

LANGLEY COLLEGE STUDENT GUIDE



2020/2021





WELCOME TO YOUR COLLEGE

Welcome to Langley College, where we offer an innovative technical curriculum and industry-standard facilities.

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

You'll find lots of useful information in this guide, including where to go for help. You can also take a look at the student Moodle pages or visit Student Services and talk to someone in person.

We wish you a successful time here at Langley College.

Maxine Wood
Principal



KEEPING SAFE AT COLLEGE – COVID 19

We are putting all the measures in place that you would expect to keep you safe while you are at college. This includes:

Increased Hygiene

Extra cleaning of high traffic areas along with hand sanitisers throughout the campus and personal hand sanitisers in each classroom.

New Timetables

To avoid peak travel and high numbers of students on site at any one time.

Protection

Increased uses of screens and face coverings in public areas.

Signage

Clear directional signage to allow for the safe movement around our campuses.

Personal Laptop Leasing Scheme

To help you purchase your own laptop to allow for home working and personal study.

FACE COVERINGS

Please note you will be required to wear a face covering in public areas including offices, corridors, toilets, cafe spaces and the Learning Centre.



KEEPING EVERYONE SAFE FROM COVID-19

We expect everyone to follow the extra precautions below to protect themselves and one another:

YOU MUST:

- Follow social distancing guidelines at all times.
- Wear a face covering in public areas around the College, including corridors, offices, the Cafes and the Learning Centre.
- Ensure that you wash your hands regularly or use hand sanitiser.
- Not share equipment or resources.
- Be responsible for your own work station in a classroom or workshop or IT area following any cleaning guidance given by staff.
- Be considerate and respectful of other students and staff who choose to wear face coverings in non designated areas.
- Inform a member of staff immediately if you become unwell with coronavirus symptoms while at College and follow the instructions given to you by staff.
- Wear a face covering when travelling on public transport to and from College and when entering enclosed public spaces such as shops.
This is the law.
- Be considerate of the local community and wear face coverings wherever possible in the local area, especially when moving around in larger groups.

PLEASE NOTE

Failure to follow instructions, maintain social distancing or adhere to requests made by staff may result in disciplinary action. If you witness individuals failing to follow these measures, you can report it confidentially to a member of staff for immediate investigation.

STANDARDS FOR SUCCESS

We want you to succeed here. To help you to reach your full potential and goals, we have high 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



TERM DATES

Autumn Term Begins:

14 September

Half Term:

26 October – 30 October

End of Term: 18 December

Spring Term Begins:

4 January

Half Term:

15 February – 19 February

End of Term: 1 April

Summer Term Begins:

19 April

Bank Holiday: 3 May

Bank Holiday: 31 May

Half Term:

31 May – 4 June

End of Term: 15 July

Some dates may be subject to change due to COVID-19

WHAT'S ON AT LANGLEY

You'll find lots of activities to enjoy which have been designed to enrich your college experience. Here are a few to get you started:

Virtual Freshers' Fair w/c 21 September

Higher Education Freshers' Event
September

Black History Month October

Student Parliament October

World Mental Health Day 24 October

Full Time Student Parents Evening
23 October

Anti-Bullying week 16 – 20 November

Road Safety Week 16 – 22 November

Full Time Student Parents' Evening
15 January

Holocaust Memorial Day 27 January

Student Parliament January

LGBT Celebration Month February

World Book Day 4 March

Full Time Student Parents' Evening
25 March

Student Parliament March

Stress Awareness Month April

Future Pathways Fair 1 April

Higher Education Fair 6 May

Some activities and events may change due to COVID-19.

THE LANGLEY COLLEGE DAY & WEEK AUTUMN 2020

You will be able to access your timetable during your Induction session. Some lessons may be subject to change due to COVID-19 and government guidance.

Our key principles when organising study time are to keep all our students and staff as safe as possible.

- Later start and earlier finish times to avoid peak travel
- Some online learning but fully directed by teachers
- Keep students in smaller learning groups
- Zoning students in particular parts of the College to avoid excessive social mixing and reduce the risk of infection spread.

We will keep students updated on timetable arrangements and any changes but students can check their current timetables on their ILP.

SUPPORTING YOUR LEARNING

Our support teams are here to help you succeed on your course, providing support for a range of needs.

The team will liaise with your lecturers to ensure that your needs are met and where applicable, access arrangements / exam support is put in place.

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

Our Learning Centre team also offers a range of study skills support. 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 Core Studies.

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

SUPPORTING YOU

Every full-time student has a Personal Tutor who will play a central role in supporting your studies and college experience.

Your Personal Tutor is your first point of contact for any problems relating to your course, academic progress or concerns outside of college. Their role is to provide support and guidance and help you access other services if necessary.

To make sure you are successful you will have regular one-to-ones with your Personal Tutor. They will review your progress to help you exceed your goals and keep a check on your attendance, behaviour and academic performance.

Weekly Core Studies sessions, run by your Personal Tutor will keep you up to date with college life. In helping prepare you for life after your studies they will also include discussions on various topics including personal finance, independent living and current affairs.



ATTENDANCE AND REPORTING ABSENCES

All students are expected to attend 100% of their classes, including Core Studies, English and maths.

All absences must be reported using one of the following mechanisms:

By calling the absence line on 01784 228610

By emailing
attendance.langley@windsor-forest.ac.uk

Please inform your subject lecturer, Personal tutor or report your absence on the details above if:

- You are leaving College early due to sickness
- You know about a future absence

You may be required to provide evidence such as a letter or appointment form.

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 Reception 01753 793000

Student Services

student.services@windsor-forest.ac.uk
01784 228606

Learning Centre

learning.centre@windsor-forest.ac.uk

Learning Support

learning.support@windsor-forest.ac.uk

Careers and Employability

careers@windsor-forest.ac.uk
01753 793337

Financial Support

financial.supoort@windsor-forest.ac.uk
01753 793368

Safeguarding

safeguarding@windsor-forest.ac.uk
01753 443850

Exams

exams@windsor-forest.ac.uk



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 give you advice on subjects such as – online abuse, radicalisation, sexting, bullying, depression, neglect, anxiety, homelessness, eating disorders, gangs, mental health, forced marriage and personal safety. If you need some extra support, we can put you in touch with a number of organisations and experts we have links with.

If something is concerning you, or if you are feeling bullied or harassed online or in person, please talk to any member of staff including your Personal 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 aged 16-18 and we have concerns about your attendance or progress, then we may contact your parents/carers.

Parents/carers will also be invited 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 should not be worn in classrooms, labs, salons or studios.

Smoking, Drugs and Alcohol

Smoking and electronic cigarettes are only allowed in the designated outdoor smoking areas which are clearly signposted. Disciplinary action will be taken against anyone in possession of, or under the influence of drugs or alcohol on college premises or on college related trips and activities.

Your Student Contract sets out all of the behaviours that the College does not accept.

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 lecturer or the Learning Centre staff.

Making a Complaint

Please talk to your Personal Tutor, Course Leader, or Head of Department in the first instance if you have a complaint or are unhappy about something that happens at college. If your tutor or Head of Department is unable to resolve the issue informally, you can make a formal complaint - details are on the [college website](#). We aim to deal with all formal complaints fully, fairly and objectively, with a speedy response from an appropriate senior member of staff.

ID Badges

You will be expected to wear your ID badge at all times while 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

There are a number of bursary and loan schemes to 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 for financial support 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 will support you with careers planning and preparation for decisions about next steps.

Come and talk to the Careers and Employability team if you'd like any advice on progressing to university, employment, further training and education, an apprenticeship or gap year planning.

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

CV writing

Support with finding apprenticeship vacancies

Job searching and applications

UCAS, Higher Education and personal statement support

Volunteering

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 the Careers Zone, next to The Hub, email careers@windsor-forest.ac.uk or call 01753 793337.



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:

Financial support and Free College Meals

First Aid

Student Ambassador and other student leadership opportunities

Careers and employability advice

Transport advice and discounts

TOTUM Discount cards and the Student Union Executive

Sexual health and the 'Red Box' for period products

Safeguarding

Personal and wellbeing support

Student record administration

Come and see us in the Learning Centre by the Street or contact us on the details below:

Call: 01784 228606 or

Email:
student.services@windsor-forest.ac.uk

We are open during term time:

8.30am to 4.30pm Monday to Thursday

8.30am to 4.00pm Friday

THE LEARNING CENTRE

The Langley Learning Centre 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 supporting with areas such as essay writing, referencing and research

Planning your studies

Use of IT systems

Stationery and equipment

Academic texts

E-Books

The Learning Centre 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.

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

We are open during term time:

8.30pm – 5.30pm Monday – Thursday

8.30pm – 4.30pm Friday

Learning Centre arrangements may be subject change due to COVID-19 arrangements.

EXAMS

Students can contact the exams team by visiting Room L135 or by emailing exams@windsor-forest.ac.uk.

You'll find all the key examination dates and guidance you'll need on our dedicated Moodle page.

Please speak to the Learning Support team well ahead of your exams if you require or have previously had support in exams such as extra time or a reader.

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

GCSE timetables will be available on ProMonitor under Student ILP – My Attendance, Punctuality & Timetable, via a download link at the bottom. Your overall grades and results will be available on the same page.

Information relating to all other exams will be provided by your curriculum lecturer, including functional skills.

You will be informed about result days via your Core Studies groups or curriculum subjects.

JCQ regulations allow for an exam contingency day in case of a national or local disaster that occurs during the Summer exam period. Students are to be available up until and including 29 June 2021 for rescheduled exams.

Certificates will be available to collect after completion of your course. They can be posted on request to the home address listed on the College system.

Please speak to Student Services if your personal details change during the year or before you receive certificates - you can check your current details on ProMonitor.

LEARNER VOICE

You have a voice here at Langley College! We are committed to giving students the opportunity to have their say about how things are run. Here's how you can get involved:

Student Union

All students are automatically members of the Student Union, giving them a voice in college matters. Students select a new executive (student leaders) every year who you can raise issues with.

Email: su.langley@windsor-forest.ac.uk

Ambassadors

We encourage students to be active citizens and as college ambassadors you can support us at cross-college events, such as Open Evenings. 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 Core Studies group or course 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 role will be to listen to these ideas and share other's views at the Student Parliament, which meets three times a year.

YOUR WELLBEING

We provide a range of services to support your wellbeing while at college.

First Aid

There are first aid staff available for you on site. If you feel unwell or need medical support, please speak to your subject lecturer or come to Student Services.

Personal and Sexual Health

When you join the College we will ask for relevant medical or health information to ensure 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 - just ask for the 'Red Box'.

Health, Safety and Evacuations

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

Counselling Support

The College offers a free online counselling support service for students called Togetherall. It's confidential and can be accessed at www.togetherall.com

IT AND PRINTING

There are a range of IT facilities which you can access with your student ID and password.

You will also be given 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 additional credits can be bought from the Learning Centre team.



**FREE to
all students**

Visit togetherall.com for
mental health support.

Online Community, Confidential. 24/7.



FACILITIES AND OTHER PERKS

Gym We have a fully equipped gym and classes for a membership fee of £13.99 per month (12 month contract) or £17.99 per month on direct debit (no contract).

Please remember by the law if you are under the age of 18 you won't be able to sign up to a yearly contract and will need to register with details from your parent/carer. Absolutely Fitness will need confirmation from your guardian that they are happy with this.

Free WiFi See Moodle for information about getting this set up on your smart phone or device.

Bike racks We offer a secure compound for students to lock their bicycles. Please bring your own lock. Refer to Reception to gain access to the compound.

NUS TOTUM Save money on everyday items and activities with NUS TOTUM. For more information, please go to www.totum.com

Car Parking Limited student parking is available on a first come first served basis: Parking permits cost £30 per term or £72 for the year, motorcycles are free. Permits are available from Reception.

Failure to display permit or parking inappropriately will incur a Penalty Charge Notice.

Travel Discounts We can offer exclusive travel discounts on many bus and rail routes. Enquire in Student Services for more information, email financial.support@windsor-forest.ac.uk or call 01753 793368.

Hair and Beauty Discounts 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.

GETTING SOCIAL

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



@windsorforestcg



@WindsorForestColleges



@WindsorForestCG



@windsorforestcolleges

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. Students will learn about the Prevent Duty and our lockdown procedures via Core Studies.

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

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 Core Studies.



EQUALITY

We are committed to promoting equal opportunities for all students through a supportive and challenging environment. The individuality of students and staff is also celebrated, and we 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 our website.

TAKING CONTROL OF YOUR LEARNING AND SUCCESS

Through ProPortal, you will have access to your Individual Learning Plan or ILP.

The ILP helps you to measure your progress on your course, monitor your attendance and is where important information can be shared between you, staff and where appropriate, your parents and carers.

We will help guide you to create smart targets on your ILP during your time at college. These will be reviewed regularly to help keep you on track.

Access Proportal by clicking here (<https://portal.windsor-forest.ac.uk/proportal/>) or by scanning the QR code below.



If you have a query about your ILP, speak to your tutor or for technical support, please talk to our Learning Centre team.

OUR MISSION

To inspire ambition and make a positive difference to lives through learning.

OUR VALUES

LEARNERS FIRST – placing the learner at the heart of all we do

COMMUNITY – working collaboratively to achieve

EMPOWERING – enabling all in a caring environment to achieve their full potential

EXCELLENCE – a culture of creativity, high expectations, ambition and aspiration

DIVERSITY – celebrating diversity and inclusivity as a key to our success

INTEGRITY – honesty, openness and trust at the heart of college life

RESPECT – showing fairness, courtesy and mutual respect

NEED HELP?

Contact Student Services on
01784 228606 or email
student.services@windsor-forest.ac.uk

SAFEGUARDING CONCERNS?

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

