



WESTON
COLLEGE

CREATING
BRIGHTER
FUTURES

2023/2024

COLLEGE HANDBOOK

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PRINCIPAL'S WELCOME

I am very pleased to welcome you as a Weston College student for the 2023 academic year.

As the top performing college in the region, we put significant effort into providing you with a dynamic and focussed set of learning experiences and 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 and career aspirations.

Weston College is committed to the principles of safeguarding and equality, diversity and inclusion meaning we will do all we can to ensure your safety and protection while being opposed to any form of discrimination. At the same time, we will continue to prioritise sustainability and wellbeing as key drivers for what we do. We hope that you, too, will share these inclusive values.

We believe in creating a culture where our whole community knows us, like us and, most importantly, trust us. Our teachers know their students well and encourage each of them to reach their full potential and achieve their aspirations. These positive relationships are fundamental in doing what we do best – Creating Brighter Futures!

This guide provides you with important information which will support you during your time with us. Should you need any further information please ask your personal tutor or contact any member of Student Services who will be happy to help.

As I may not be able to make it round to meet you all at the start of the academic year, may I take this opportunity to wish you an enjoyable and successful year at Weston College.

KEY DATES 2023/2024

AUTUMN TERM

Start of term Monday	Monday 11th September 2023
Half term	Monday 16th October, 2023 to Friday 27th October 2023
End of term	Friday 15th December, 2023

SPRING TERM

Start of term	Tuesday 2nd January, 2024
Half term	Monday 12th February, 2024 to Friday 16th February, 2024
End of term	Friday 27th March, 2024

SUMMER TERM

Start of term	Monday 15th April, 2024
Half term	Monday 27th May, 2024 to Friday 31st May, 2024
End of term	Friday 28th June, 2024

OTHER

UCAS Applications Deadline	Wednesday 31st January, 2024
A Level and Technical Results Day	Thursday 15th August, 2024
GCSE Results Day	Thursday 22nd August, 2024

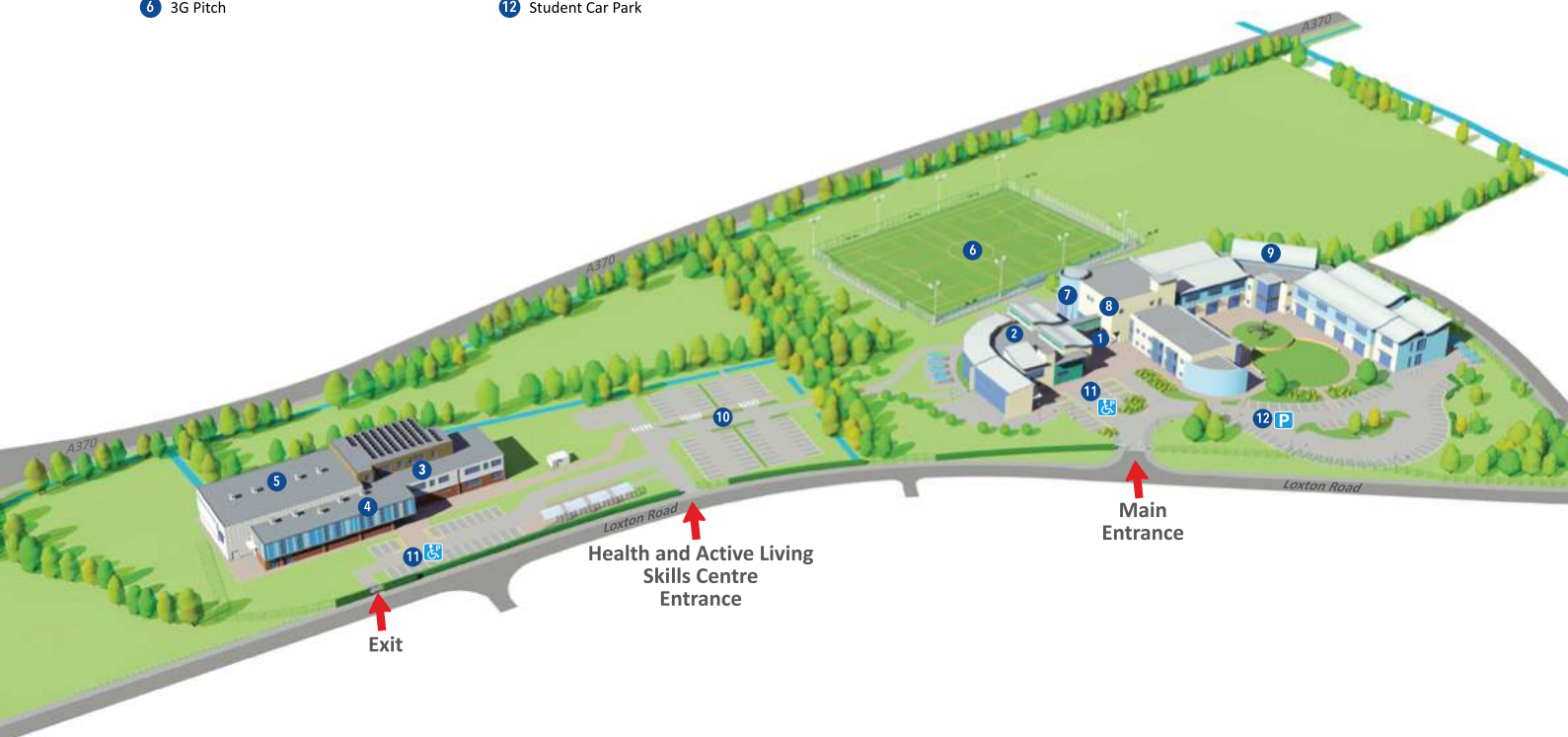
COLLEGE THEME WEEKS

Great Big Green Week	25th-29th September 2023
Wellbeing Week	9th-13th October 2023
National Careers Week	4th-8th March 2024
Raising and Giving Week	18th-22nd March 2024



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)
- 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 |
| 3 Engineering | 9 Construction and Building Services |
| 4 Automotive Technology Centre | 10 Partnership Centre |
| 5 Training Solutions | 11 Multi Use Games Area (MUGA) |
| 6 Bistro | 12 Eco House |
| 7 Student Services Hub | 13 Staff and Student Car Park |
| | 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

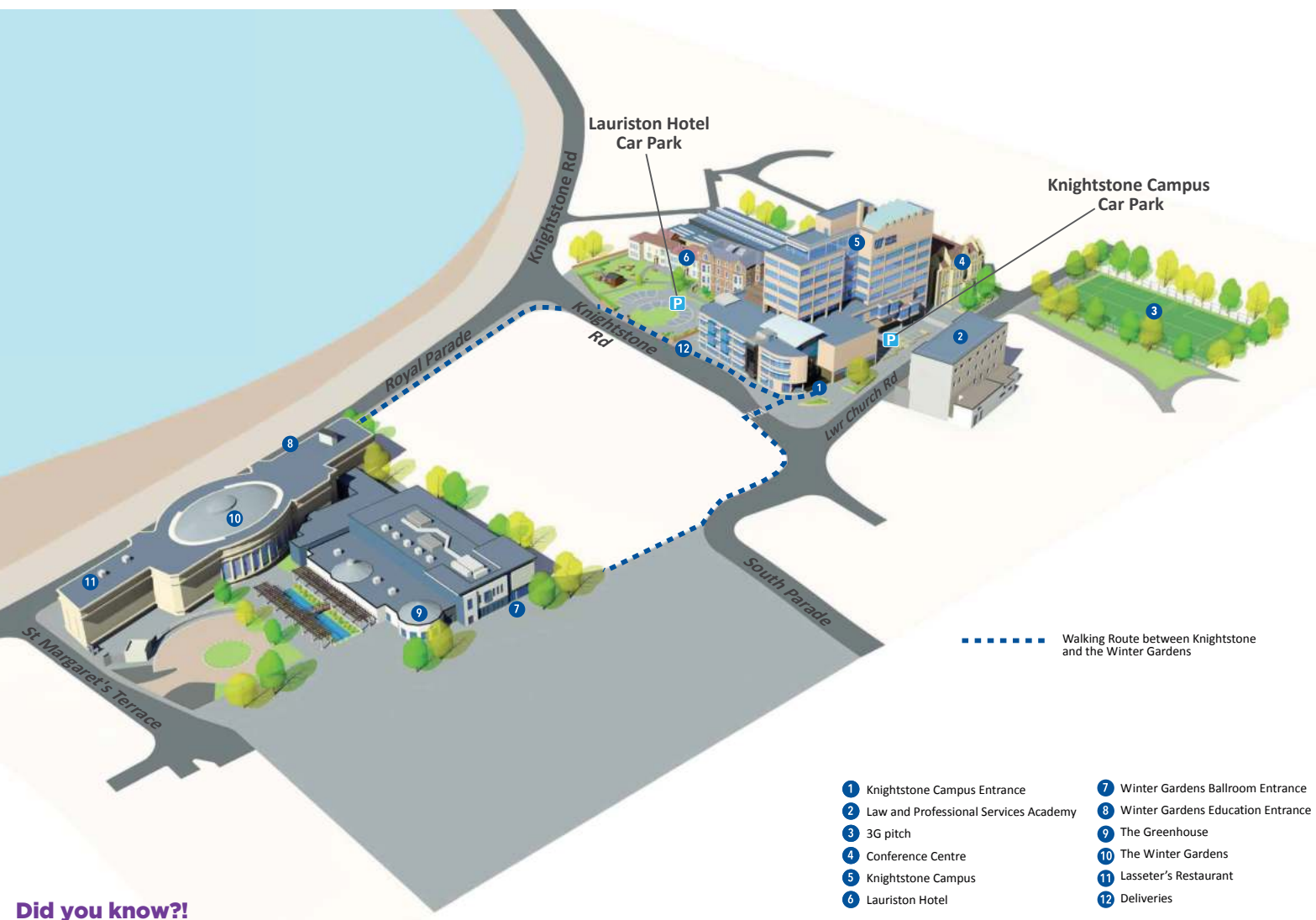
FIRST BUS SERVICES

3, X1/X2, X5

BAKERS DOLPHIN SERVICES

All

KNIGHTSTONE CAMPUS MAP



Did you know?!

In May 2022, our Career Excellence Hubs achieved national recognition by winning the Association of College's Beacon Award for Innovation in Careers

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)
- 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 strategic ambition is categorised into four themes that articulate directly back to mission and values of the College. They are supported by our 10 'Pillars of Innovation' where our capability and leadership within these areas - in partnership with wider stakeholders, is shaping national models of best practice to address regional and national skills priorities.

THEME 1 LEADERSHIP AND REPUTATION

THEME 2 SKILLS AND CAREERS

THEME 3 QUALITY AND INCLUSION

THEME 4 INFRASTRUCTURE AND SUSTAINABILITY

OUR 10 PILLARS OF INNOVATION



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.

Respect



Individual Liberty

Respect

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.



Individual Liberty

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. 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.



ARE YOU 'READY'?

As part of our strategy to support learners achieve their career goals, we ensure our learners are 'Ready to learn, ready for work and ready for life'. We want our learners to enjoy their time with us and want to create an environment where learners thrive, and we can celebrate their successes alongside them!

Our **positive behaviours matrix - READY** is designed to showcase our principles and expectations of Weston College learners that will create a culture that benefits all.

	USING LEARNING SPACES	IN AND OUTSIDE THE COLLEGE COMMUNITY	AT ALL TIMES
RESPECT	<ul style="list-style-type: none"> • Listen to others • Support others to learn • Communicate respectfully 	<ul style="list-style-type: none"> • Look after our community • Communicate politely • Be cybersafe and adhere to our IT policies 	<ul style="list-style-type: none"> • Be 'Ready to Learn'
EMPATHY	<ul style="list-style-type: none"> • Be considerate with all interactions • Understand that we learn at different rates and in different ways 	<ul style="list-style-type: none"> • Look out and care for others, both in person and online • Celebrate difference 	<ul style="list-style-type: none"> • Encourage and support others
ADAPTABLE	<ul style="list-style-type: none"> • Collaborate and interact with other learners • Reflect to grow 	<ul style="list-style-type: none"> • Be open to new challenges • Recognise your achievements 	<ul style="list-style-type: none"> • Where possible, approach everything with a growth mindset
DETERMINED	<ul style="list-style-type: none"> • Persevere with learning • Learn from mistakes 	<ul style="list-style-type: none"> • Believe you can overcome any obstacle • Seek help from others 	<ul style="list-style-type: none"> • View failures as learning opportunities
YOU	<ul style="list-style-type: none"> • Set yourself challenging learning goals • Be the best you can be • Ask questions and be inquisitive 	<ul style="list-style-type: none"> • Make the most of the opportunities available to you • Give back to the community and those around you • Celebrate being the best version of you 	<ul style="list-style-type: none"> • Take time for ourselves

EQUALITY, DIVERSITY AND INCLUSION

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, Diversity and Inclusion 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 Student Services Hubs 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 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, 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
- Offensive clothing

SEXUAL ABUSE AND HARASSMENT

Sexual abuse is any unwanted sexual act or activity. There are many different kinds of sexual abuse that exist on a continuum and can be psychological and/or physical.

Sexual harassment is any unwanted and unwelcome words, conduct, or behaviour of a sexual nature that has the purpose or effect of creating an intimidating, embarrassing, hostile, degrading, humiliating or offensive environment for the recipient.

Harassment, sexual abuse or bullying is not tolerated in any form within Weston College and its associated premises. It is the right of every student to study without the fear and we are committed to providing an environment in which all individuals can operate effectively, confidentially and competently.

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**



Reporting a concern

If you experience or witness any of the below, it's important that you let someone know as soon as possible:

- Harassment
- Discrimination
- Bullying
- Sexual abuse or harassment (including online)

Please report incidents to your tutor, Welfare & Pastoral team or by scanning the QR code.

Contact the Welfare Team (office.com)

welfare@weston.ac.uk
www.weston.ac.uk/welfare

SAFETY AND SECURITY

CONCERNED ABOUT YOUR OWN OR ANOTHER'S SAFETY?

Please report it as soon as possible to a member of staff.

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 you are entitled to one free replacement. Thereafter there will be a £5 replacement charge. Contact the College Information Services team at campus receptions for more information.

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.

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.



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

KNIGHTSTONE CAMPUS

**FOR MORE INFORMATION
CLICK HERE OR CONTACT:**

KNIGHTSTONE CAMPUS

Laura Freeman
07976 794915
Microsoft Teams
@LauraFreeman

Emma Craig/Kate Clark
07580 857694
Microsoft Teams
@EmmaCraig @KateClarke

Patrick Riddell
Microsoft Teams
@PatrickRiddell

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
Deb Andrews
07976 768098
Microsoft Teams
@DebAndrews



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

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

"We are committed to ensuring that across the whole College community, everyone has a responsibility for actively supporting mental health and wellbeing, whether their own or that of others. By taking a whole institution approach to mental health and wellbeing, we will work collectively to promote an informed and inclusive culture. A culture that enables our students and staff to flourish and ensures an appreciation of mental health and wellbeing is central to all we do."

Weston College Governing Body

- 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 scan the below QR code to watch a short film on what you are entitled to as a Weston College learner.

<https://youtu.be/kGVIfCuzeVE>

HEALTH AND WELLBEING

Living happily and making the most of college starts with good health and wellbeing.

All Weston College learners get free access to 24-hour support and professional counselling delivered by our partners, Health Assured. This highly confidential service is available 365 days a year via phone or mobile app. So, whenever and wherever you need us, there will always be someone there.

You can access the Health Assured service here (HealthAssuredEap.co.uk) or via their app. All you'll need is your Health Assured username and password.



Your Wellbeing Services



Home Life Support

If you're having trouble balancing your budgets, debt or even require assistance with civil disputes, we have expert advisors here to offer the support you need.



Student Life Assistance

Our student life advice is dedicated to supporting you with any issues you may be facing, whether it be coping with exam pressure, trouble concentrating or managing peer relationships.



Physical & Emotional Health

A little information goes a long way. That's why we have a suite of resources aimed to support you both physically and emotionally, from managing anxiety to simple breathing techniques.



Wellbeing Resources

We recognise the value of self-help tools, which is why we provide a range of wellbeing modules, factsheets and invaluable video counselling.



4 Week Self-Help Programmes

Whatever your goals, our 4-week programmes are designed to help you through those small, but important, lifestyle changes. Covering everything from sleeping better to changing habits such as smoking and alcohol consumption.



Mini Health Checks

Our Mini Health Checks are a great way for you to assess your own wellbeing. They only take a minute or two and you'll be provided with instant guidance, based on your answers.



Health Calendar

The Health Calendar raises awareness each month of different subjects such as LGBTQ+ topics, money management and various physical and mental wellbeing topics.



Webinars

At Health Assured we have a particular focus on supporting your mental wellbeing. Our webinars provide topical information and coaching to guide and educate on a range of mental health issues.



My Healthy Advantage app

My Healthy Advantage offers a variety of bespoke wellbeing features exclusive to Health Assured clients and partners. Within the app, users will have access to a library of learning materials personalised to their preferences, including wellbeing articles, videos, weekly mood trackers, 4-week plans and mini health checks.

Don't forget, you can always call our FREE 24-hour Confidential Helpline:

0800 028 3766

CAREERS ADVICE AND GUIDANCE



The College's careers and employability 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 team will 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.

The team coordinate our very own careers and employability festivals where every year we invite various 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.

A vast majority of you will complete work experience or industry placements as part of your programme and the team will play a key role in making sure you are ready for your placement and for some they will support whilst you are out on placement and visit you.

In addition to all this and new for 2023, the team have created the Brighter Futures Hub! This is an online resource hub of modules and courses to help you develop key employability and progression skills and knowledge that will support you with your next steps. It provides all learners with a personalised approach to careers, progression and skills that can be tailored depending on your interests or areas of need. On top of this, the Brighter Futures Hub has opportunities to explore further learning and gain additional certificates through LinkedIn Learning courses which have been added to the relevant sections throughout the Hub.

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 or search Careers Advisor in Microsoft Teams.



What are they?

Being a student in one of our Career Excellence Hubs means you will take part in a study programme with lots of career boosting benefits, all with the aim of giving you the opportunity to become career ready! Our mission statement is 'creating brighter futures' and we passionately believe in helping you reach your ultimate goal, focussing on your future employability and developing the skills you need to have a successful career.

What's in it for you?

Whether it's liaising with businesses in the industry to make sure we're teaching you relevant and up-to-date skills, creating the best facilities and digital platforms in the region for you to study in, or selecting the top teachers with current industry experience - our Career Excellence Hubs are focused on providing you with the right learning environment to help you reach your potential.

You'll get to study in state-of-the-art learning spaces, using the latest industry standard equipment, with concepts and ideas delivered by lecturers who have a wealth of industry experience. We will equip you with 21st Century employability skills to progress you onto your next career destination. This will include, working on 'real world learning' using employer briefs and real-life case studies and scenarios to encourage up to the minute workplace problem solving.

Through our Career Excellence Hubs you will develop skills for life, which will help you gain employment once you have completed your study programme. We will help you to gain both hard skills, and soft skills, which employers have highlighted as key skills in this sector.

As mentioned, our Hubs are part of a regional initiative that is endorsed by leading employers within each sector. Employers who have signed up to be Career Excellence Hub Partners, are vital in supporting our learners to gain 'real world experience'. By doing so, each employer is helping to achieve our ambition of developing a diverse and talented workforce for the region - ensuring that our learners are not only sector ready they are also job ready.

Here's just a few who we work in partnership with: <https://www.weston.ac.uk/career-excellence-hubs>

“Working with Weston College has given us a real opportunity to develop home-grown talent in what is otherwise a very competitive marketplace for new people coming into law.”

Rebecca Kibby, Foot Anstey



“The work experience scheme that we offer with Weston College really is valuable to the business. Plus our Animal Support team are all ex-Weston College learners.”

Grace Harvey, Puxton Park



“Weston College work closely with us to ensure our training reflects our business need. Our aim is to deliver, in partnership, training which is relevant and engaging.”

Becca Thurston, Wessex Water



“The relationship we have with Weston College is progressive and dynamic. We work closely with students and give them the creative freedom to build websites, shoot videos and complete other design work. Their work has been outstanding.”

John Turner, Visit Somerset



“We have such confidence in Weston College and their learners that we now work in partnership on several training initiatives.”

Paul Ashbee, GKN



“Weston College is a key strategic partner offering a vibrant and employer focused provision. The College is working with us to attract talent from our local communities for a wide range of NHS careers whilst developing our staff with future focused skills for transforming care. The Health and Active Living Skills Centre is providing new opportunities for close partnership working and co joined delivery of skills and training.”

Robert Woolley, Chief Executive, University Hospitals Bristol NHS Foundation Trust



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:

ANNETTE MILBURN

annette.milburn@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



PRO PORTAL

ProPortal is where you will access your individual learning plan and view your overall progress on your study programme, so it is very important you are using it regularly.

You will be able to:

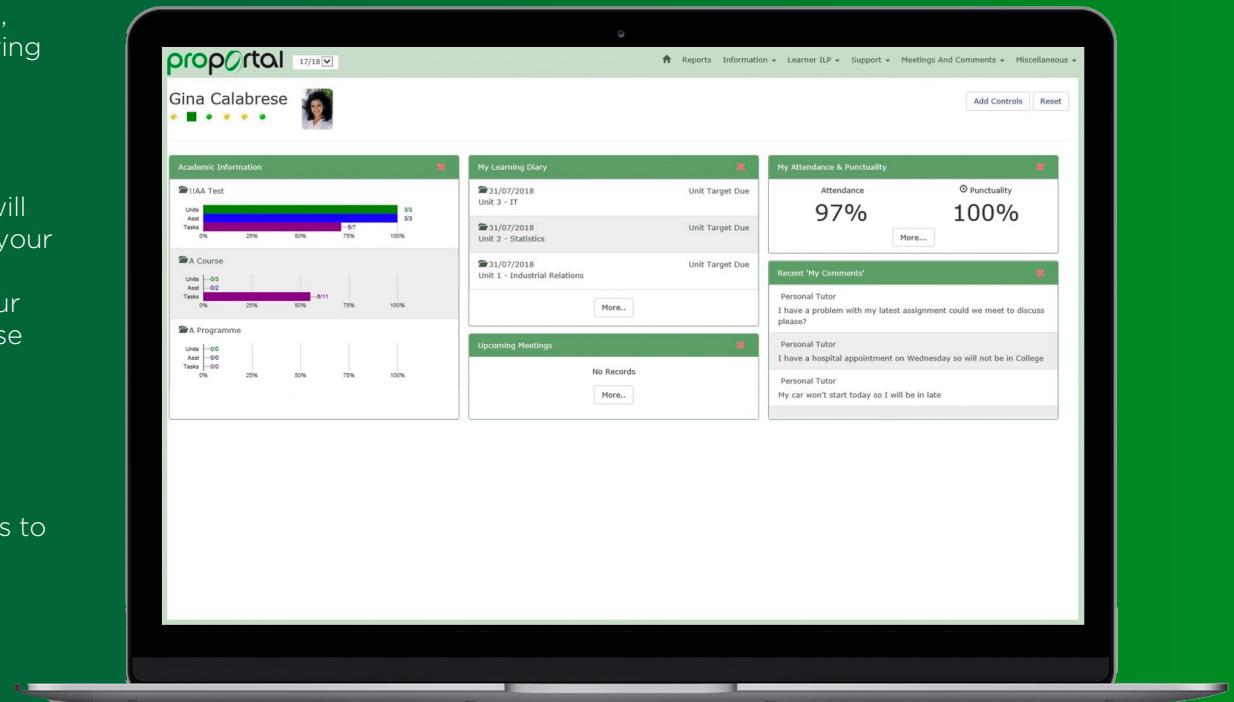
- See your one to one tutorials and any other meeting you may have for example careers meetings
- Fill in your Pre-tutorial comments so you can plan what you want to discuss in your tutorial
- Track your targets and reflect on how you are progressing with them
- See your target grade to make sure you are on track to meet it
- If your course uses the Marbook you will be able to see all of your assignment and homework marks/grades
- Attainable, Realistic and Time Bound (SMART) targets in line with your progress

- Track your progress in your I.D. skills
- Update your medical form – make sure you tell your tutor if you amend any details.

Your teachers and your Achievement/Personal Tutor will want to regularly discuss in order to agree and set SMART Targets with you that will help support you in making the best possible progress whilst at college and will link to you achieving your target grade. The setting of these targets, and you successfully achieving them, is going to be very important to your own personal success and development on your programme of study. You will be encouraged to develop your own strategies, linking with those recommended by your tutors, in order to meet these targets and help make improvements.

You will also be asked to complete certain pages in induction which will help us to plan for your learning.

YOU CAN ACCESS PROPORTAL ON ANY DEVICE!



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.



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 £15. 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.

STUDENT REPS

You can get involved with the in the college community by becoming a student representative. You will be offered key training for the role and will take part in campus meetings where you will share the learner experience. You will also volunteer at Open Evenings, chaperoning prospective learners around the campus, sharing your positive experiences, and putting young people and carers at ease. You will also have opportunities through out the year to take part in a multitude of activities which will support the college and community. You will not only be developing key transferable skills for you future, you will be making a difference to the learners and the college. In induction you will get more information about this opportunity so please do consider volunteering to 'make your mark' on the college and your future.

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

SPORTING ENRICHMENT

Sporting Enrichment will be offered to you through your faculty and departments. These sessions will be delivered within and around your academic sessions allowing you opportunity to get active and participate in sporting activities to support your physical and mental health and wellbeing.

As well as these sessions, there will be opportunities for you to get involved in Intra-college tournaments and fixtures where you can compete against other faculties and departments across the College.

Please keep an eye out on MyWeston, your college email and other learner channels and screens across the College for further information of how to get more involved and enter the competitions on offer.

BEING GREEN, LEAN AND SOCIALLY RESPONSIBLE – OUR PHILOSOPHY FOR A SUSTAINABLE COLLEGE OF THE FUTURE

Our ambition is to position sustainability at the heart of our college in order to create a green, lean, socially responsible culture for staff and students to embrace, and to work together to build a passion for net zero within its organisation, across its curriculum and within its community to allow its region to sustainably grow and thrive through building sustainable jobs and careers.



ENERGY, WASTE AND INFRASTRUCTURE

Implement 'green, lean socially responsible' best practice in relation to building design, renewable energy, waste and water management, procurement and biodiversity at each Campus with a commitment to work towards Net Zero greenhouse emissions by 2030.



BEHAVIOUR AND CONSUMPTION

As a college, taking a shared responsibility and commitment to use less water and energy, whilst reducing the amount of waste and increasing the amount of recycling use of re-useable materials. This will become a key component of the culture of the College and its expectations on both students, staff and visitors.



GREEN SKILLS AND CAREERS

Play an anchor role through working with employers to design the green curriculum of the future to meet emerging regional skills priorities. Put a real emphasis on raising awareness of green careers through hands on immersion events looking at future technologies, as well as upskilling staff and students on key agendas such as carbon literacy and social action.



SUPPLY CHAIN PARTNERSHIPS

Making a commitment to engage in smart purchasing/order scheduling to reduce our carbon footprint, whilst only working with suppliers who meet our high standards regarding their own sustainability practices. Making sure all suppliers follow sustainability legislation and guidance to reduce impact on the environment and embed expectations across the tendering process in terms of ethos and materials used.



SUSTAINABILITY/SOCIAL ACTION

Support staff, students and wider stakeholders with Net Zero skills. At the same time design and lead on community activities to enhance/protect the environment with the overall aim of building a stronger fairer and greener community.



TRAVEL

Reduce the numbers of journeys undertaken by Governors, Staff and Students. Actively promote and encourage the use of alternative transportation including walking, bikes, public transport, carpool, use of Teams meetings etc for meetings/collaboration.

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. **Logged on to ProPortal**
2. **Complete your medical details questionnaire**
3. **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.**
4. **Download the MyWeston app**
5. **Download the Microsoft Teams app**
6. **Log in to Office 365 and download your FREE Office 365 software**
7. **Complete your Respect and Consent online module**
8. **Complete the Who Am I? online module including Career Coach assessment**
9. **Locate your campus' Student Services Hub**
10. **Read the College's student behaviour policy and click that you have done so on ProPortal**
11. **If you need to travel by bus, purchase your college bus pass from the online College shop. Weston College Group Payment for First Bus mTickets or via Bakers Dolphin**

HOW WE WILL COMMUNICATE WITH YOU

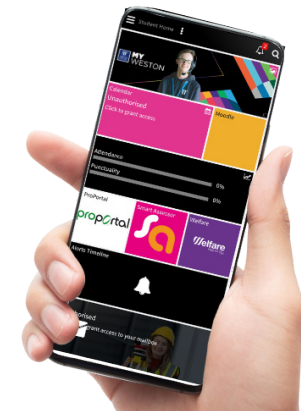
A reminder that alongside Microsoft Teams and the MyWeston app, your Weston College email address will be our main way of keeping in contact with you. This will be a tile on your MyWeston homepage and you can easily link this to your personal email account such as Gmail, Hotmail or others.

Click below for instructions on how to do so.

[Gmail](#)

[Hotmail](#)

[Outlook](#)



USEFUL CONTACTS

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

01934 411 194
ENGBACE.admin.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
sixthform.absence@weston.ac.uk

Sport and Health Science

01934 421 251
Sport.student.absence@weston.ac.uk

MYWESTON STUDENT APP AVAILABLE NOW!



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