

TERM DATES 2019/20

AUTUMN TERM 2019

Thurs 22 Aug 2019	GCSE results /16-18 enrolment commences
Fri 23 Aug 2019	Main enrolment
Mon 26 Aug 2019	COLLEGE CLOSED - PUBLIC HOLIDAY
Tues 27 Aug 2019	Main enrolment
Tues 3 Sept 2019	Level 1 Vocational learners induction (excluding Construction & Engineering)
Weds 4 Sept 2019	16-19 induction
Thurs 5 Sept 2019	Term 1 starts
Tues 1 Oct 2019	Inset Day
Mon 21 Oct - Fri 25 Oct 2019	Mid Term Break 1
Thurs 19 Dec 2019	End of Term

SPRING TERM 2020

Mon 6 Jan 2020	Term 2 starts
Mon 17 - Fri 21 Feb 2020	Mid Term Break 2
Weds 11 March 2020	Inset Day
Fri 3 April 2020	End of Term
Fri 10 April & Mon 13 April 2020	Easter Bank Holidays

SUMMER TERM 2020

Mon 20 April 2020	Term 3 starts
Fri 8th May 2020	COLLEGE CLOSED - PUBLIC HOLIDAY
Mon 25 May - Fri 29 May 2020	Mid Term Break 3
Fri 26 June 2020	End of Term

EXAM DATES

Exam Date	Paper
Tues 19 May 2020	Maths Paper 1
Tues 2 June 2020	English Language Paper 1
Thurs 4 June 2020	Maths Paper 2
Fri 5 June 2020	English Language Paper 2
Mon 8 June 2020	Maths Paper 3

SOME COURSES RUN OUTSIDE OF OUR MAIN TERM-TIME DATES

The College is committed to being transparent about how it collects and processes the personal data of its learners, employees, visitors and other stakeholders to meet its data protection obligations. The College will ensure all processing is lawful, fair and transparent and individuals are informed of the legal basis for processing their data. Further information relating to the College's compliance of the General Data Protection Regulations can be found in the College's Data Protection Policy.



WELCOME

TO PRESTON'S COLLEGE

MAKE THE MOST OF COLLEGE



The purpose of this Welcome Guide is to give you all the information you need to make the best possible start to your time at Preston's College. I am delighted to welcome you here and I can assure you that whatever course you study, you will get first class teaching and support from staff who really care and want to help you do well. Your commitment is equally important. We expect you to attend regularly and punctually and to make the most of the many opportunities that Preston's College will provide.

On behalf of all the staff, I wish you every success.

Dr Lis Smith
Principal and Chief Executive

OUR MISSION: CREATING THE MOST EMPLOYABLE LEARNERS

At Preston's College we will ensure that you receive impartial initial advice and guidance to make sure that you are on the right programme.

From your very first day our focus is on helping you to achieve the highest standards, whilst facilitating your progression to further training, higher education and employment.

Preston's College is committed to providing you with an outstanding educational experience by delivering high quality teaching and learning in order that you succeed on your chosen course.

This guide provides you with an insight into the College. For more detailed information, please log onto the online handbook through Canvas.

CAREERS ADVICE

We have a dedicated, impartial Careers Team who can provide you with information, advice and guidance about the options for your next step.

We can offer support throughout your time with us, focusing on:

- > Exploring and planning career ideas
- > Changing careers
- > University applications, finance and accommodation
- > Finding out about the labour market - to explore new and expanding industries
- > Finding the right course(s) to get into a career of your choice
- > Job search - where to find jobs and Apprenticeships, plus help with CVs, cover letters, application forms and mock interviews
- > Work experience and work related activities
- > Researching progression options after completing your course

ATTENDANCE & PUNCTUALITY

College policy states that attendance and punctuality must be above 90%, with the expectation that you have 100%.

You must contact the College if absent via Proportal. Alternatively, you may use the absence hotline number **01772 225959**, email: **absencehotline@preston.ac.uk**

We have various attendance awards throughout the year to celebrate excellent attendance - be a part of it!





COLLEGE PARKING & NHS SPACES

Please note that the Sharoe Green Lane car park within College is partly used by Royal Preston Hospital and its staff. Signage is in place across the car park to indicate where you can park your vehicle and where Hospital staff can park also.



MOBILE PHONES

Please make sure your mobile is turned off or on silent when in a classroom or workshop and remember NOT to take mobile phones into any exam. Please let the College know if you change your mobile phone number!



APPRENTICES ONEFILE

Dependant on your curriculum area, OneFile is the leading eportfolio system that Preston's College uses to log all your assessment qualifications and track your progress. Ask your teacher for more information.



STUDENT SERVICES

We offer advice, support and guidance to all students across College. Student Services can support you with welfare and benefits, personal difficulties, counselling services and safeguarding. We are based on the ground floor of the Earnshaw Building (next to Reception) and are open in term time from 8am-6pm Monday-Thursday and 8am-5pm on Friday.



BURSARY APPLICATIONS

Bursary applications can be made online.

If you wish to apply for bursary funding, please visit www.preston.ac.uk/bursary to register. Once you have done this you will be sent an activation link to your college email address, which you will click on to complete your application. You will then need to submit your income evidence to Student Services for your application to be assessed. That's all there is to it!



ENRICHMENT

Preston's College has an exciting Student Enrichment Programme. There is a very wide range of sport/leisure clubs, trips and societies that you can participate in, many of which are free. Activities take place every week and information is made available via email, bulletins, teachers or notice boards. Last academic year there were over 100 enrichment activities that took place across the College involving more than 2000 learners. Come and be a part of it.



THE COLLEGE CODE

LISTEN TO EACH OTHER

+ USE PROFESSIONAL LANGUAGE

PRESTON'S COLLEGE BEHAVIOURS

- > Only bottled water allowed in classrooms
- > Phones on silent and put away
- > Arrive on time to your lesson ready and equipped
- > Coats off and ready to learn
- > Make sure you are wearing your ID badge at all times
- > Try hard and reach your potential
- > Respect each other
- > Use appropriate language
- > Listen carefully, engage and participate
- > Smoking/e-cigarettes only permitted in designated areas



FOOD + DRINK

PERMITTED ONLY

IN DESIGNATED AREAS

ID

WEAR YOUR ID BADGE

ON TIME, COATS OFF AND BE READY TO LEARN

TRY HARD AND REACH YOUR POTENTIAL

BE POLITE AND RESPECT EVERYONE

RIGHTS & RESPONSIBILITIES

YOUR RIGHTS

- > Your classes will be well prepared and start on time
- > You will be treated fairly, politely and with respect
- > Poor behaviour, in or out of the classroom, will be consistently challenged and dealt with
- > You will be listened to
- > You will be encouraged and supported to succeed and progress to further study or into work

YOUR RESPONSIBILITIES

- > Attend all your classes on time, wear your ID badge and be ready to learn
- > Meet your deadlines, engage and participate in learning
- > Treat the College classrooms, staff and other learners with respect
- > Turn off your mobile phone (or to silent) and put it away during class
- > Work hard to achieve your goals and challenge yourself

STUDENT BEHAVIOUR

DOES THE COLLEGE HAVE RULES ABOUT STUDENT BEHAVIOUR?

Yes, the College has a Code of Conduct which we expect you to follow. This is based mainly on common-sense and courtesy and is detailed in the ehandbook on Canvas.

SUPPORT AND EXAM ACCESS ARRANGEMENTS

If you have previously had any support in your exams or you have had support for your classes, please go to 'The Point' in Student Services to see a member of the SEND Team or ring 01772 225328. The Application for support for Higher Education Learners (SEND) is via the Disabled Students Allowance (DSA). Again, please contact the SEND Team or alternatively go directly to www.direct.gov.uk/studentfinance

ESAFETY

It is important to us that you remain safe and secure at all times, particularly when you are online. During Induction and throughout the year, you will cover aspects such as:

- > An introduction to the College's Acceptable Use Policy.
- > An introduction to some of the many issues related to online activity and how to avoid difficult situations.
- > Details of what to do if you encounter cyber-bullying or any other form of inappropriate activity whilst online.
- > Information about what to do if something goes wrong or you cannot remember your password or you can't find that saved assignment.
- > Information about the features within the College systems that are there to protect you i.e. the blocking of inappropriate websites.



**MAKE
THE MOST
OF COLLEGE**

EQUALITY

PRESTON'S COLLEGE EQUALITY STATEMENT

Our commitment Preston's College is committed to promoting and developing a learning and working environment that is inclusive, celebrates diversity and does not disadvantage any group.

What this means

The College will be a place where:

- > You will have the opportunity to participate fully in College life and achieve your full potential.
- > Any physical, social and economic barriers to access are minimised.
- > The environment is welcoming and supportive.
- > Equality and Diversity among staff, learners, employers and the wider community is actively promoted.

LEARNING ZONE

Our Learning Zone provides an excellent environment to support teaching and learning with access to a range of fantastic resources.

- > We have quiet and silent study areas as well as group areas and over 100 PCs.
- > We also have laptops and tablets which you can use in the Learning Zone.
- > We have 1000s of books and you can also access 1000s of ebooks via our Canvas pages.
- > No food or drink (except bottled water) is permitted in the Learning Zone.



LEARNING ZONE OPENING TIMES:

Term time:
Mon: 8.30am-5pm
Tues-Thurs:
8.30am-8pm
Fri: 8.30am-5pm
Holiday Time:
Mon-Fri: 9am-4.30pm
(Except Bank Hols)

Throughout the Learning Zone, you will see signs to let you know if the space you are in is a silent, quiet or group work area.



ID BADGES

For your safety, when on College premises, students, staff and visitors must wear their ID badges at all times.

Lanyards and ID badges are provided to learners at enrolment. For occasions when you may forget your ID badge, you can obtain up to 3 temporary day passes from Student Services. If you lose your badge, you can obtain one free replacement from Student Services. Further replacements must be purchased at a cost of £2.00. Please be aware that failure to wear your ID badge will result in disciplinary action.



CHILL ZONE

The Chill Zone is a student area where you can eat lunch and chill out!

ENGLISH & MATHS

If you need support with your maths and English, talk to your maths/English tutor and they will be able to arrange extra help for you.

+NINETEEN

+nineteen is a dedicated social and informal workspace for anyone aged 19+. It is located at the back of Learning Zone B and is open during the Learning Zone's normal opening hours.

HIGHER EDUCATION CENTRE

The Higher Education Centre is located in the Rigby Building and provides computers, study space and books for learners on HE courses.

SAFEGUARDING & PREVENT



The College has a legal and moral duty to safeguard and promote your welfare and to provide a safe and secure environment in which you can study and achieve your potential.

This includes our obligation under the Prevent Duty (Sept 2015) to have due regard to the need to prevent any person from being drawn into terrorism.

WHAT IS SAFEGUARDING?

Safeguarding and promoting the welfare of children/young people is defined as: protecting children/young people from maltreatment or impairment of health or development; ensuring that children/young people grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children/young people to have the best outcomes. This includes everyone under the age of 18.

WHAT IS PREVENT?

Prevent is one of the four elements of CONTEST, the Government's counterterrorism strategy. It aims to stop people from becoming terrorists or supporting terrorism. Prevent is about safeguarding you and keeping you safe and within the law. The Prevent Duty is not about preventing you from having political and religious views and concerns, but about supporting you to use those concerns and act on them in non-extremist ways.

WHAT IS EXTREMISM?

The Government has defined extremism in the Prevent Duty as: "vocal or active opposition to

fundamental British values". This also includes calls for the death of members of the British armed forces. Extremism and radicalisation might include; violent Islamist groups, the extreme right wing and other causes.

WHAT IS RADICALISATION?

Radicalisation is "the process where someone has their vulnerabilities or susceptibilities exploited towards crime or terrorism - most often by a third party, who have their own agenda."

Preston's College provides a safe space in which young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

If you feel worried about yourself or others, then you can talk to your Teacher, Student Manager, Safeguarding Officer or the Designated Safeguarding Lead, Tina Southworth. Tina is based in Student Services (EA004a) and can be contacted as follows: Tel 01772 225658 / 07919 628570, email tsouthworth@preston.ac.uk You can also click on the confidential Safeguarding Alert button on the student homepage.

RUN HIDE TELL

In the rare event of a fire arms or weapons attack, **RUN** to a place of safety. If there is nowhere to run **HIDE**. When it is safe to do so **TELL** the police by calling 999.

See ehandbook.preston.ac.uk for RUN HIDE TELL video.



DOWNLOAD THE APP NOW!

CitizenAID provides clear and simple actions on how to stay safe in the event of a terrorist act.



Canvas is YOUR elearning 'must have' for learning, assessment and communication.

Canvas fits nicely on your smartphone, tablet or laptop to give you instant news on course and assignment updates. You will also receive updates on activities and opportunities to make your time at Preston's College even more rewarding and enjoyable.

Just browse your app store and install your free 'Canvas Student' app on your phone or tablet. The app will open your personal Canvas homepage where you can access all of your courses and pick up any announcements or messages. Make a start today!



YOUR SAFEGUARDING TEAM

TINA SOUTHWORTH

Designated Safeguarding Lead
EA004a
01772 225658
tsouthworth@preston.ac.uk

DAVE FOY

Deputy
EA118
01772 225101
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KAT FAWCETT

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SARA HARTIGAN

Deputy
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shartigan@preston.ac.uk

BRITISH VALUES



At Preston's College we are committed to supporting all learners. We will build your resilience to radicalisation by promoting British values and enabling you to challenge extremist views. It is expected that you understand that while different people may hold different views about what is 'right' and 'wrong', we all need to respect and abide by the law. Preston's College promotes the British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Listed below are some examples of how we promote these values within our College community.

DEMOCRACY

Learner Voice is significant to life at Preston's College. You can be elected by your peers and become involved in making the College a better place by becoming a Learner Voice representative, member of the Student Council or Student Governor. You will also complete regular surveys throughout the academic year to provide continuous feedback on the service you are receiving at College. We understand that active participation from you will sow the seeds for a more sophisticated understanding of democracy in the future.

THE RULE OF LAW

You will encounter rules and laws throughout your entire life. We want you to understand that whether these laws govern the class, the College, the Community or the Country, they are set for good reasons and must be adhered to. This understanding of the importance of the rule of law is reinforced through our curriculum, in which we allow opportunity for debate and discussion on the importance of laws for our protection.

INDIVIDUAL LIBERTY

We invest a great deal of time in creating a positive culture at Preston's College, so that you are in a safe environment where choices and freedom is encouraged. The College will support you in recognising how to exercise your freedom safely.

MUTUAL RESPECT & TOLERANCE OF THOSE WITH DIFFERENT FAITHS AND BELIEFS

At Preston's College we have a culturally rich and diverse learner population. We strongly believe that tolerance is gained through knowledge and understanding of our similarities and differences and regularly hold events to promote this. Mutual respect is at the core of our College life. Respect is shown across our College community to staff, learners and visitors alike through the way in which we interact with one another.



16-18 YEAR OLD STUDENTS DID YOU KNOW...

You will be allocated a Student Manager during your stay here at Preston's College.

Your Student Manager will:

- > Monitor your journey within College providing support or signposting as appropriate
- > Set targets with you during 1:1s to ensure you will achieve on your course
- > Support your weekly briefings which aim to guide and support you through your journey within College and with your progression plans
- > Raise your aspirations by motivating and supporting you to achieve and succeed
- > Support you in completing your work experience
- > Support your progress and attainment workshops

MATHS & ENGLISH

Maths and English skills are an important part of everyday life, with employers recruiting people with these skills. This is why it is a government requirement that if you leave school without a grade 4 (or above) you will have to study it as part of your course at college.



Students, parents and employers can access up-to-date information on performance, attendance and punctuality via ProPortal and OneFile. Please see your Student Manager or teachers for more information.



ProMonitor is an online integrated student monitoring and support system. Through the individual learning plan function, staff and students will be able to set and monitor targets in order to ensure target grades are met or exceeded.

PROGRESS REVIEW PARENTS EVENING
MONDAY 2ND
MARCH 2020

