



WESTON
COLLEGE

2024-2025

COLLEGE *HANDBOOK*



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PRINCIPAL'S WELCOME

I am thrilled to welcome you as a Weston College student for the 2024 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. Under our curriculum ethos of 'Ready to learn, Ready for work, Ready for life', 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 all students can thrive and will prioritise 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.

I will be doing my best to get across all college campuses over the first few weeks of term, but in case I am unable to make it round to meet you all, may I take this opportunity to wish you an enjoyable and successful year at Weston College.

All the best.

Pat Jones
Principal and Chief Executive



KEY DATES

2024-2025

AUTUMN TERM

Welcome Festivals
Start of term
Half term
End of term

Wednesday 4th September 2024
Monday 9th September 2024
Monday 21st October 2024 to Friday 1st November 2024
Friday 13th December 2024

SPRING TERM

Start of term
Half term
End of term

Monday 6th January 2025
Monday 17th February 2025 to Friday 21st February 2025
Friday 4th April 2025

SUMMER TERM

Start of term
Half term
End of term

Wednesday 23rd April 2025
Monday 26th May 2025 to Friday 30th May 2025
Friday 4th July 2025

OTHER

UCAS Applications Deadline
A Level and Technical Results Day
GCSE Results Day

Wednesday 29th January 2025
Thursday 14th August 2025
Thursday 21st August 2025

COLLEGE THEME WEEKS

Freshers' Week
Great Big Green Week
Wellbeing Week
CareersFest 2024
STEPS Month
- National Careers Week
STEPS Month
- Raising and Giving
STEPS Month
- Student Voice Week
STEPS Month
- Competitions Week

16th-20th September 2024
23rd-27th September 2024
7th-11th October 2024
19th November 2024
3rd-7th March 2025

10th-14th March 2025

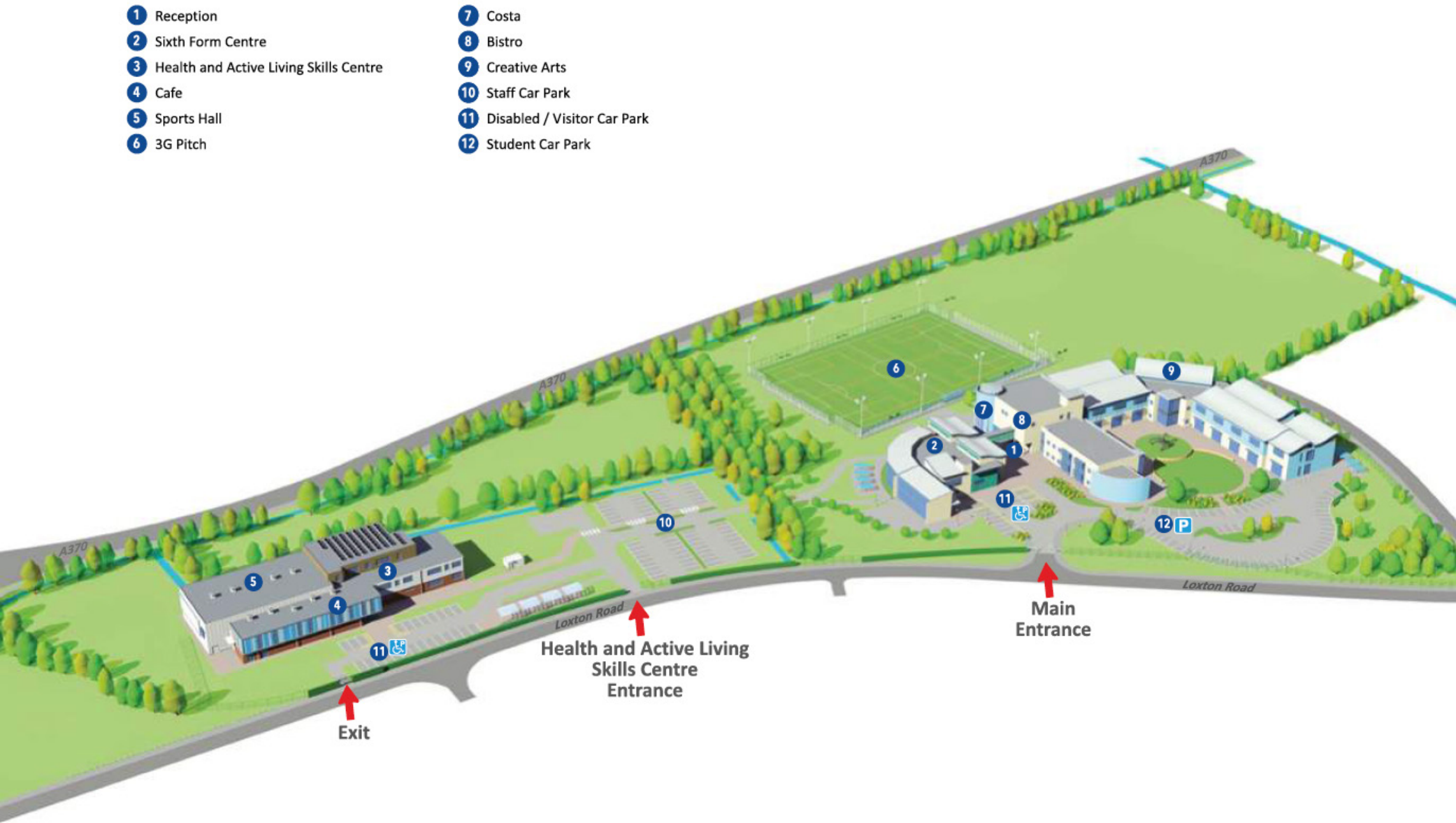
17th-21st March 2025

24th-28th March 2025



LOXTON CAMPUS

MAP



- 1 Reception
- 2 Sixth Form Centre
- 3 Health and Active Living Skills Centre
- 4 Cafe
- 5 Sports Hall
- 6 3G Pitch
- 7 Costa
- 8 Bistro
- 9 Creative Arts
- 10 Staff Car Park
- 11 Disabled / Visitor Car Park
- 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, 126, 20

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
- 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

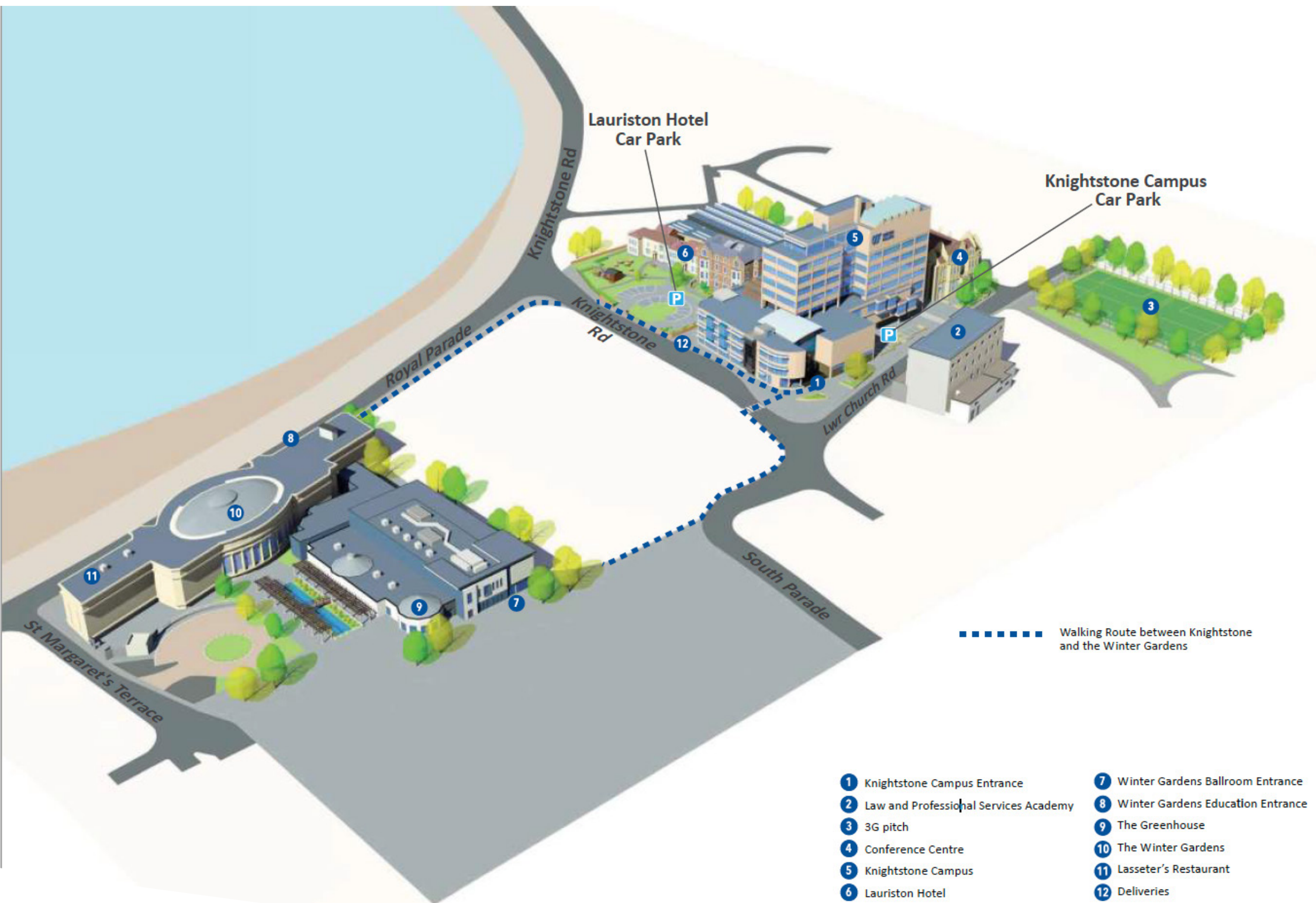
FIRST BUS SERVICES

3, X1, X5, 9, A3

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 Greenhouse |
| 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
- Protective 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, X5, 125, 1, A3

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 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.

STRATEGIC AMBITION

Weston College’s future priorities have a strong focus on “Careers not Courses” and a commitment to excellence. The plan encompasses a wide range of educational provisions tailored to the diverse regions they serve, emphasising close collaboration with various employers and other stakeholders.

The plan is underpinned by four strategic themes that charts a roadmap that embraces diversity, inclusivity, and a learner centred approach, ensuring the college’s unique identity endures.

We pride ourselves on fostering a positive culture where people thrive, innovate, and collaborate to overcome challenges, inspiring and transforming lives.

THEME 1

REPUTATION AND INNOVATION

- To lead in education and skills delivery regionally.
- To influence policy and excel in specialised areas.
- To embrace technology for smarter practices.

SUCCESS BY 2026:

- Regional leadership in SEND and innovation.
- High digital integration and innovative staff.
- Enhanced funding, compliance, and impact.

THEME 2

SKILLS AND PARTNERSHIP

- Partner with employers for career-focused education.
- Foster inclusive learning opportunities.
- Strengthen the college’s market value.

SUCCESS BY 2026:

- Strong employer partnerships and quality apprenticeships.
- Growth in T levels and adaptable curriculum.
- Expanded higher-level training options.

THEME 3

LEARNING AND INCLUSION

- Provide high-quality teaching and support.
- Promote an inclusive, safe culture.

SUCCESS BY 2026:

- Positive student experiences, high attendance.
- Progression and achievement for all learners.
- Effective safeguarding and support.

THEME 4

PEOPLE AND SUSTAINABILITY

- Attract, retain, and invest in a skilled workforce.
- Ensure financial sustainability and ethical practices.

SUCCESS BY 2026:

- Low staff turnover, high financial health.
- Efficient use of resources and green initiatives.
- Compliance and social value leadership.

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.

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.

ATTENDANCE

Attendance is expected and is critical to every student's success and the achievement of their learning goals. The College expects all students to recognise that full attendance and punctuality will maximise progress and achievement and enhance not only their outcomes but develop their employability and wider civic and social skills.

Weston College prides itself on delivering exceptional teaching and learning outcomes and experiences that are underpinned by our inclusive curriculum ethos of 'Ready to Learn, Ready for Work, Ready for Life'.

Therefore the College expects students and apprentices to have:

- 100% attendance.
- 100% punctuality.

If you are unable to attend, then please contact the your area's absence line (can be found on page 36) no later than 08:30AM on the day of absence.



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'• Encourage and support others• Where possible, approach everything with a growth mindset• View failures as learning opportunities• Take time for ourselves
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	
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	
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	
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	

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 HARRASMENT

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

All our safeguarding staff are easily identifiable as they wear pin badges on their college lanyard. Alternatively, you can:

- **Speak to any member of staff.**
- **Visit a Student Services Hub**
- **Use the contact details on the back of your college ID badge**

Safeguarding contact details :

- **01934 411464**
- **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 [CLICKING HERE](#)



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 College has tannoy system in place across all main campuses. In the very, very rare event that the College needs to evacuate a campus, the Principal will use this system to 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. Satellite campuses such as Puxton Park operate a 'whistle wave' procedure.
- 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 and Wellbeing 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 and Wellbeing Officers or visit your campus' Student Services hub. If you have any concerns or are worried about a friend, we are here to help.



As a Weston College learner you will also have access to an innovative programme of online support and resources to help learners develop an individualised toolkit of strategies to develop positive wellbeing.

KNIGHTSTONE CAMPUS

Heidi Milner
07747 842976
Microsoft Teams
@HeidiMilner
Sara Gooding
Microsoft Teams
@SaraGooding

LOXTON CAMPUS

Sarah Hook
Microsoft Teams
@SarahHook
Emma Craig/Gemma Powell
07580 857694
Microsoft Teams
@EmmaCraig @GemmaPowell

SOUTH WEST SKILLS CAMPUS

Denise Garfield
07748 494253
Microsoft Teams
@DeniseGarfield
Deb Andrews
07976 768098
Microsoft Teams
@DebAndrews

MANAGER

Mandy Lee
07810 883255
Microsoft Teams
@MandyLee

PERSONAL DEVELOPMENT CURRICULUM

STEPS TO A BRIGHTER FUTURE

SKILLS TOPICAL POINTS ENGAGEMENT PROGRESSION SELF MANAGEMENT

At Weston College, we know that your personal development is an ongoing journey that takes place both inside and beyond the classroom. Our ambitious new Personal Development curriculum, STEPS, allows you to develop concepts, knowledge and skills that prepares you to be responsible, active, and respectful citizen, who is well equipped and prepared to flourish in a modern global world. It is therefore central to our ability to deliver our curriculum ethos of 'Ready to learn, Ready for work, Ready for life'.

The STEPS model is a personalised framework that offers a variety of activities across five key themes to support your personal and professional growth, providing tools for wellbeing and self-management that you can use now and in the future. STEPS sessions cover a range of topics to prepare you for your future and life in modern Britain where you will learn about safeguarding, digital skills, sustainability, and other wider topical issues. You will also explore progression routes and potential careers, receiving support to access these opportunities.



SAFEGUARDING AND PREVENT

In addition to having a robust safeguarding procedures for learners (INSERT page number of safeguarding page), we embed knowledge on this into our curriculum programmes so that learners understand local risk, whilst being equipped to keep themselves and the wider community safe. We deliver this through a suite of modules and activities across the academic year, with our approach encompassing a number of key themes:

- Respect, Relationships and Sex
- Drugs and Alcohol
- Digital Safety and Wellbeing
- Mental Health

WHAT IS PREVENT?

The Prevent duty requires all education providers 'to help prevent the risk of people becoming terrorists or supporting terrorism'. This includes safeguarding learners from extremist ideologies and radicalisation.

- Safeguarding and Prevent: The Fundamentals

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 festival - CareersFest, 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 access employers and other organisations to help you decide on what to do next!

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, 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 & EMPLOYABILITY 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:

CET@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.

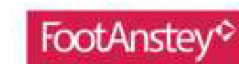
Through our Career Excellence Hubs you will develop skills for life, which will help you gain employment once you have completed your study programme. We will help you to gain both hard skills, and soft skills, which employers have highlighted as key skills in this sector.

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.

CLICK HERE to find out more.

“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, Poxton Park



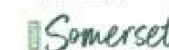
“Weston College work closely with us to ensure our training reflects our business need. Our aim is to deliver, in partnership, training which is relevant and engaging.”

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

SAM DICKSON

sam.dickson@weston.ac.uk
07973 917361

LOXTON CAMPUS

ANNETTE MILBURN

annette.milburn@weston.ac.uk
07891 618009

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



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.

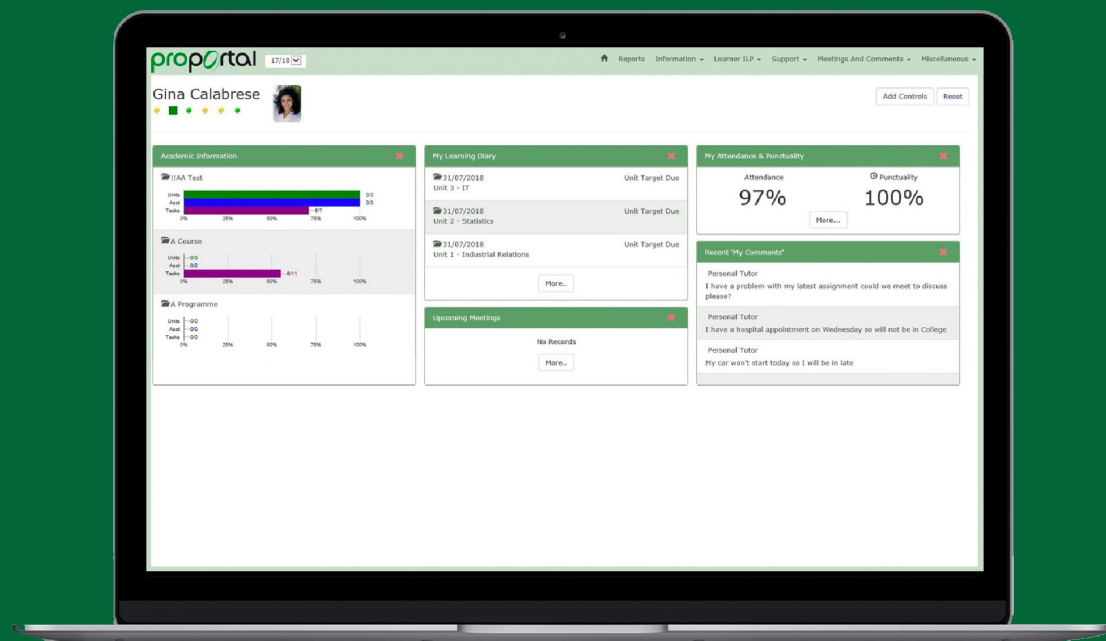
You will be able to:

- 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.

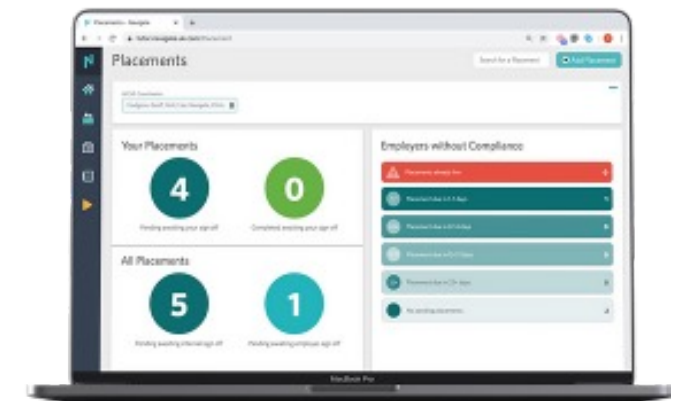
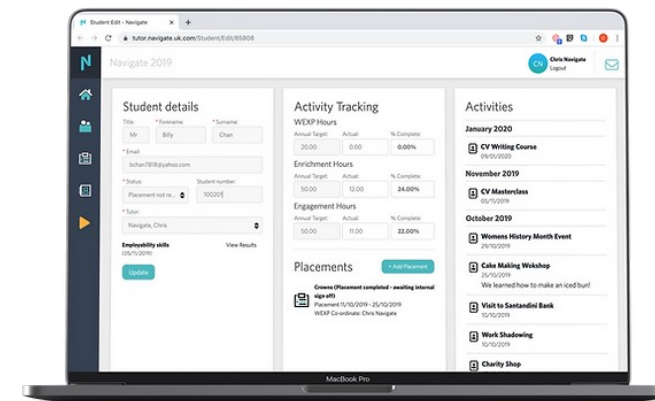
You will also be asked to complete certain pages in induction which will help us to plan for your learning.

You can access proportal on any device!



NAVIGATE

Navigate is our comprehensive online platform that enables students to record all their personal development and non-academic activity whilst they study at Weston College.



Through its engaging and accessible interface, Navigate:

- Supports all college students with work placement or work-related study, as this is where all college students record this. Navigate also helps you to prepare for placement, evidence activity and receive feedback from employers.
- Makes it easy for students to record all of their college-based and external enrichment, tutorial and extra-curricular activity.
- Encourages students to add photos, documents and other supporting evidence to the activities they record.
- Help students measure skills development.

At the end of their programme, students can download their Navigate portfolio and use this to inform university and future job applications.

Navigate is accessible via all college devices, online and through the MyWeston app.

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.

For 2024, we are introducing two tiers into our Weston Sport academy model.

Performance Academies that will focus on supporting students into elite level sport.

Development Academies that will provide students with structured, high quality coaching and development within that given sport.



ACTIVE WESTON

Active Weston is new for 2024 and is our new approach to physical activity and enrichment. Active Weston consists of social sports and activities and will be bespoke to each college campus. Led by our Student Engagement Team, Active Weston timetables are informed by student committee and student voice to ensure they meet the need and demand of learners on each site.

Active Weston also centres on opening up opportunities outside of the College to students and will see a number of partnerships with local organisations.

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 on Active Weston offer.

WELLBEING PACKAGES BUILT INTO THE CURRICULUM

This year's wellbeing packages will be chosen through and delivered within our new STEPS programme. As a core component of 'You Matter', the below themes and packages will run over a more condensed 3-week period and will be embedded into programmes in response to student voice or via request by the tutor:

- Healthy lifestyle
- Resilience and wellbeing
- Positive mindset and problem solving

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 Careers e-module on the Brighter Futures Hub that includes the Career Coach assessment that will be discussed at your first tutorial.
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](#). Visit [our website](#) for more info.

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
College Admissions
Careers Advice
College switchboard
Learning support
LibraryPlus
LibraryPlus Text to Renew
Student bursaries
Student clubs and societies
English and maths
Examinations
Safeguarding

01934 411 622
01934 411481
01934 411415
01934 411 411
01934 411 558
01934 411 493
07860 023 339
01934 411 571
01934 411 383
01934 411545
01934 411 467
01934 411 464

safeguarding@weston.ac.uk

ABSENCE HOTLINES

Automotive, Construction and Engineering

01934 411 194
ACE.studentabsence@weston.ac.uk

Creative Media, Digital and Project Management

01934 411 604
CMDP.studentabsence@weston.ac.uk

Employment, Education and Community

01934 411 777
EEC.studentabsence@weston.ac.uk

Creative, Health, Industries and Leisure

01934 421 251
CHIL.studentabsence@weston.ac.uk

Professional, Animal and Academic Studies

01934 411 567
PAAS.studentabsence@weston.ac.uk

Please ensure you contact your area's absence line, no later than 8:30AM on the day of absence.



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

