



WESTON
COLLEGE



SOUTH WEST
SKILLS CAMPUS

2020/2021

CAMPUS GUIDE

South West Skills Campus

www.weston.ac.uk

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PRINCIPAL'S WELCOME

We are very pleased to welcome you as a student of Weston College for 2020.

Regarding COVID-19, as a College we have responded in a professional and logical manner, with the safety of our students and staff our highest priority. We will continue to follow government guidelines (and respond quickly to any changes in guidance) to ensure that the College environment remains safe as well as providing outstanding facilities, teaching and support for you to achieve your course goals and have a great time studying and building new friendship, as you work towards your career aspirations.

In order to do so we will work to a curriculum delivery model for the 2020/21 academic year that will:

- Have a focus on blended learning (split of classroom and online learning).
- Maximise face-to-face learning with learners in college as much as is feasible and safe to do so, with class sizes smaller than previous.
- Continuous access to support services both face-to-face and online.
- Offer great career advice and job ready skills.

As a College, we ask that you commit time, energy and effort to your studies in order to obtain the best possible achievements. We will continue to work hard to provide learning opportunities, environments and resources of the highest quality, to support your educational journey.



Weston College is committed to the principles of safeguarding and equality and diversity, meaning we will do all we can to ensure your safety and protection while being opposed to any form of discrimination. We hope that you, too, will share these inclusive values. This campus guide provides you with important information which will support you during your time with us and will also make you feel reassured about returning to a learning environment following lockdown.

Should you need any further information please ask your personal tutor or contact any member of Student Services who will be happy to help.

May I take this opportunity to wish you an enjoyable and successful year at Weston College.

A handwritten signature in black ink, appearing to read 'Paul Phillips'.

Dr Paul Phillips CBE PhD. D.Lit Ed.D

KEY DATES 2020/2021

AUTUMN TERM

Start of term Monday	Monday 7th September 2020
Half term	Monday 26th October, 2020 to Friday 30th October 2020
End of term	Friday 18th December, 2020

SPRING TERM

Start of term	Monday 4th January, 2021
Half term	Monday 15th February, 2021 to Friday 19th February, 2021
End of term	Thursday 1st April, 2021

SUMMER TERM

Start of term	Tuesday 20th April, 2021
Half term	Monday 31st May, 2021 to Friday 4th June 2021
End of term	Friday 9th July, 2021

OTHER

A Level and Technical Results Day	Thursday 12th August 2021
GCSE Results Day	Thursday 19th August 2021

COLLEGE THEME WEEKS

Sexual, Health and Alcohol Guidance	December, 2020
Body and Mind (BAM) Theme Week	January, 2021
Digital You Theme Week	March 2021
National Careers Week	March, 2021
Careers Fest	March 2021



SOUTH WEST SKILLS CAMPUS MAP

- | | |
|--------------------------------|--------------------------------------|
| 1 Reception | 8 Future Technology Centre |
| 2 Computing and IT | 9 Construction and Building Services |
| 3 Engineering | 10 Partnership Centre |
| 4 Automotive Technology Centre | 11 Multi Use Games Area (MUGA) |
| 5 Training Solutions | 12 Eco House |
| 6 Bistro | 13 Staff and Student Car Park |
| 7 Welfare Team | 14 Visitors Parking |



CURRICULUM SUBJECTS

- Brickwork and Construction
- Civil Engineering
- Electrical
- Engineering
- Motor Vehicle
- Pre-Employment
- Plumbing
- Traineeshipst

SUPPORT SERVICES

- Student Services (next to Bistro)
- Learning Support (Ground Floor)
- LibraryPlus (Ground Floor)

FACILITIES

- Bistro/Social Kitchen (Ground Floor)
- Costa (Ground Floor)
- Student Car Park

FIRST BUS SERVICES

3, X1/X2, X5

BAKERS DOLPHIN SERVICES

All

Respect

Weston College is a place of learning with a shared purpose of 'Creating brighter futures'. We aim to create a secure and welcoming environment for all members of our community. So that everyone can enjoy learning to their full potential, Weston College expects all staff, students and visitors to maintain our culture of respect.

Yourself

- We make and support healthy choices.
- We ask for help when we need it.
- We report and harassment or bullying.
- We challenge inappropriate behaviour.
- We contribute positively.
- We tell people when they've got it right.
- We give constructive feedback when people get it wrong.
- We accept help when we need it.
- We are ambitious for ourselves.

The environment

- We are a safe place.
- We keep College property clean and tidy.
- We aim to make all the College accessible.
- We support College policies.
- We dress properly.
- We use technology appropriately.
- We eat and drink in designated areas.

Other people

- We treat everyone fairly.
- We listen to each other.
- We celebrate our diversity.
- We promote equality.
- We are inclusive and friendly.
- We think about the impact of what we say and do.
- We offer help when we can.

The opportunity to learn

- We aim to achieve our full potential.
- We attend punctually.
- We complete our work on time.
- We notify the College when we can't attend.
- We switch mobile phones off during lessons, meetings and whilst in the library.

Our Values

We will put the **Learner** first.

We will be **Entrepreneurial** in approach and innovative in our thinking.

We will be **Ambitious** and aspirational.

We will value **Diversity** and celebrate success.

We will **Enable** collaboration and work in partnership.

We will be **Responsive** to the needs of individuals, business and the community.

We will provide a **Safe** and sustainable place to study and work.

We will be **LEADERS** in our field and have a reputation for excellence.

Our Mission

'Creating brighter futures' is the underpinning mission and purpose of the Weston College Group. It is driven to achieve this for all its learners and staff through the development of a learning and working culture that is inclusive, aspirational and focused on assuring success and progression.

Our Aims

Aim 1: Provide a safe, supportive and inclusive learning culture where learners can thrive.

Aim 2: Meet the needs of employers, the local economy and regional skills shortages through a curriculum offer that puts employability at its centre.

Aim 3: Develop partnerships, collaborations and models of learning that increase opportunity for different groups of learners within their immediate locality.

Aim 4: Enable learners to succeed, progress and meet future challenges by providing high quality teaching, learning and assessment.

Aim 5: Harness and use technology to support innovation in learning and smarter, more efficient working practices.

Aim 6: Remain a financially robust, sustainable and resilient organisation that can continue to develop and invest in its facilities, infrastructure and workforce.

READY TO LEARN

Ready. Respectful. Safe.

I Will:

Be **friendly, inclusive and respectful** to others in line with the Weston College RESPECT statements.

Use **language** that is **appropriate** and **respectful**

Keep the college and learning **environments clean and tidy**

Respect **security** and **health and safety** measures including **wearing college ID** and **produce it when requested**.

Adhere to college procedures including **fire alarms** and **security barriers**.

Give out the relevant **faculty/department phone number** to those who may need to make contact in **case of an emergency** during lesson time.

READY TO LEARN

Ready. Respectful. Safe.

I Will:

Arrive to lessons **prepared** to learn.

Arrive **on time**.

Switch my phone to **silent** and store it **out of reach**.

Use my mobile device and other **technology appropriately**.

Keep myself **hydrated**.

Make an **effort to plan and manage** my time.

Ask questions and **purposefully engage**.

Commit fully to each task and **apply effort**.

Discuss topics with peers and **remain focussed**.

Communicate with the teacher when I am faced with a barrier to learning.

Remain **patient** and quiet whilst others are talking and **allow others to speak without interruption**.

Be **friendly, inclusive and respectful** to others.

STUDENT BEHAVIOUR AND CONDUCT

Weston College employs a student behaviour policy that sets out our behaviour expectations for learners and the approach that should be adopted when these are not met. The policy aims to apply restorative approaches rather than punitive measures for dealing with minor incidents or breaches of discipline. Learners who fail to respond to the restorative approaches and continue to disrupt learning will be progressed to the disciplinary stages reserved for serious and gross misconduct.

This Policy can be found [HERE](#).

Please note - in order to keep everyone as safe as possible, we will be operating a zero-tolerance approach towards behavioural safety and compliance with a particular focus on COVID-19 protection measures. Any learner found not to be following the instructions and measures put in place, will be asked to leave site and further additional action may be taken. You are reminded to adhere strictly to the following at all times:

- Wear your ID badge at all times so that you can be identified as a College student.
- Follow the rules about regular handwashing and use the supplied hand sanitiser.
- Maintain the prescribed social distancing of 1m plus from all members of the College community.

- Attend college only for the purposes of attending lessons, accessing planned assessments, accessing a study space or coming to safe space. Being on the College site purely for social purposes is not permitted.
- Follow any signs and directions that are on the College campus – this is VITAL for your own safety.
- Only use the specified entrances and exits.
- Leave College once your period of required attendance is complete and make your way home as quickly and as safely as is convenient.
- If you use public or college transport, you must adhere to the measures set out i.e. wearing a mask.

May we remind you if you are coming to college, of the Government's guidance linked to safety measures. In particular, if you or any of your household show symptoms of coronavirus, you should self-isolate and not come to College. The most common symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- A new continuous cough
- A high temperature
- A loss of, or change in, your normal sense of taste or smell (anosmia).

This guidance is subject to change in accordance with the government guidance, as and when it is updated. Changes to processes and staff/learner expectations will be communicated to all, however it is expected the current approach is adhered to until such a time as informed otherwise.

SAFETY AND SECURITY

We are committed to providing a safe and secure environment at Weston College.

As a student, you must wear your college identity (ID) card at all times on campus. Your ID card and lanyard will be provided at enrolment, enabling you to pass through security gates. You will also need your ID card to access technology and resources in LibraryPlus.

FORGOT OR LOST YOUR ID CARD?

If you have forgotten your card, report to reception and they will issue you with a temporary card after confirming your student status.

SECURITY PROCEDURES

If you lose your ID card there is a £5 replacement charge. Contact the College Information Services team at the campus reception.

Weston College has a number of systems and procedures in place to ensure safe and secure campuses, including:

- Closed circuit television across each campus
- Screening and searching – see the College's Student Safety and Disciplinary Policy for further details.
- Emergency evacuation procedures – familiarise yourself with the “fire action procedure” and “assembly point” signs and notices
- Fire alarms – if you hear a continuous ringing bell or see a flashing red light please leave the building immediately and leave personal belongings. If you have mobility issues, wait at your nearest refuge point. ‘Whistle Wave’ lockdown for terrorist, armed intruder or attacker – we operate a ‘Run, Hide, Tell’ procedure in the event of an armed intruder accessing our buildings. The warning signal for this is

either short sharp blasts on a whistle or a tannoy announcement warning. If you hear one of these alerts you must follow instructions from a member of staff or run to place of safety, hide in an office, classroom, or workspace and lock or barricade the door. Tell a member of staff and the police. Further details can be found on eIL ‘Bomb’

- Alerts – the ‘whisper’ evacuation - bomb threat or suspect package - if a call is received, the Principal will order the affected building to be evacuated. A staff member will alert other staff and students to evacuate the building via a particular staircase or exit route, to an alternative assembly point. Known as the ‘Whisper’ evacuation the procedure is undertaken quietly and in an orderly fashion
- Disciplinary action, in the form of a gross misconduct charge, will be taken against anyone maliciously starting a fire evacuation, whistle wave lockdown or bomb evacuation
- First aid – if you or another student becomes ill or has an accident while at College you should contact reception (dial 0 from any internal telephone). Ask for a first aider and detail where you are and the nature of the problem
- No smoking or vaping in College buildings or near main entrances – designated smoking areas are available at each campus
- Hoods and caps – while on campus we ask all non-religious headwear is removed for identification purposes
- E-safety – for advice and guidance on e-safety, you can contact your personal tutor or a member of LibraryPlus
- Risk assessments – to ensure your safety we ‘risk assess’ all College buildings, spaces and activities, including organised trips out of college. You will find a ‘generic’ risk assessment posted in each classroom and work space for information. If you need more information on risk assessments please ask your tutor.

EQUALITY AND DIVERSITY

WHAT DOES IT MEAN?

This means Weston College welcomes all students, whatever their circumstances. We believe that everyone has the right to be treated fairly, with dignity and respect and we value and celebrate the diversity that everyone brings to the College.

We want Weston College to be a place where you feel comfortable and safe enough to be yourself and enjoy learning. Our Equality and Diversity Policy applies to every member of Weston College, including students, staff and visitors.

SPACE FOR PRAYER AND REFLECTION

There are designated quiet rooms available at each campus for prayer and reflection.

Ask at the campus reception or LibraryPlus for further details.

HARASSMENT AND BULLYING

We take a zero tolerance approach to harassment and bullying which means anyone proven responsible for unlawful discrimination, harassment or bullying can be asked to leave the College.

Harassment can be related to age, disability, gender identity, marital status, pregnancy or maternity, ethnicity, race, religion or belief, sex or sexual orientation. It is legally defined as:

“Unwanted conduct which has the purpose or effect of:

- Violating the other person's dignity;
- Creating an intimidating, hostile, degrading, humiliating or offensive environment.”

This means if someone is offended by your behaviour(s), whether you intended it or not, and whether the behaviour was aimed at them personally or not, it may be considered harassment.

Bullying is the persistent, intentional harming of another person with an unequal power relationship.

Harassment and bullying may be verbal, physical, emotional or non-verbal. This includes, for example:

- Physical assault – kicking, hitting, punching etc.
- Verbal assault – insults, swearing, disrespectful language
- Pornographic or other offensive pin-ups displayed publicly or accessed through the internet or circulated via email
- Jokes, gestures or graffiti that offend others
- Intimidation – use of written, spoken or physical threat to influence the behaviour of another (this includes use of text messages or entries on social sites, i.e. Facebook)
- Offensive clothing, e.g. swastikas on jackets or caps.

Harassment and bullying must be reported. If you see it, or experience it, please report it to your Personal Tutor or a member of the Student Welfare and Pastoral Support Services Team.

SAFEGUARDING

Weston College is committed to safeguarding and promoting the welfare of children, young people and adults at Risk.

We expect the whole college community to share this commitment including the aims of our Safeguarding of Children and Adults at Risk Policy and Procedure.

If you have a concern about your own or another student's wellbeing, safety or rights you can talk to any member of staff or ask to speak to a member of the College.

SAFEGUARDING TEAM

While we cannot promise to keep confidentiality we will support you to find solutions to your issues and concerns within the agreed local policies and procedures.

How to contact a College Safeguarding Officer:

Call **01934 411464**
(365 days a year, 24 hours a day)
or email **safeguarding@weston.ac.uk**



YOUR DIGITAL COLLEGE: GET CONNECTED!

Access to technology is essential to an ever-increasing number of careers including how we learn and stay connected. Recent months have seen the use of technology grow in all aspects of life, from video conferencing with family, to working collaboratively with co-workers, to participating in online lessons.

Studying at Weston College will include aspects of what we call 'blended learning'. This means your course will use a mix of digital content and activities, including video-based learning, interactive learning tools, digital projects, problem solving and more! Most importantly, we want you to remain connected with your teacher, our support teams and other students on your course.

An outstanding digital experience requires our learners to have access to technology. We recommend that learners consider owning a device that is suitable for College work. This is a good investment not just for your course at Weston College, but also for your future:

- Your employability – online job applications, video interviews, digital portfolios and networking
- Opportunities in Higher Education – research, independent study and extended projects
- Work-based learning – Remote/mobile working in the workplace for apprentices and work placements

We understand that not everyone is able to buy a device or may have unreliable access to the Internet. Weston College is

inclusive and is committed to supporting learners. As part of the Weston College community, we want you to remain connected. This support includes:

- Using Microsoft Teams as our main application for communication, assignments and digital learning content, all accessible via the Microsoft Teams app desktop and mobile devices (on Windows, Android and Apple)
- Free downloads for the Microsoft Office software (Word, Excel, PowerPoint and more) for the duration of your course
- Free 'Eduroam' WiFi services across all campuses for personal devices
- Bookable access to our IT facilities in LibraryPlus centres, including PCs, Macs and self-issue laptops (for on campus use)
- Learners with an approved bursary may be able to apply for an IT bursary, providing a contribution towards cost of a device from our named supplier (subject to assessment)
- Offering discounted devices on the Weston College Online Shop (coming Summer 2020)

We will continue to keep you updated on new technology services and developments as we head toward an exciting academic year.

STUDENTS DISCOUNTS!

As learners and teachers across the country get ready to return to schools, colleges and universities, many technology retailers are also offering competitive discounts for learners. Learners with a NUS 'Totum' card can also access a range of discounts on technology.

STUDENT SERVICES: SOUTH WEST SKILLS CAMPUS

WELFARE AND PASTORAL SUPPORT

Weston College Welfare provides a confidential non-judgemental service for all students at all campuses daily.

WELFARE

Welfare Officers offer the opportunity to access information, advice and support with a wide range of issues which could impact on your learning including emotional health/mental health, course/college concerns, homelessness, finance, drug/alcohol concerns and attendance. Support, guidance and referrals are also available with health issues including sexual health, healthy eating and more.

Drop into our Student Services available at all campuses or book an appointment on the contact details below. You can also message through Microsoft Teams, email or text.

COUNSELLING

Counselling offers an opportunity to talk in a private and relaxed setting with someone who plays no other role in your life. Counselling could help you with relationship difficulties, self-esteem, personal loss, decision making and moving on.

To find out how to book a counselling appointment please contact one of the Welfare Officers below.

If you have any concerns or are worried about a friend, we are here to help.

SOUTH WEST SKILLS CAMPUS

FOR MORE INFORMATION CLICK HERE OR CONTACT:

HEIDI MILNER

07747 842976

Microsoft Teams
@Heidi Milner

ELEANOR MASPERO

07976 794915

Microsoft Teams
@Eleanor Maspero

CAREERS ADVICE AND GUIDANCE

The College's careers and advice team offer learners support and guidance on careers, employability and UCAS through a range of group tutorials and 1:1s, to support you through the processes of deciding what your next steps will be.

The Careers Advice Team work with your curriculum area to ensure you are provided with a wide range of resources, activities and visits so you leave Weston College with the right skills and experience to succeed within your chosen career or education pathway. They coordinate our very own careers and employability festival, CareersFest, where every year we invite over 60 employers, universities and other organisations from all over the country to make you aware of all the options that are open to you.

FOR MORE INFORMATION:

Be sure to check **ASPECT's Sharepoint page** for lots of useful resources and video tutorials, as well as their monthly **webinars** on topics like student finance and more. You can find a full breakdown of the College's careers programme on our **[website](#)**.

To book an appointment **[CLICK HERE](#)** or contact the team on the below details:

01934 411415

Careersadvice@weston.ac.uk



LEARNING SUPPORT

Whilst studying here with us at Weston College we have a team ready to support and help you achieve your goals and aspirations. The Learning Support team are dedicated, highly qualified and experienced and will work with you and your tutors to identify the support you require.

We provide support to over 1,000 students every year at each campus. We have a wide range of support options available from our team of support workers and specialist practitioners, such as:

- Classroom and workshop support
- Specialist Mentoring
- Study skills and assignment support
- Behaviour management
- Assistive Technology
- Communication support
- Diagnostic assessments
- Exam Access Arrangements
- Resources and Equipment support.

So that we can provide this support we will:

- Make arrangements to support you as you get ready to learn in at our College
- Meet with you to discuss your needs
- Put support in place to enable you to access the opportunities you require to achieve
- Liaise on a regular basis with teaching staff to share the relevant information and provide updates regarding your support
- Support teaching staff with information and training about your specific learning needs
- Support you to develop strategies to use in the classroom, workshop and at work placements
- Promote and empower your independence
- Review the support you receive on a regular basis
- Attend Education Health Care Plan (EHCP) meetings and reviews (if applicable)
- Support your achievement, progression and celebrate your successes.

For more information or to arrange an initial chat, please contact the Learning Support Campus Co-ordinator on your site:



SOUTH WEST SKILLS CAMPUS:

HILARY MARSH

hilary.marsh@weston.ac.uk / 07891 227532

LIBRARY PLUS

LibraryPlus is our vibrant central learning hub located at each Weston College campus. Get to know your campus LibraryPlus team who can help you explore the full range of services, resources and support available.

- Our LibraryPlus learning hubs offer a great place to learn and work, including:
- A dedicated LibraryPlus team to help and support you during your time at the college
- Spacious access to computers for digital learning and working
- Advanced booking of computers and technology via our online self-service systems
- A large catalogue of loanable books and eBooks
- Online resources for video-based learning, online journals and more
- Comfortable collaborative working areas
- A wide range of one-to-one support
- Secure charging lockers for personal devices
- Help with technology and accessing digital resources
- Dedicated Higher Education study support
- Microsoft Office guidance and access to certification opportunities.

You can access all our online resources by visiting the 'LibraryPlus Online' homepage.

LibraryPlus:

01934 411 493

library@weston.ac.uk

OUTSIDE OF THE CLASSROOM

Enrichment is an important part of your College life and something we actively encourage.

Enrichment activities enable you to develop new hobbies and interests by getting involved with activities and other students outside of your study programme.

A wide range of activities and sports are offered throughout the week and across the College sites. If there is something that you would like to do that we don't currently offer please come and tell us and we will see what can be done.



STUDENTS' UNION

The Students' Union is here for you, when you enrol at college you are automatically a member, all students whether part time, full time or apprenticeships are members of the Union.

There is an executive team of students that are elected every year to represent your views and opinions and offer you the best college experience possible. The team is made up of a President, Vice President, Secretary and Campus Officers for each campus. This ensures all students voices are heard across all of our campuses. The Students' Union is also a member of the National Union of Students (NUS), this means you are entitled to purchase a Totum card (previously known as the NUS Extra card) at a cost of £12.

This gives you access to hundreds of discounts at restaurants, shops and experiences to make your life whilst at College even better.

The students' union is run by students for the students and is responsible for:

- Student representation across all sites and study programmes
- Social activities
- Campaigns
- Charity activities
- Trips.

Our values:

The Students' Union exists to make your lives as students better. One of the key ways we work to do this is to ensure that your voice is heard on your course. We believe that students should be active partners in their learning while at the College, and we work closely with departments and faculties to make changes that will benefit students. If you want to get involved with the Students' Union, let us know:

student.union@weston.ac.uk



WESTON SPORT

Weston Sport recognises the abilities and efforts of our top athletes and aims to support them to achieve their potential.

As a student at Weston College, you will have the opportunity to combine your academic studies with high-level sporting provision, which will allow you to fully immerse yourself as a student-athlete.

Weston Sport prides itself on its athlete-centred approach, which will enable you to develop your sporting performance, in a professionally structured environment.

Additionally, athletes will get access to our outstanding sports facilities which include a Sport England specification sports hall, FA and World Rugby approved 3G artificial pitch and performance gym.

KEY CONTACT:

Academy manager:

Jack Gadd
jack.gadd@weston.ac.uk



BODY AND MIND

'Body and Mind' (BAM) is your opportunity to improve your health and wellbeing during your time at Weston College.

Each campus has its own programme designed to offer you support, guidance and enrichment through a variety of sessions, such as art therapy, table tennis, Wednesday walks and more.

The BAM programme is shaped by you, so if you would like to try something new or access your favourite hobbies at College please get in contact with us:

BAM@weston.ac.uk

We hope you will find something that you want to be involved in.

USEFUL CONTACTS

Activities and sports	01934 411 622
College Admissions	01934 411481
Careers Advice	01934 411415
College switchboard	01934 411 411
Learning support	01934 411 558
LibraryPlus	01934 411 493
LibraryPlus Text to Renew	07860 023 339
Student bursaries	01934 411 571
Student clubs and societies	01934 411 383
English and maths	01934 411545
Examinations	01934 411 467
Safeguarding	01934 411 464 safeguarding@weston.ac.uk

ABSENCE HOTLINES

Advanced Engineering and Computing
01934 411 194
AEC.student.absence@weston.ac.uk

Apprenticeships and Traineeships
01934 411 594
traineeship.student.absence@weston.ac.uk

Building Automotive and Civil Engineering
01934 411 792
BACE.student.absence@weston.ac.uk

Creative Arts
01934 411 669
CAD.student.absence@weston.ac.uk

Inclusive Practice
01934 411 697 • 07773 969 344
IIP.student.absence@weston.ac.uk

Professional Studies, Access to HE, Animal Science, Public Services
01934 411 567 • 07910 686 628
PSAA.student.absence@weston.ac.uk

Service Sectors
01934 421 250
SS.student.absence@weston.ac.uk

Sixth Form
01934 411 666
TACE.student.absence@weston.ac.uk

Sport and Health Science
01934 421 251
Sport.student.absence@weston.ac.uk



CONTACT US

Knightstone Campus

Knightstone Road, Weston-super-Mare, BS23 2AL

01934 411 411

Loxton Campus

Loxton Road, Weston-super-Mare, BS23 4QU

01934 411 600

South West Skills Campus

Locking Road, Weston-super-Mare, BS22 8NL

01934 411 411

www.weston.ac.uk

enquiries@weston.ac.uk