



WESTON  
COLLEGE

CREATING  
**BRIGHTER**  
FUTURES

2021/2022

# COLLEGE HANDBOOK

**All Campuses**

# CONTENTS

- 2 Principal's Welcome
- 3 Key dates
- 5 Campus Maps
- 11 Respect
- 13 Ready to Learn
- 15 Code of Conduct
- 16 Safety and Security
- 17 Equality and Diversity
- 18 Safeguarding
- 19 Your Digital College
- 20 Welfare and Pastoral Support
- 23 Careers Advice and Guidance
- 25 Additional Learning Support
- 26 Library Plus
- 27 Outside of the Classroom
- 29 Induction Checklist
- 31 Useful Contacts

# PRINCIPAL'S WELCOME

**I am very pleased to welcome you as a Weston College student for the academic year 2021.**

As a college, we put significant effort into providing you with a dynamic and focussed set of learning experiences. The College will always have the safety and wellbeing of learners and staff as our paramount concern and indeed during the last academic year we became a national exemplar for the work we did in ensuring a safe learning environment despite the implications of COVID-19.

For this new academic year 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. This will be complemented by a whole range of opportunities to learn which will include in most cases face to face delivery but with the option to move to a virtual delivery should circumstances change. Irrespective, you can be assured of brilliant and inspirational teaching matched with the expertise of our 'Career Excellence Hubs' which will provide you with unique opportunities to gain insight into careers alongside 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 2021/2022

## AUTUMN TERM

<b>Start of term Monday</b>	Monday 6th September 2021
<b>Half term</b>	Monday 25th October, 2021 to Friday 29th October 2021
<b>End of term</b>	Friday 17th December, 2021

## SPRING TERM

<b>Start of term</b>	Tuesday 4th January, 2022
<b>Half term</b>	Monday 21st February, 2022 to Friday 25th February, 2022
<b>End of term</b>	Thursday 8th April, 2022

## SUMMER TERM

<b>Start of term</b>	Tuesday 26th April, 2022
<b>Half term</b>	Monday 30th May, 2022 to Friday 3rd June 2022
<b>End of term</b>	Friday 8th July, 2022

## OTHER

<b>A Level and Technical Results Day</b>	TBC
<b>GCSE Results Day</b>	TBC

## COLLEGE THEME WEEKS

<b>Safeguarding and Prevent</b>	September, 2021
<b>Wellfest</b>	11th-15th October 2021
<b>You Matter</b>	Half-term 2
<b>D.A.R.E.S (Drugs, Alcohol, Relationships Equality, Sex)</b>	6th-10th December 2021
<b>Digital You</b>	Whole of term 3
<b>Community Collect</b>	Whole of term 4
<b>My Futures Month</b>	Whole of March
<b>National Careers and Apprenticeships Week</b>	7th-11th March 2022
<b>Include and Belong</b>	Whole of term 5





# LOXTON CAMPUS MAP

- |  |                                |
|--|--------------------------------|
| 1 Reception                              | 7 Costa                        |
| 2 Sixth Form Centre                      | 8 Bistro                       |
| 3 Health and Active Living Skills Centre | 9 Creative Arts                |
| 4 Cafe                                   | 10 Staff Car Park              |
| 5 Sports Hall                            | 11 Disabled / Visitor Car Park |
| 6 3G Pitch                               | 12 Student Car Park            |



## CURRICULUM SUBJECTS

- 6th Form
- Art & Design
- Creative & Digital
- Music
- Health Science
- Sport

## SUPPORT SERVICES

- Student Services (Main Reception)
- Learning Support (1st Floor next to Bistro)
- LibraryPlus (First Floor)

## FACILITIES

- Bistro including Social Kitchen (1st Floor)
- Costa (Main Reception)
- Gym & Sports Hall (Health & Active Living Skills Centre)
- 3G Sports Pitches
- Student Car Park

## FIRST BUS SERVICES

7

## BAKERS DOLPHIN SERVICES

All

# 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
- Traineeships

## 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

# KNIGHTSTONE CAMPUS MAP



- |   |                                     |
|---|-------------------------------------|
| 1 Knightstone Campus Entrance           | 7 Winter Gardens Ballroom Entrance  |
| 2 Law and Professional Services Academy | 8 Winter Gardens Education Entrance |
| 3 3G pitch                              | 9 The Florintine Bistro             |
| 4 Conference Centre                     | 10 The Winter Gardens               |
| 5 Knightstone Campus                    | 11 Lasseater's Restaurant           |
| 6 Lauriston Hotel                       | 12 Deliveries                       |

## CURRICULUM SUBJECTS

- Access to Higher Education
- Animal Science (split with Puxton Park)
- Business & Travel
- Computing
- Early Years
- Foundation Learning
- Hair & Beauty
- Hospitality & Catering
- Performing & Production Arts
- Public Services

## SUPPORT SERVICES

- Student Services (Ground Floor)
- LibraryPlus (First Floor)
- Learning Support (Third Floor)

## FACILITIES

- Bistro including Social Kitchen (2nd Floor)
- Starbucks (Arosfa Building)
- Costa (2nd Floor)
- Gym and Sports Hall (7th Floor)
- 3G Sports Pitch (Grove Park)
- Conference Centre

## FIRST BUS SERVICES

3, 5, 7, 20, 126, 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.**

We ask that all learners:

- Avoid any anti-social behaviour
- Are aware of their audience and respect the whole college community
- Maintain a safe and positive online profile
- Adhere to all safety measures and security protocols

**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](#)**

In order to keep everyone as safe as possible, we will be operating a zero-tolerance approach towards behavioural safety and compliance with a continued 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

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.

Current approach is adhered to until such a time as informed otherwise.

# SAFETY AND SECURITY

## CONCERNED ABOUT YOUR OWN OR ANOTHER'S SAFETY?

Please report it as soon as possible to a member of staff or do so by clicking [here](#)

## COLLEGE ID CARD

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.

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

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

## SECURITY PROCEDURES

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.

- 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!

**Use of technology is essential to your learning and required for accessing online resources and activities for your course. Owning a device suitable for learning and working is beneficial to your progression and career, from connecting with employers to continuing your development as a life-long learner.**

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. Your digital experience at Weston College will therefore require 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)
- Device access referrals for learners who are unable to access technology as a result of digital poverty (speak to your tutor)
- Device discount schemes from Dell and Apple available from the Weston College Student Zone homepage.

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.

# WELFARE AND PASTORAL SUPPORT



## 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 your campus Welfare Officers or visit your campus' Student Services hub.

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

## KNIGHTSTONE CAMPUS

### FOR MORE INFORMATION CLICK HERE OR CONTACT:

#### KNIGHTSTONE CAMPUS

Dianne Forster  
07976 794915  
Microsoft Teams  
@DianneForster  
  
Emma Craig/Kate Clark  
07580 857694  
Microsoft Teams  
@EmmaCraig @KateClarke

#### LOXTON CAMPUS

Denise Garfield  
07748 494253  
Microsoft Teams  
@DeniseGarfield  
  
Siobhan Wardle  
07891 618053  
Microsoft Teams  
@SiobhanWardle

#### SOUTH WEST SKILLS CAMPUS

Heidi Milner  
07747 842976  
Microsoft Teams  
@HeidiMilner  
  
Victoria Rackliff  
07976 768098  
Microsoft Teams  
@VictoriaRackliff



Optimising the health and happiness of the whole College community by placing wellbeing, connectivity and accessibility at the heart of all we do through.

Wellbeing@Weston encompasses all the various high-quality support services that help you develop positive wellbeing and navigate the challenges we all face on a daily basis. In addition to these services, you will benefit from:

- Wellbeing@Weston packages built into your programme of study that will be built around where you are in your learner journey
- Comprehensive sharepoint site that is full of resources, guides and support to help you manage your wellbeing
- Campus wellbeing activity timetables in addition to a digital health and fitness programme
- Opportunity to achieve a digital wellbeing badge that will give learners the opportunity to achieve an accredited award championed by Public Health and England
- Plus much more

To find out more about Wellbeing@Weston, including accessing the fantastic support and initiatives, please click [here](#)



## OTHER SOURCES OF SUPPORT

As a Weston College learner you will also have access to two innovative and nationally recognised wellbeing programmes.



An innovative programme of online support and resources to help learners develop an individualised toolkit of strategies to develop positive wellbeing.

Click [here](#) to access this fantastic resources that was created by Weston College wellbeing specialists in partnership with other organisations.



Togetherall is a clinically managed 24/7, digital, anonymous mental health support community. Togetherall gives provides you with a confidential and safe way to share feelings, connect with others and understand mental health better.

Click [here](#) to access Togetherall. As a college learner you will be able to register for free to access together by using your college email.



# 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 50 employers, universities and other organisations from all over the country to make you aware of all the options that are open to you.

In addition to this, all college learners receive a comprehensive careers tutorial programme, as well as the opportunity to participate in our college careers month in March - My Future Month.



## FOR MORE INFORMATION:

Be sure to check out the [Careers Advice Team's Sharepoint site](#) 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:

Careersadvice@weston.ac.uk  
Microsoft Teams  
@LisaHall  
@SallyBebb  
@RobMuranda



# 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 1,300 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 and digital 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 your aspirations
- Liaise on a regular basis with teaching staff to share the relevant information and provide updates regarding your

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:



#### **KNIGHTSTONE CAMPUS:**

##### **LUCY BOWMAN**

lucy.bowman@weston.ac.uk  
07973 917361



#### **SOUTH WEST SKILLS CAMPUS:**

##### **HILARY MARSH**

hilary.marsh@weston.ac.uk  
07891 227532



#### **LOXTON CAMPUS:**

##### **SANDRA SOMERS**

sandra.somers@weston.ac.uk  
07891 618009

# 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](mailto: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](mailto:jack.gadd@weston.ac.uk)





# INDUCTION CHECKLIST

The below are a number of activities that you will need to have completed within the first few weeks of the academic year. For any help with the below, please ask your personal tutor:

1. Sign your digital learner agreement
2. Logged on to ProPortal
3. Complete your medical details questionnaire
4. If under 18 made sure your parent contacts are accurate and that you have returned your parent permission slip for trips and work experience to your faculty office
5. Downloaded the Microsoft Teams app onto your phone and other devices

6. Visited the [Student Zone](#) on the College sharepoint
7. Locate your campus' Student Services Hub
8. Read the College's student behaviour policy and click that you have done so on ProPortal
9. Complete the online safeguarding and PREVENT modules on Moodle, which is accessible via the Student Zone
10. If you need to travel by bus, purchase your college bus pass from the [online College shop](#).

## HOW WE WILL COMMUNICATE WITH YOU

A reminder that alongside Microsoft Teams, your Weston College email address will be our main way of keeping in contact with you. You can easily link this to your personal email account such as Gmail, Hotmail or others.

Click below for instructions on how to do so.

[Gmail](#)

[Hotmail](#)

[Outlook](#)





# USEFUL CONTACTS

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

## ABSENCE HOTLINES

**Advanced Engineering and Computing**  
01934 411 194  
[AEC.student.absence@weston.ac.uk](mailto:AEC.student.absence@weston.ac.uk)

**Apprenticeships and Traineeships**  
01934 411 594  
[traineeship.student.absence@weston.ac.uk](mailto:traineeship.student.absence@weston.ac.uk)

**Building Automotive and Civil Engineering**  
01934 411 792  
[BACE.student.absence@weston.ac.uk](mailto:BACE.student.absence@weston.ac.uk)

**Creative Arts**  
01934 411 669  
[CAD.student.absence@weston.ac.uk](mailto:CAD.student.absence@weston.ac.uk)

**Inclusive Practice**  
01934 411 697 • 07773 969 344  
[IIP.student.absence@weston.ac.uk](mailto: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](mailto:PSAA.student.absence@weston.ac.uk)

**Service Sectors**  
01934 421 250  
[SS.student.absence@weston.ac.uk](mailto:SS.student.absence@weston.ac.uk)

**Sixth Form**  
01934 411 666  
[TACE.student.absence@weston.ac.uk](mailto:TACE.student.absence@weston.ac.uk)

**Sport and Health Science**  
01934 421 251  
[Sport.student.absence@weston.ac.uk](mailto: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](http://www.weston.ac.uk)**

**[enquiries@weston.ac.uk](mailto:enquiries@weston.ac.uk)**