

Welcome to Your College

Welcome to Windsor College, where we have good experience in delivering quality teaching in a vibrant environment

You are joining a vibrant community of staff, students and governors. We very much hope that your time with us will be happy and productive.

This pocket guide contains lots of useful information about the College, including where to go for help. More information can be found on our student Moodle pages or please visit Student Services to talk to someone in person.

We wish you a successful time here at Windsor College.

Rowan Cookson
Principal

The College Day

Wednesday: Lessons finish at 3.00pm for college activities.

Friday: Lessons start at 10.45am

On all other days, your timetable will be:

Lesson 1:	9.00am – 10.30am
Break:	10.30am – 10.45am
Lesson 2:	10.45am – 12.15pm
Lunch:	12.15pm – 1.15pm
Lesson 3:	1.15pm – 2.45pm
Break:	2.45pm – 3.00pm
Lesson 4:	3.00pm – 4.30pm

Students are expected to use their free periods for independent study and revision.

Standards for Success

We want you to succeed at College. To help you to reach your full potential and goals, we ask that you be aware of the following expectations about your behaviour.

These apply whether you are in a college building or grounds, undertaking an apprenticeship or work experience, on a trip, in the local area during college hours or anywhere in the role of a student of the College.

Behaviours we will always promote

- Good attendance – aim for 100%
- Being on time, every time
- Respecting yourself, other students and College staff
- Being ready and prepared to learn
- Meeting all your deadlines
- Working hard and aiming to be your best
- Never giving up – we are here to help

Behaviours we will always challenge

- Bullying and harassment (including online)
- Causing disruption to classes or in College
- Disrespecting others or the College environment
- Swearing and the use of offensive language
- Using phones or mobile devices in class without permission
- Non-attendance, lateness and leaving classes early

What's on at Windsor

There will be various activities promoted throughout the College year, but here are a few key events to get you started:

Freshers' Fair	14 September
Student Union Executive Elections	16-26 September
Black History Month	October
Tutor Rep Elections	5 October
Student Review Day (Year 2)	12 October
Student Parliament	17 October
Safe Drive Stay Alive	6 November
Student Review Day (Year 1)	3 December
Student Parliament	5 December
Christmas Fair	12 December
National Reading Week	14-18 January
Holocaust Memorial Day	27 January
LGBT Celebration Month	February
Student/Parent Review Day (Year 1 and 2)	7 February
Future Pathways and Higher Education Fair	7 February
Pride Week	11 – 15 February
Student/Parent Review Day (Year 1 and 2)	15 February
International Women's Day	8 March
Student Parliament	27 March
Student Union Executive Elections	7 – 14 May

Term Dates

Autumn Term

10 Sept	Full time start of teaching
17 Sept	Evening start of teaching
22 Oct – 26 Oct	Study week (no classes)
19 Dec	End of Term

Spring Term

3 Jan	Start of teaching
18 Feb – 22 Feb	Study week (no classes)
5 April	End of term

Summer Term

19 April	Bank Holiday - Good Friday
22 April	Bank Holiday – Easter Monday
23 April	Start of teaching
6 May	Bank Holiday
27 May	Bank Holiday
27 May – 31 May	Study week (no classes)
5 July	End of term

Attendance

All students are expected to attend 100% of their classes, including Tutorial, English and maths. All absences must be reported by either:

Calling: 01753 793122

Emailing: attendance.windsor@windsor-forest.ac.uk.

If you are leaving College early due to sickness or if you know about a future absence, you must speak with the Attendance Officer in Student Services to have your absence logged. You may be required to provide evidence such as a letter or appointment form.

Celebrating Excellent Attendance – Students who maintain 100% actual attendance will be invited to a celebration event and will have the chance to win a congratulatory prize is our draw!

Useful Contacts

If you need support, please speak with your personal tutor in the first instance. Below you will find contact information for key support services in the College:

Main Switchboard

01753 793000

Student Services

Student.services@windsor-forest.ac.uk
01753 793368

Learning Centre

Learning.centre@windsor-forest.ac.uk

Learning Support

Learning.support@windsor-forest.ac.uk

Careers and Employability

Careers@windsor-forest.ac.uk

Financial Support

Financial.support@windsor-forest.ac.uk

Safeguarding

Safeguarding@windsor-forest.ac.uk

Exams

Exams@windsor-forest.ac.uk

Supporting Your Learning

Our Learning Support team are here to enable you to have the best opportunity to succeed in your course. They provide support to students with a range of needs and will liaise with your teachers to ensure that your needs are met and where applicable, access arrangements are put in place.

For more information, please contact **learning.support@windsor-forest.ac.uk**

Our Learning Centre team also offer a range of study skills support that is available either on a one to one or group basis. The team can help you with planning, essay writing, revision techniques, referencing and much more. Sessions will be advertised throughout the year via Moodle and Tutorial.

For more information, please email **study.skills@windsor-forest.ac.uk**

Tutorial Support

Every student has a personal tutor who is responsible for helping you make the most of College and is your first point of contact if you have any concerns. Your personal tutor will provide support and guidance, keep a check on your attendance, behaviour and academic performance to make sure you are successful.

Your weekly Tutorial with your personal tutor will keep you up to date with College life and prepare you for life after your studies with discussions on topics including personal finance, independent living and current affairs. You will also have regular 1-1s to review your progress and set targets to help you exceed your goals.

If you have any problems relating to your course, academic progress or need to talk to someone about concerns outside of College, please see your tutor who will support you and help you to access other services if necessary.

Safeguarding

It is important to us that you feel safe while you are at College. If at any point you're worried about yourself or someone you know, you can contact the Safeguarding Team by coming to Student Services or by:

Emailing: safeguarding@windsor-forest.ac.uk

Calling: 01753 443850

We can help with anything including: online abuse, radicalisation, sexting, bullying, depression, neglect, anxiety, homelessness, eating disorders, gangs, mental health, forced marriage, personal safety and much more.

On Moodle you will find tips on keeping yourself and your personal information safe online. If something is concerning you or if you are feeling bullied or harassed online or in person, please talk to your tutor or the safeguarding team. The College does not tolerate any form of bullying.

Policies and Procedures

Contact with Parents and Carers

If you are following a 16-18 study programme or apprenticeship, we may contact your parents / carers about your attendance or progress should we have concerns. We will also invite parents / carers to parents' evenings and other events throughout the year. They will have access to a web based parent portal where they can view your attendance, timetable, progress and exams information.

Dress Code

Students are expected to dress appropriately whilst at College, in a 'work ready' style. You are not permitted to wear clothing that may be a distraction to others or that will create safety concerns. The wearing of political insignia is not allowed. Hoods should not be worn up inside the building and coats or hats should not be worn in your classroom.

Smoking, Drugs and Alcohol

Smoking is only allowed in the designated outdoor smoking area which is clearly signposted. This also applies to electronic cigarettes. Disciplinary action will be taken against anyone in possession of, or under the influence of any drugs or alcohol on College premises or on College related trips and activities.

Plagiarism

All the work you produce should be your own, not copied from someone else, a book or from the internet. If you are caught cheating, you will be investigated under the Student Management Procedures and may lose your place at College. For questions about plagiarism please speak to your subject teacher or the Learning Centre staff.

Making a Complaint

If you have a complaint or are unhappy about something that happens at College, please talk to your personal tutor in the first instance to try and resolve the issue. If you are unable to resolve it informally, you can make a formal complaint - details are on Moodle, under Student Life. The College intends that formal complaints are dealt with fully, fairly and objectively, with a speedy response from an appropriate senior member of staff.

ID Badges

Students are expected to wear their ID badges at all times whilst on the College site. ID badges are required to gain access to the site and facilities. If you forget or lose your ID badge, you must go to Reception to collect a temporary or replacement one. A fee may be chargeable for a replacement or temporary pass.

Financial Support

The College runs a number of schemes that can support students from low income families with the costs of compulsory books, trips, equipment, fees, childcare and travel. Some students will also be entitled to Free College Meals.

All applications are subject to eligibility, terms and conditions.

To apply or for more information, please visit Student Services, apply online, email **financial.support@windsor-forest.ac.uk** or call **01753 793368**.

For information about Advanced Learner Loans and Higher Education Loans, please contact the Admissions Team on **01753 793288**



Careers and Employability

Our highly qualified Careers and Employability team are available to support students with careers planning and preparation for decisions about next steps.

Whether you are looking to move onto university, employment, further training and education, an apprenticeship or you need advice on gap year planning, come and talk to a member of the team in Student Services.

As well as one to one guidance, you will also find workshops throughout the year to support in a number of areas such as:

- CV writing
- Job searching and applications
- UCAS and personal statement support
- Gap year planning
- Interview techniques
- University funding advice
- Course and progression opportunity advice

Keep an eye out for our regular bulletins with great tips, resources and local vacancies, plus advertising for our careers events. You can also find more information on our Moodle page.

To speak to the Careers and Employability team, please visit Student Services, email careers@windsor-forest.ac.uk or call **01753 793337**.

The Learning Centre

The Learning Centre at Windsor offers students a place to study and research, with access to a wide range of physical and online resources, ICT and support.

The team can help you with:

- Finding resources
- Study skills in groups or one to one to help with areas such as essay writing, referencing and research
- Planning your studies
- Use of IT systems and printing
- Stationery and equipment
- Academic texts
- DVDs
- Magazines

The Learning Centres offer spaces for you to work independently, with or without a computer, or in small groups. There are also a number of mobile devices that you can borrow to complete college work

We are open:

Monday – Thursday: 8.30am to 5.30pm
Friday: 8.30am – 4.30pm

Email: learning.centre@windsor-forest.ac.uk

Student Services

Student Services is your one-stop shop for support and guidance on all aspects of College life. Come and ask us about anything you may be unsure of including:

- Attendance
- Financial support and Free College Meals
- First Aid
- Student Ambassador opportunities
- Careers and employability advice
- Transport advice and discounts
- NUS cards and the Student Union Executive
- Sexual health
- Safeguarding
- Personal and wellbeing support

Email: student.services@windsor-forest.ac.uk
Call: 01753 793368

Come and see us:
In the Hub

We are open:
Monday to Friday
8.30am to 4.30pm

IT and Printing

The College offers a range of IT facilities which can be accessed using your student ID and password. All students have a college email address which can be linked to a smart phone. It is important to regularly check your College emails.

We offer a range of web-based services including email, Moodle and your Individual Learning Plan (ILP) which will contain your attendance records, class and exam timetable information.

There are student printers available in the Learning Centre. You will receive a small amount of printer credits to start the year, after which you can buy additional credits from the Learning Centre team.

Exams

Students can contact the exams team by visiting W01 or by emailing: exams@windsor-forest.ac.uk

There is a dedicated Moodle page which contains all the key examination dates and guidance that you will need.

Most exam dates are fixed by the awarding bodies and cannot be changed.

You will be notified via Tutorial when your personal exam timetable is available, which you will be able to view via ProPortal.

You will be notified about exam results and certificate collections on your personal email address or by post, so please speak to Reception if your details change.

Please speak to the Learning Support team well ahead of your exams if you require or have previously had exam access arrangements such as extra time or a reader.
Email learning.support@windsor-forest.ac.uk.

Learner Voice

We are committed to giving students the opportunity to have their say about how things are run in the College. Here are some of the ways you can get involved:

Student Union

All students are automatically members of the Student Union, giving them a voice in College matters. A new Executive is selected every year by the student body who are your student leaders. You can raise issues with them by visiting their office or by emailing su.windsor@windsor-forest.ac.uk.

Ambassadors

The College encourages students to be active citizens and we welcome students who wish to support us at cross-college events, such as Open Evenings, by being an ambassador. This will give you valuable experience for your CV or UCAS application and you will receive a formal certificate of your volunteering hours at the end of the year.

Email student.services@windsor-forest.ac.uk or come to Student Services for more information.

Tutor Reps

Every Tutorial group elects a representative to pass on feedback, ideas and suggestions about how the College is run. If you would like to be a Tutor Rep, your job will be to listen to these thoughts and share other's views at the Student Parliament, which meets three times a year.

Student Wellbeing

The College offers a range of services and support to ensure that students are successful during their time with us.

First Aid

There are first aid staff available for you on site. If you feel unwell or need medical support, please speak to your teacher or come to Student Services where we have a first aid room.

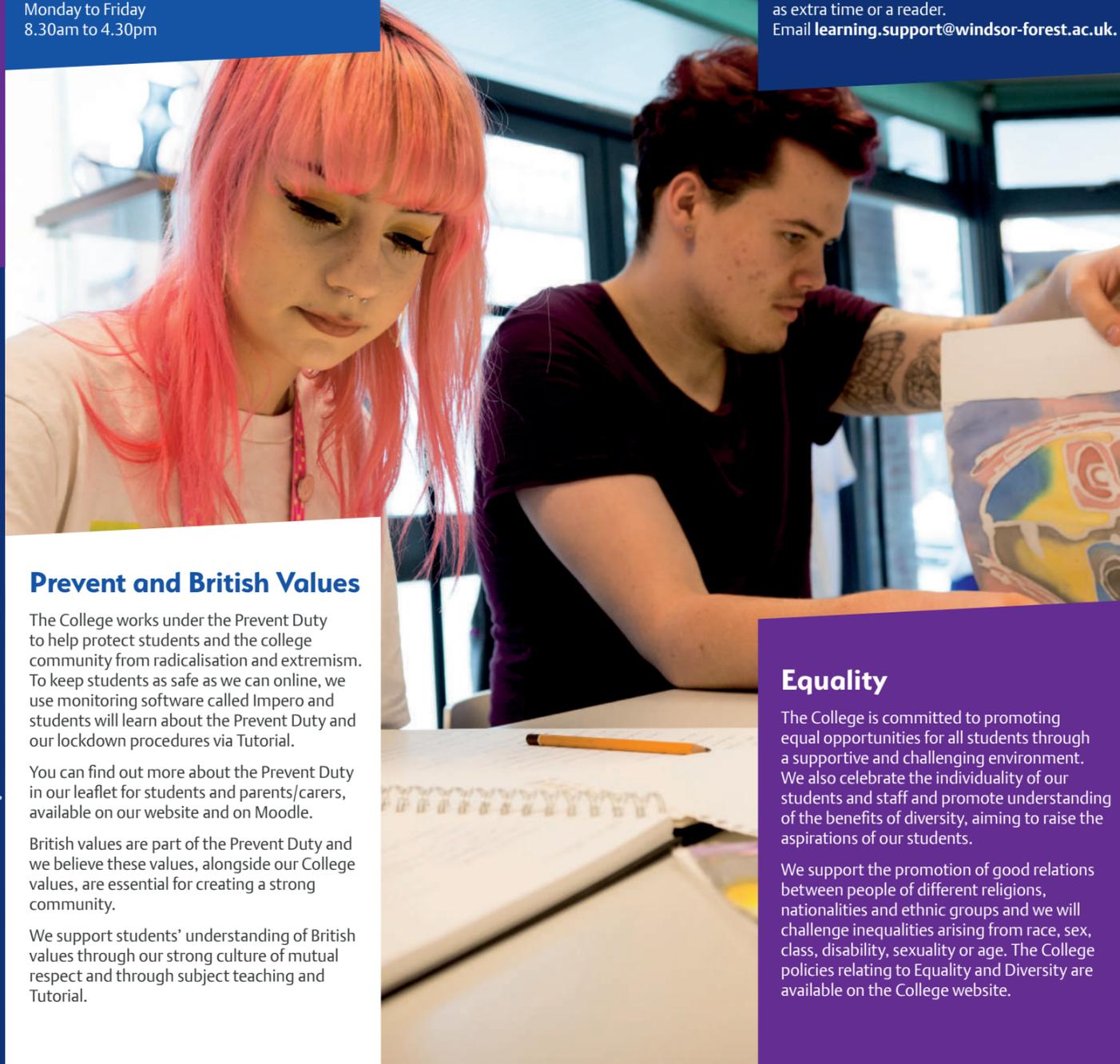
Personal and Sexual Health

You will be asked about any relevant medical or health information when you join the College – this is so that we can keep you safe while you are on site.

Student Services offer a sexual health service with free condoms for students. We can also help with emergency female hygiene products if needed.

Health, Safety and Evacuations

It is important that you report anything that you feel is a safety concern to a member of staff. You will be given health and safety inductions where relevant to your area of study. The College will also periodically run evacuation and lockdown drills. It is important that during these you follow instructions from staff.



Prevent and British Values

The College works under the Prevent Duty to help protect students and the college community from radicalisation and extremism. To keep students as safe as we can online, we use monitoring software called Impero and students will learn about the Prevent Duty and our lockdown procedures via Tutorial.

You can find out more about the Prevent Duty in our leaflet for students and parents/carers, available on our website and on Moodle.

British values are part of the Prevent Duty and we believe these values, alongside our College values, are essential for creating a strong community.

We support students' understanding of British values through our strong culture of mutual respect and through subject teaching and Tutorial.

Equality

The College is committed to promoting equal opportunities for all students through a supportive and challenging environment. We also celebrate the individuality of our students and staff and promote understanding of the benefits of diversity, aiming to raise the aspirations of our students.

We support the promotion of good relations between people of different religions, nationalities and ethnic groups and we will challenge inequalities arising from race, sex, class, disability, sexuality or age. The College policies relating to Equality and Diversity are available on the College website.

Facilities and Other Perks

- **Langley Gym** – From just £12.99 a month, students can access the onsite gym at Langley College, including a range of classes. For more information go to www.windsor-forest.ac.uk/fitness
- **Free WiFi** – See Moodle for information about getting this set up on your smart phone or device.
- **Lockers** – student lockers are available free of charge. There is a £10 deposit for your key. Please go to the Learning Centre for more information.
- **Bike racks** – we offer a number of bike racks for students to secure their bicycles. Please bring your own lock.
- **Car Parking** – Parking at Windsor College is free but please be aware parking spaces are not guaranteed. There is a £10 refundable deposit for a swipe access card. Students require a permit, available from reception. Parking permits are only valid during term time. Out of term time will require students to get a free day ticket from reception. Failure to do so may incur a RBWM parking fine.
- **NUS TOTUM cards** – save money on everyday items and activities with a NUS TOTUM card. Cards start at just £12 for a year and are available online at <https://www.nus.org.uk/>
- **Travel Discounts** – We can offer exclusive travel discounts on many bus and rail routes. Enquire in Student Services for more information.
- Students can access discounted hair and beauty treatments at Langley College's 'The Salon' including cuts, colours, massages, manicures and facials. Contact **01753 793246** for information and appointments.
- **Sunninghill Travel at Langley College.** Our on-campus travel agents can offer you a great range of services and prices for all of your holiday needs. Visit Langley reception or call **01344 627856** for more information.

Getting Social

Don't forget to keep in touch and up to date with opportunities via social media. You will find us online at:

Instagram – [windsorforestcg](https://www.instagram.com/windsorforestcg)
Facebook – Windsor Forest Colleges Group
Twitter – @WindsorForestCG
You Tube – WindsorForestColleges.





Student Pocket Guide

My Key Information

My Student
ID Number:

My Personal
Tutor Name:

My Personal
Tutor's Email:

Need Help?

Contact Student Services on **01753 793368** or
email **student.services@windsor-forest.ac.uk**

Safeguarding Concerns?

Call **01753 443850** or email
safeguarding@windsor-forest.ac.uk



Part of the Windsor Forest Colleges Group