



14–16 Student Information Handbook



2009–10



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Welcome to New College Nottingham

Coming to college is probably a whole new experience for you and so you may be feeling unsure and perhaps a little nervous about what to expect. These feelings are perfectly normal and we hope that this handbook will help you to settle into college and answer any questions you may have.

14–19 team

When you are at college most of your time will be spent in lessons with your group and your tutor but you will also see a lot of the 14–19 team. This is the team that has overall responsibility for you whilst you are in college and will visit your tutor group to check that things are running smoothly.

Who is in the team?

Derek Graham	0115 953 4340 07909 990648	14–19 Programme Area Manager
Jo Edgerton	0115 953 1422 07909 990485	14–19 Co-ordinator
Pete Withers	0115 953 1421 07515 996755	14–19 Development Co-ordinator
Dawn Ashley	0115 953 4225	14-19 Team Administrator

You will meet us during your induction.



What does the 14–19 team do?

- Most importantly we are here to support you during your time at New College Nottingham (**ncn**) by helping you achieve and by making sure you enjoy your course
- We are available for you to talk through any concerns you are having
- We keep in regular contact with your school about your progress at college
- We work with your tutor to review your progress each term
- We are available for your tutor to tell us any concerns they may have about your progress, attendance or behaviour
- We keep track of your attendance and tell your school if you are absent from college

Health and safety

By law, we have to make sure you are safe while you are at college. At the start of your course, you will have a health and safety induction into the area that you will be working in.

For some courses, like Construction, the College will give you a set of personal protective equipment. It is your responsibility to look after this equipment and to bring it with you to every lesson. If you do not bring it to college, you will not be allowed to do any practical work, your school will be contacted and you will have to go back to school. For other courses, like Hairdressing, your school will buy your kit and expect you to take good care of it.

You are not allowed to leave college before the end of your lesson without written permission from your school or parents/carers. So if, for example, you need to leave early to attend a dentist's appointment you will need to give your tutor a note.

Induction

Induction – Stage 1

So that you feel more confident and relaxed about starting your course you will come into college for an induction visit. This will give you a chance to have a tour of the campus where your course will run, meet your tutor and other members of your group, learn about what we expect from you and ask any questions. You will also complete an enrolment form so that you can start your course straight away once you join in September.

Induction – Stage 2

On the first day of your course in September you will have an induction onto your course. In this session your tutor will explain what they hope you will achieve, the health and safety rules for the area you will be working in and the ways in which you will be supported through your course.

Enrolment and ID cards

When you enrol you will become a student of the College and this will allow you to register to get the qualification at the end of your course. Once you have enrolled you will have to get an ID card to prove you are an ncn student. You should carry this with you all the time in case the Security team asks to see it. Your ID card will also allow you to access the learning resource centre, where you can borrow books and use the computers and photocopiers.

14-16 college provision

Term dates for 2009–10

These terms are not exactly the same as the terms in your school so please don't use these dates as a guide for when you should be in school. They are for your college course only.

Autumn term 2009

Start date: week beginning 7 September (7 weeks)
Half term: week beginning 26 October
End date: week ending 11 December (6 weeks)

Spring term 2010

Start date: week beginning 4 January (6 weeks)
Half term: week beginning 15 February
End date: week ending 26 March (5 weeks)

Summer term 2010

Start date: week beginning 12 April (7 weeks)
Half term: week beginning 31 May
End date: week ending 9 July (5 weeks)



College year planner – 14–16 provision 2009–10

Wk No.	Date	Procedures
1	7 Sept 09	START OF COLLEGE COURSE – TERM 1
2	14 Sept 09	
3	21 Sept 09	
4	28 Sept 09	
5	5 Oct 09	
6	12 Oct 09	Tutorial session with tutors to set targets for the year
7	19 Oct 09	
	26 Oct 09	HALF TERM WEEK
8	2 Nov 09	
9	9 Nov 09	
10	16 Nov 09	End of Term Report forms completed by tutors – (sent to schools)
11	23 Nov 09	
12	30 Nov 09	
13	7 Dec 09	END OF TERM FOR COLLEGE STUDENTS
	14 Dec 09	CHRISTMAS BREAK
	21 Dec 09	CHRISTMAS BREAK
	28 Dec 09	CHRISTMAS BREAK
14	4 Jan 10	START OF TERM 2 AT COLLEGE
15	11 Jan 10	
16	18 Jan 10	
17	25 Jan 10	
18	1 Feb 10	
19	8 Feb 10	
	15 Feb 10	HALF TERM WEEK
20	22 Feb 10	
21	1 Mar 10	
22	8 Mar 10	End of Term Report forms completed by tutors – (sent to schools)
23	15 Mar 10	
24	22 Mar 10	END OF TERM FOR COLLEGE STUDENTS
	29 Mar 10	EASTER BREAK
	6 Apr 10	EASTER BREAK
25	12 Apr 10	START OF TERM 3 AT COLLEGE
26	19 Apr 10	
27	26 Apr 10	
28	3 May 10	
29	10 May 10	
30	17 May 10	
31	24 May 10	
	31 May 10	HALF TERM WEEK
32	8 Jun 10	
33	14 Jun 10	
34	21 Jun 10	End of Term Report forms completed by tutors – (sent to schools)
35	28 Jun 10	
36	5 Jul 10	LAST WEEK OF COLLEGE COURSES

Break times

It is up to your tutor whether or not you will be given a 10–15 minute break during your session. If you are given a break, you will not be supervised. It is up to you to behave according to **ncn**'s Student Code of Conduct.

If you have any questions about this, please speak to a member of the 14–19 team or your tutor.

Attendance policy

We want to see you succeed on your course, but this will only happen if you attend regularly and on time. There may be times when you cannot come to college because you are ill. If this happens, please let one of the 14–19 team know by telephoning the numbers given on page 1.

There may be times when your school authorises your absence, for example for work experience, school trips or exams. If possible, please make doctor and dentist appointments outside of college time. If this is not possible, please provide a letter to confirm your appointment.

If you are absent and we do not receive a telephone call or letter explaining why, your school will be told before the end of the school day.

Should your attendance become a concern, the 14–19 team follows the procedure shown below.

Absence procedure

Steps	Action
1 Student has unauthorised absence for two consecutive sessions	Cause for concern slip sent to school
2 Unauthorised absence continues to week 3	Contact made with school to discuss
3 Unauthorised absence continues to week 4	Warning sent out – if attendance does not improve in the next fortnight, student will be withdrawn
4 No improvement by week 6	Withdrawal

If any student's attendance falls below 80% for a complete term and there is no improvement after discussion with the school, the student will be withdrawn.



Student agreement

We want you to get the most out of your time at college – as well as learning something new we also want you to have fun, make new friends and enjoy the experience of working in a more mature environment. To really make the most of the opportunities that **ncn** can offer we will ask you to sign the following agreement. This is just a copy for you to keep:

SOP student agreement

This agreement outlines the expectations that New College Nottingham has of students who enrol on its 14–16 provision. Please read the agreement carefully and sign below. If you break any part of this agreement you could be withdrawn from the course.

Student name: _____

I agree

- to attend all sessions and arrive on time
- to complete all work that my tutor sets including written work and homework
- to speak to both staff and students in a polite manner
- to behave appropriately during my time at college
- to remain in every session until the end unless told otherwise by my tutor
- to bring my protective equipment provided by the College to every session
- to take responsibility for any protective equipment provided by the College and to replace it should I damage/lose it
- to raise any concerns with a member of the 14–19 team
- to let a member of the 14–19 team know if I will not be able to get to a session.

Signed and agreed by: _____



What happens if something goes wrong when I am at college?

Accidents

If you have an accident your tutor will call the nearest first aider. If you need to go home or to hospital your tutor will tell the 14–19 team and they will contact the school who will contact your parent/carer.

If you have an accident in college when you are not with your tutor, go to the Student Services reception and they will call a first aider.

If you feel unwell

Tell your tutor if you feel unwell. They may suggest you take it easy during the session, or if you are very unwell they will contact your school and ask for permission to send you home. **Whatever you do don't leave college without telling your tutor.**

If something is stolen

If you think something of yours has been stolen, tell your tutor first. Your tutor will call Security so that an incident form can be filled in. If you are not with your tutor you should go to Student Services and they will call Security for you. The College will do everything it can to recover any stolen property. You are encouraged to leave mobile phones and items of value at home to avoid any problems like this happening. It is college policy for all mobile phones to be switched off during lectures.

If you are unhappy on your course

If the course you have enrolled on doesn't seem right for you tell someone in the 14–19 team as soon as possible as well as your teacher at school. We will work with you to try and sort out any problems and support you as much as possible through your course.

You or others are being bullied

ncn will not tolerate any form of bullying. We believe that everyone has the right to be educated in a safe and secure environment free from the fear of any form of verbal or physical abuse.

Bullying might happen amongst the students in your group or by other students around college and it could be happening to you or someone else. Whatever the situation you should tell your tutor and someone in the 14–19 team and together we will do everything we can to stop it.

Students who are accused of any form of bullying will be suspended from their course while the situation is investigated and if they are found to be responsible for serious acts of bullying they will be withdrawn immediately from their course.

For less serious acts like one-off incidents; name calling, going along with, but not starting the bullying, they will be issued with a final warning, which will lead to an immediate withdrawal if they are involved in any further incidents.

If your behaviour is not appropriate or acceptable

The College has a disciplinary procedure for any form of unacceptable behaviour, which includes bad language, graffiti, fighting, damaging or destroying property, harassment, bullying and any act of discrimination.

Your tutors have Cause for Concern forms, which they complete if they are unhappy with your behaviour, attendance or work. The 14–19 team also have Warning forms that are completed when students break the Student Code of Conduct. If you receive three Warning forms you will be permanently excluded from your course. All incidents are dealt with in accordance with **ncn**'s disciplinary procedure. Your school and your parents/carers will be kept informed.

Celebrating achievement

Tutors and the 14–19 team have Good News forms which are completed when students work well. You might get one for working well as part of a team, showing initiative, for being helpful, for the work you produce or for 100% attendance. These forms are sent to your school for them to pass on to your parents or carers.

We are proud of your commitment to your course and plan to hold an awards ceremony at the end of your second year to celebrate your achievement.

College and school representatives will all be there and you may invite up to two guests. A local VIP will present the awards and a photographer will catch your proud moment on film.

Further details of this event will be given to you nearer the time. Support Services, as well as members of the 14–19 team there are other services at **ncn** that you might find useful to help you through your time at college.



Support services

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Advice and guidance

The Student Advisers in the Advice and Guidance team are available if you would like to discuss future careers or courses that you might like to enrol on, either at **ncn** or any other Further Education college. If you have other issues that you need advice on and they cannot help they will be able to point you in the direction of someone who can.

The Student Advisers are: **Sharon Franklin, John Longdon and Palwinder Bangar.**

If you're not sure where to find them, ask at Student Services.

Counselling service

Student Counsellors are available at all **ncn** campuses to help you with any personal problems or any issues affecting your learning. No matter what the problem, however big or small, the Student Counsellors are ready to listen and help. Contact Sue Kinton on 0115 953 4254 to book an appointment.

Other college services

Student services

Student Services are the teams that work in the reception areas of each of the campuses. If you are lost they will be able to point you in the right direction, if you want to speak to someone in the College they will be able to tell you where to find them and they will be able to deal with any other general enquiries.

Library

This is also called the Learning Resource Centre and there is one at each of the main campuses. If you have got an ID card you can borrow books, videos, CDs, CD-ROMs and audiotapes. You can also access the internet. It's also a quiet place for you to catch up on any study.

Use of the internet

You are able to access the internet through the computers in the Learning Resource Centres because we know that, when used properly, it can be a useful research tool for your assignments. However, you are not allowed to access social networking sites like MySpace or Facebook and you should only use the internet to search for information directly relevant to your college work. If you are found to be misusing the internet you will receive a warning and for very serious breaches of the Internet Use policy, you will be withdrawn from your course.

Food

Each of the main campuses has at least one refectory where you can buy cheap hot and cold meals and snacks. There are vending machines at all of the main sites as well.

ncn equality and diversity policy

ncn is strongly committed to developing a culture of respect and an understanding of diversity and difference, which encourages and promotes the potential of every individual. Our commitment to diversity and equality of opportunity is based around the belief that every individual is entitled to high quality education and support at a time, a place and a pace that suits them and enables them to reach their own potential.

The 14–19 team is committed to supporting the College’s Equality and Diversity policies in all of the work that it does.

Look at the **ncn** Celebrating Diversity and Code of Conduct policies on the internet at www.ncn.ac.uk under Charters, Policies and Guides or ask at Student Services or reception.

