subject Area Lead

TIMETABLE

You can view your timetable by visiting ProPortal using the instructions above and clicking on the menu 'Personal Information' then selecting 'Lesson Timetable'

ASSESSMENT SCHEDULE

To view your assessment schedule, log into ProPortal, click on the personal information menu and select Assessment Schedule

MATHS AND ENGLISH

The study of Maths and English is central to success. Students who do not have a grade 4 or above in Maths or English will be supported to achieve this. Maths and English skills are also embedded within the study programme.

Maths and English are key skills which will enable you to be successful in work and life. Achieving a recognised Maths and English qualification will open up career and job opportunities. They will allow you to progress to higher qualifications, such as a degree or higher apprenticeship. National data shows that having a Maths and English qualification will mean you can earn significantly more over your lifetime.

As well as increasing your career opportunities, they will provide you with vital skills for life, such as avoiding financial scams (e.g. phishing), understanding and checking your payslips, filling in forms and writing emails correctly. They will also help you to engage with and understand current global issues, e.g. climate change.

COLLEGE STUDENT SERVICES

The Student Services Team comprises of a range of specialist support staff to support you with your studies and to promote wellbeing. The Student Services Team includes the following areas:

THE LIBRARY

The Library is the main study environment at Loughborough College and provides students with access to books and resources required for all courses offered. The Library also provides access for specialist software and laptops which students are able to borrow for use within the Library.

In addition, the Discovery search engine allows students to access a vast range of electronic resources and e-books both in college and from home, ensuring that students are always able to access the resources that they need.

The Library offers the RFID self-service system which is a teaching tool to ensure that students moving on to Higher Education are confident in accessing resources in a university library environment.

The Library also offers study skills support both in-person and online support to all students at Loughborough College and includes:

- Understanding assignments.
- Structuring and planning essays.
- Understanding academic writing expectations.
- Preparation for exams.
- Presentation skills.
- Time management and organising workload.
- Understanding and preventing plagiarism in work.
- Harvard referencing.

Support is offered either in whole class tutorials (arranged by the tutor) or on a 1:1 basis as a one off or as frequently as you wish. Written study skills support is also offered through the library website at: **library.loucoll.ac.uk/study-skills**

COLLEGE STUDENT SERVICES (CONTINUED)

THE ADDITIONAL LEARNING SUPPORT TEAM

The team has skills and experience in a range of specialisms to support students. It is important that any additional learning support needs are communicated at the earliest opportunity. If you have concerns regarding your support needs please speak to your tutor.

It is important that you identify to us any previous support you have received in school, including exam concessions. When you start in a new Further Education institution, you will have to be assessed within the college before these can be put in place. (For more information please see our **Examination Access Arrangements policy**)

The Additional Learning Support Team are located behind reception in The Hub and can be contacted on **01509 618313** or **support@loucoll.ac.uk**

THE WELFARE AND DEVELOPMENT TEAM

We are very much invested in our students and have a range of teams dedicated to your welfare and development. These include the Mental Health Team, Wellbeing Mentors, Inclusion Team and Safeguarding Officers. If you require support, there is someone here for you to speak to.

We offer 1:1 appointments as well as inclusive support groups; we also provide a sexual health clinic three times a week. All services offered are free, impartial, and confidential.

Loughborough also has 2 therapy dogs. Therapy dogs are shown to provide a range of benefits including:

Cognitive – companionship with a therapy dog stimulates memory, problem-solving and game-playing

Social – a therapy dog provides a positive mutual topic for discussion, encourages responsibility, wellbeing and focused interaction with others

Emotional – a therapy dog improves self-esteem, acceptance from others and lifts mood, often provoking laughter and fun. Therapy dogs can also teach compassion and respect for other living things as well as relieving anxiety

Physical – interaction with a furry friend reduces blood pressure, provides tactile stimulation, assists with pain management, gives motivation to move, walk and stimulates the senses

Environmental – a therapy dog in a college increases the sense of a 'college family' environment, with all of the above benefits continuing long after the college day is over.

MENTAL HEALTH CO-ORDINATORS

Our Mental Health Co-ordinators are here to assist and support you with any mental health difficulties you may face during your time at Loughborough College. If you are already seeking support for mental health, we can work with you and anyone involved in maintaining your wellbeing, to enable you to focus on your studies.

If you have never had support in this way or have recently experienced difficulties with your mental health, you can still meet with us. We will work with you to support you at college and help you to make contact with any external services if appropriate.

To self-refer to this service please contact us on **01509 517172** or email **mentalhealth@loucoll.ac.uk**

Alternatively, speak to a staff member who can do this for you.

COLLEGE STUDENT SERVICES (CONTINUED)

INCLUSION MENTORS

Inclusion mentors are here to support your needs and help you to find strategies for managing student life. We support looked after children, young carers, young parents, students who are homeless or at risk of homelessness, and young offenders undertaking rehabilitation programmes.

We can provide advice and will work with you to support your transition into college life. With your permission, we can liaise with your tutors to ensure that they understand your needs. If needed, we are able to provide you with information to access further internal or external support services.

To self-refer to this service please contact us on **01509 618270** or email **inclusion@loucoll.ac.uk**

Alternatively, speak to a staff member who can do this for you.

WELLBEING MENTORS

Wellbeing mentors cover a range of different areas to support your general wellbeing. This can include low-level mental health difficulties, healthy relationships, drug and alcohol use, exam stress, grief, to name just a few.

Alongside this, we also run a sexual health drop-in three times a week. You can come and speak to us about sexual health advice, free pregnancy testing and free condoms. Don't worry, it's confidential!

If you are interested in joining a group, we can direct you to groups such as the college LGBTQ+ group, the Social Group, as well as many others.

For information or to self-refer please email us contact us on **01509 517171** or email **wellbeing.mentor@loucoll.ac.uk**

Alternatively, speak to a staff member who can do this for you.

BURSARY FUNDS

The Loughborough College Bursary Fund is designed to help students aged 16-18 who meet specific financial criteria with costs incurred as a result of studying.

The Enhanced Bursary is available to 'vulnerable students' (as defined by the ESFA) aged under 19 as of 31st August of the chosen academic year of study on a Further Education course.

The college are delighted to receive funding from the Randal Charitable Foundation to provide further help and financial support to students, to help them access their education. The Randal Charitable Foundation Bursary will support disadvantaged students with barriers to learning to apply for up to £1,200 depending on need, applications will be assessed on an individual basis to support the individual needs of students. For more information about the eligibility criteria please contact **studentfinance@loucoll.ac.uk**

The governing body (ESFA) considers a 'vulnerable student' to be a young person:

- In care or leaving care.
- Receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner.
- Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right. (all points above are subject to ESFA guidelines of eligibility).

There is also a Discretionary Bursary offered by Loughborough College for students under the age of 19 studying on a Further Education course with a low household income and not receiving the Enhanced Bursary.

For more information, advice, and guidance please do not hesitate to contact us on **01509 618375** or send an email to: **studentfinance@loucoll.ac.uk**

For students aged 19+, there is a Discretionary Adult Student Support Fund (DALSF) available to provide assistance in a number of areas. For more information, advice, and guidance please do not hesitate to contact us on **01509 618375** or send an email to: **studentfinance@loucoll.ac.uk**
We are here to help.

THE CAREERS AND EMPLOYABILITY TEAM

Loughborough College hosts specialist staff to provide information, advice and guidance on taking your next step, whether that is in education, training or employment.

Our careers and employability service is free and is available before, during or after your studies. Whether you are in further education or higher education and whether you are looking for further study, training, employment or apprenticeship opportunities, we are here to help.

You will also have access to 'CareerZone', which includes a range of careers and employability resources aimed at developing your skills. This can be found on your student dashboard.

Our careers advisors have two locations: one at College in The Hub next to the Job Shop and one in Loughborough Town Centre, at the Careers and Enterprise Hub next to Boots.
For more information call **01509 618262** or email **careers@loucoll.ac.uk** to make an appointment.

CAREERS AND ENTERPRISE HUB

The Careers and Enterprise Hub is located on the Market Place next to Boots. Staff are on hand to help with:

- One-to-one career information, advice and guidance.
- Support with CV and cover letter writing.
- Application forms.
- Interview technique.
- Job hunting.
- Progression pathways.
- Information about apprenticeships.

Opening Times:	**Monday - Thursday**	9am - 5pm
	Friday	9am - 4.30pm
	Saturday	9am - 1pm

SAFEGUARDING AND PREVENT

We want everyone at the college to be and feel safe, and consider the welfare of young people and vulnerable adults of paramount importance. We safeguard students and promote their welfare, safety and health by providing an open, caring, responsive and supportive learning environment which responds to needs immediately.

The college Designated Safeguarding Lead is Heather Clarke and the Deputy Designated Safeguarding Leads are Dannii Donovan and Keira Hand who, along with their team are trained and able to support with safeguarding and Prevent concerns. The college uses a company called E-Safe that monitors the usage of college IT equipment to ensure students are keeping themselves safe whilst online. Where concerns are identified, the college Safeguarding Team will be notified.

As a student at Loughborough College we expect you to;

- Take part in induction activities regarding safeguarding and PREVENT.
- Develop your continued knowledge of safeguarding and PREVENT through 'Your Passport' and tutorial activities.
- Wear your lanyard whilst you are on site at all times.
- Be mindful of your behaviour at all times and comply with the student agreement and college code.

If you have any concerns about your own behaviour, safety or welfare, talk to one of your tutors. Your tutors may contact the safeguarding team, as they cannot promise you confidentiality based on what you have told them (disclosure).

Alternatively, if you feel you are not able to talk to one of your tutors, call the Safeguarding Team on **07979 737474**

If you have any concerns about any of your peers' or classmate's behaviour, safety or welfare, report any concerns to the Safeguarding Team immediately or to one of your tutors. The Safeguarding Officer responding will support you with this.

Loughborough College has a legal duty within PREVENT to have 'due regard' to the risk of students being drawn into terrorism. Government guidance makes clear the importance of the college in supporting students at risk of extremist influences.

You can contact the Safeguarding Team and report your concerns on **07979 737474**

Heather Clarke
Vice Principal -
Student Experience

Dannii Donovan
Safeguarding
and Inclusion Lead

Keira Hand
Safeguarding
Coordinator

BRITISH VALUES

At Loughborough College, we actively promote the British Values of democracy, rule of law, individual liberty and mutual respect & tolerance of others with different faiths and beliefs. We will help you to develop understanding and experience of these values during your time at college.

PROGRESSION AND DESTINATIONS

We will contact you approximately 6 months after leaving college asking you for information regarding what you are doing now (employment, further study, apprenticeship etc).

The college is required by the government to collect this information to inform their understanding of the impact of further education on employment, further study and apprenticeships. This helps to inform national policy on the future of education.

EMERGENCY PROCEDURES

If you discover a fire:

- Immediately activate the nearest or safest fire alarm break glass point.
- Do not wait until you have informed a responsible person.
- Ring **555** or **01509 618395** to inform reception of the emergency – if safe to do so.
- Do not attempt to extinguish the fire – unless trained to do so.
- If you are unable to leave the building unassisted or have mobility issues, you must wait in one of the building refuge areas. Our fire marshals will note where you are and arrangements will be made to evacuate you as necessary.

On hearing the fire alarm:

✔ Leave the building sensibly by the nearest exit.

✔ Proceed to the nearest assembly point to your building – see blue 'fire action' notices posted in each building.

✘ Do not use the lifts.

✘ Do not run.

✘ Do not stop to collect personal belongings.

✘ Do not attempt to leave campus whilst evacuation is in progress.

✘ Do not re-enter the building – until given the all clear through Central Control in the assembly point.

Lockdown on Campus

During your induction as part of your PREVENT training you will go through a tutorial video, demonstrating what to do in the event of a lockdown situation on campus. We will also deliver a range of live drills on campus following your induction. In the event that this should happen, computer screens will display the lockdown message and staff will instruct you on what to do. It is really important to stay calm and stay out of visibility. The video as part of your PREVENT training module, shows you exactly what you should do. For further information about this, please contact the Safeguarding Team on **07979 737474**

IT SERVICES

Loughborough College provides a range of Information Technology (IT) facilities for use by our staff and students. By using the college computers and WiFi you agree to abide by college IT policies on eSafety, acceptable usage, Safeguarding and the proper use of IT Services provided by Loughborough College. Failure to follow the rules may result in disciplinary action.

CYBER SECURITY

Loughborough College takes Cyber Security very seriously. The College follows best practice and has completed the Cyber Essentials certification to ensure the College operates at a secure level.

Year on year, we continue to improve the College security facilities to ensure that we are Cyber Safe and that we promote awareness.

IT FACILITIES

The college has a variety of facilities that students can access whilst onsite.

Some of the key facilities are:

- Free wireless – Eduroam is the college free wireless access portal - This is secure and requires a log on.
- Library PCs – Access these by visiting the library and booking a slot.
- Breakout space PCs – We have a range of terminals where you can log into the Remote Desktop.
- Laptop loans – You can book a laptop to borrow from the library.

And many more. For any additional requirements, please contact the IT Services team or your tutor.

ACCESSING THE COLLEGE NETWORK

Your college username is for your individual use only. You are responsible for all activities carried out whilst logging onto the college systems. You should never reveal your password to anyone else in the college, not even the IT Support team.

LOUGHBOROUGH COLLEGE WIFI ACCESS

All users of the wireless system will be subject to the same monitoring and filtering as the wired network. We have several monitoring platforms that monitor all internet traffic and provide reports to both the IT Management and also the Student Services department.

IT SERVICES (CONTINUED)

All reports are confidential, but accessing illicit sites will be flagged and reported to your tutor and/or Curriculum Manager.

Carrying out any of the following actions will result in your account being suspended, subject to a full investigation:

- Accessing or modifying other users' data or system software.
- Using the IT facilities for any illegal or unauthorised purpose.
- Storing or making publicly accessible any data, text, image or program which is unlawful or offensive.
- Storing, processing or distributing material that infringes the copyright of another person or organisation.
- Sending unsolicited, commercial, unauthorised or illegal advertising material.
- Anything that does not accord with the aims or objectives of the college.
- Anything that, whether lawful or not, could bring the college into disrepute.

COLLEGE IT SECURITY

All college systems are protected by several aspects of Cyber Security functions. Loughborough College uses Web Filtering, Anti-Virus and SPAM protection across all of our services. This helps the college stay safe and secure for all our students.

Whilst using the college network, you must not deliberately introduce a virus, worm or other potentially harmful program to the college.

SOFTWARE REQUIREMENTS

Only software provided by college is to be used.

Installation and or modification of software on college devices is not allowed without authorisation from the IT Services team.

All requests for software installations are to be made to IT Services or your tutor to raise this request for you.

Users will not be permitted to run applications from externally attached devices (USB drives etc). All software used at the college must be a legal; this includes your own laptops or tablet.

EMAIL

The college provides all students with access to Loughborough College's Office 365 platform.

To access the Office 365 platform, you will need to log on using your college username and password.

Here you will have full access to all packages such as Word and Excel and also have the ability to download a copy of Office to your personal device.

SAVING YOUR WORK

The college will provide you with a personal space called your "P Drive". Here you can store college-related files which are backed up daily.

We also provide you with access to OneDrive using Office 365 where you can save your personal work. This location would be the preferred location to save your data as accessing data stored here is easily accessible from anywhere.

The college does not allow files to be stored on your P Drive that are personal; only college- related files are to be stored here.

REPROGRAPHICS AND STATIONERY

All students are given £5 printing credit per term for free. This can be used on all photocopiers that are positioned around the college.

When printing from a college PC or laptop, you must select the Follow-You printer from the drop-down list.

Your student ID card will provide access to all multifunctional devices for printing, copying and scanning. You need to swipe your card on the reader to access your print job or other printing facilities. Additional print credits can be purchased from the Library.

We also provide a range or printing facilities in our Repro Department, such as A0 printing and also poster printing to a high standard.

We also provide a shop or online shop where you can access a variety of stationery that you can order and purchase either online or in shop.

LEARNZONE

At Loughborough College we provide two online learning environments: LearnZone and Microsoft Teams.

LearnZone is available for FE and HE students providing self-guided access to class resources including Word documents and PowerPoints, engaging in activities like quizzes and submitting assignments and coursework.

Microsoft Teams provides students with space for online discussions, access and collaborate on class resources such as PowerPoints and Word documents as well as live online classes. Along with your Teams account you also get the complete Microsoft 365 Office suite free to download and install on your own devices.

If you need support with these systems please check out the student helpdesk **helpdesk@loucoll.ac.uk** it has lots of resources to support you or alternatively contact your course tutor.

E-SAFETY AND ACCEPTABLE USE OF TECHNOLOGY POLICY FOR STUDENTS

We ask all students to use the college IT systems in a responsible way, to ensure their own personal safety, the fair treatment of others, and the security of the IT systems.

When using college systems and devices students

Should:

- Create a strong password and do not share it and other personal information with other people.
- Use college devices primarily for work and educational purposes.
- Use AI to support them with their studies.
- Refrain from making large downloads unless necessary.

Should NOT:

- Use college systems for online gambling or illegal activities.
- Use college systems for gaming or file sharing unless permitted to do so.
- Download or view illegal or inappropriate material.
- Install software, open attachments from unknown sources or suspicious websites.
- Tamper with the college equipment.

Students must take responsibility for their digital conduct:

- Do not use other people's intellectual or copyrighted property without permission.
- Do not present other people's content as their own including content generated using AI in line with the college plagiarism policy.

To ensure the safety of our students the college monitors all digital activities across the network. To help us to keep you safe please report anything you find inappropriate or unsettling online to us at **ithelpdesk@loucoll.ac.uk**

The college uses E-Safe Technology that monitors key strokes to identity safeguarding concerns online. When a safeguarding concern is identified the Safeguarding Team are notified automatically and will arrange to speak to you arrange support.

The college takes the well-being of our student seriously and will investigate any instances of cyberbullying and computer misuse even if it occurs outside of the campus and may result in disciplinary or police action.

All of the college policies can be found on the college website **loucoll.ac.uk**
Guidance and support can be found on **helpdesk.loucoll.ac.uk**
Alternatively, contact the IT team at **ithelpdesk@loucoll.ac.uk** we are always here to help, and keep everyone safe online.

Further advice and guidance for keeping safe online, you can contact the Safeguarding Team on **07979 737474** or **learn.welfare@loucoll.ac.uk**

DISCIPLINARY POLICY

DISCIPLINARY STAGES

Where possible, we will attempt to resolve any minor issues informally. In some instances, a support meeting may be held which identifies action plans and further support you may need moving forwards.

Where informal strategies do not work, or when a more serious disciplinary breach is alleged, then an investigation will take place, which may lead to a disciplinary hearing. Outcomes can be 'no case to answer', a written warning, an action plan or withdrawal from college. A summary of the 2023/2024 Student Disciplinary Policy and Procedure can be seen below.

Loughborough COLLEGE est. 1909

Learner Disciplinary Policy & Procedure – Quick Guide

Stage of Discipline	Stage 1 Minor Misconduct	Stage 2 Major Misconduct	Stage 3 Gross Misconduct
Examples of reasons for each stage of the disciplinary procedure (not exhaustive)	Occasional lateness; unauthorized absence; 'low level' disruptive behaviour; non-submission of work; poor performance	Repeating a minor breach; failure of a Stage 1 Action Plan; offensive language or behaviour; refusal to show ID; acting in an unsafe manner; smoking; disrupting others; plagiarism	Failure of a Stage 2 Action Plan; theft, violence or threat of violence, inappropriate use of social media; use or possession of drugs or alcohol; damage to property; gambling; insubordination; harassment; misuse of college ID
A meeting or a hearing will occur at each stage of the disciplinary process	↓	↓	↓
Possible outcome of a disciplinary	**Stage 1 Written Warning** Stage 1 Action Plan	**Stage 2 Written Warning** Stage 2 Action Plan	**Stage 3 Written Warning** Stage 3 Action Plan or Withdrawal
Hearing type	**Stage 1 Disciplinary Meeting**	**Stage 2 Disciplinary Hearing**	**Stage 3 Disciplinary Hearing**
Chair	Subject/Study Programme Lead (or nominated representative)	Curriculum Manager (or nominated representative)	Head of Department (or nominated representative)

APPEALS

Students have the right to appeal against a disciplinary outcome and sanction at any stage.

The college decision after an appeal is FINAL and is the end of the disciplinary process.

HOW TO GUIDES

To assist all students in accessing information help and support Loughborough College has created the Student Helpdesk found at **helpdesk.loucoll.ac.uk** The Helpdesk website can be accessed 24/7 from any device with an internet connection. No login needed.

The Helpdesk contains all the information found within this Student Handbook alongside other helpful guides, covering:

YOUR ACCOUNT

- Usernames and Passwords
- Emails
- Wi-Fi access
- And more...

FE AND HE LEARNZONE

- Login
- Your course materials
- Turnitin submissions
- And more...

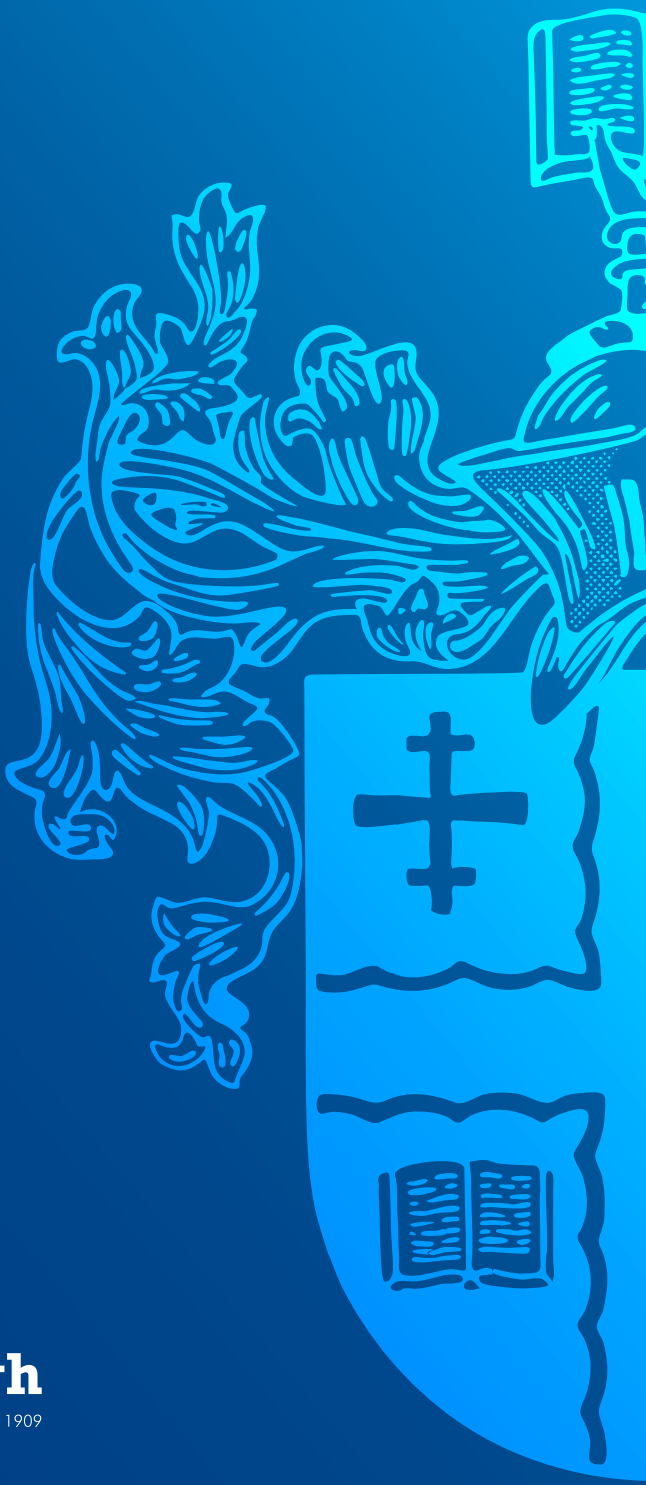
MICROSOFT TEAMS

- Getting started
- Installing and logging in
- Meetings/online classes
- And more...

MICROSOFT 365

- Access and installing the apps
- OneDrive
- MS Word
- MS PowerPoint
- And more...

- **MY ILP, APPS AND SMART ASSESSOR**
- **FACILITIES AND SERVICES**
- **ACCOMMODATION**
- **WELLBEING AND SUPPORT**
- **ACCESSIBILITY**



012232_08/23

Loughborough College
Radmoor Road
Loughborough
Leicestershire
LE11 3BT

01509 618375

www.loucoll.ac.uk

Loughborough
COLLEGE est. 1909