



# STUDENT

## HANDBOOK



## WELCOME FROM THE PRINCIPAL



### Welcome to Woking College.

Our job is to help you to maximise your life chances and the main way we can do that is to help you to be successful on your courses. Effective organisation is central to your successes and planning your time efficiently will help you to maximise your achievement. When you have completed your courses we expect you to be more confident and independent – able to take responsibility for your own future.

We will ensure that all our students have the same excellent opportunities and so our priority is to help every individual to learn effectively and provide the teaching, resources and support to help you to do that.

College is about your success but also about having fun and so I hope you enjoy your time here, including taking part in extra-curricular activities. Students who get the most out of College plan their leisure and study time - so they can get the most out of both.

The Student Union is involved in all of the key decisions that are taken here and, accordingly, we will seek your views on your lessons and aspects of life at College. We take your views very seriously and if there is anything that you would like to bring to my attention, please do come and see me or email me –

[bfr@woking.ac.uk](mailto:bfr@woking.ac.uk)

Brett Freeman

## TERM DATES 2024-25

### Autumn Term 2023

Enrolment & Induction	Tuesday 27 <sup>th</sup> August – Monday 9 <sup>th</sup> September
First Day of Teaching	Tuesday 10 <sup>th</sup> September
Half Term	Friday 25 <sup>th</sup> October – Tuesday 5 <sup>th</sup> November
Last Day	Friday 20 <sup>th</sup> December

### Spring Term 2024

First Day	Monday 6 <sup>th</sup> January
Assessment week	Thursday 30 <sup>th</sup> January – Friday 7 <sup>th</sup> February
Half Term	Monday 17 <sup>th</sup> February – Friday 21 <sup>st</sup> February
Last Day	Friday 4 <sup>th</sup> April

### Summer Term 2024

First Day	Tuesday 22 <sup>nd</sup> April
Half Term	Monday 26 <sup>th</sup> May – Tuesday 3 <sup>rd</sup> June
Last Day	Wednesday 2 <sup>nd</sup> July

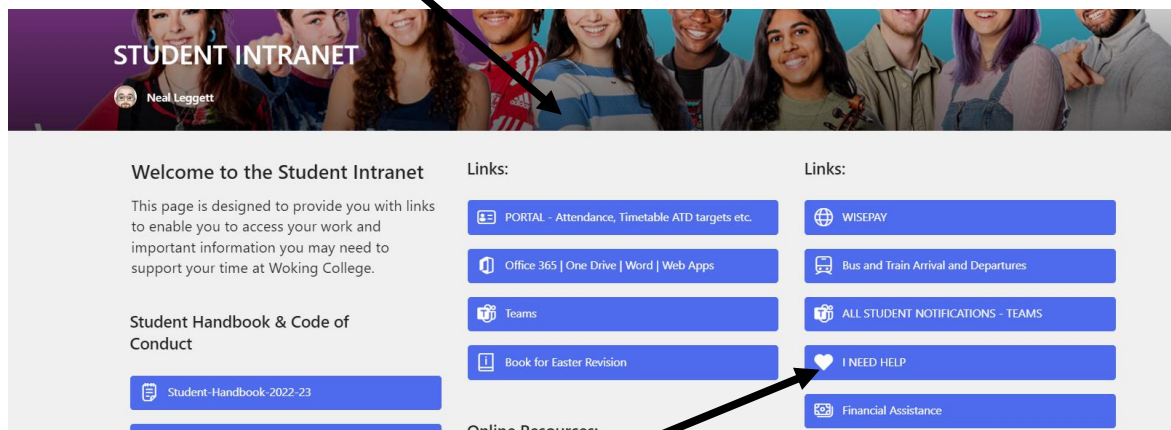
### NOTABLE DATES

Good Friday	Friday 18 <sup>th</sup> April
Easter Monday	Monday 21 <sup>st</sup> April

## A quick 'how to' guide for new students

### How to access your timetable:

Once you have your login from the IT department, you will be able to access the student intranet. From this page you can click on the link to PORTAL. This will show you your lesson timetable.



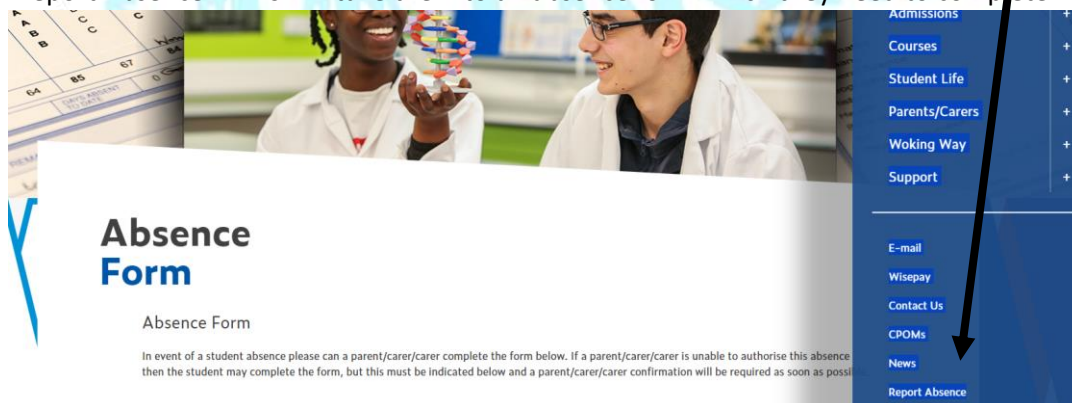
### How to access help and support:

There are many ways you can access help and support. The best way is to speak to a member of staff (e.g. a teacher, your tutor, a Head of Year or one of the registry team), but if this is not possible, you can click on the link on the student intranet page that says 'I NEED HELP' and you will get a choice of options depending on the type of help you need. You will then be able to email the correct person to help you.

### How to Report an Absence:

#### Unexpected Absences:

If you are absent from College due to illness, you need to ask a parent/carer to report your absence. They can do this on the Woking College website by going to the drop down menu and selecting 'Report Absence'. This will take them to an absence form which they need to complete.



#### Illness whilst in College:

If you are taken ill whilst in College and need to go home, you need to go to the college Registry (W28) to collect a sign-out form. This form must be signed by your teacher for the remaining lessons in the day before you sign out at reception.

**Planned Absences:**

If you have a planned medical appointment (which cannot be arranged for outside lesson-time), University Open Day, hospital procedure, national or international sporting commitment or other planned absence, you will need to collect an Absence Request form from the College Registry (W28) and take the completed form, along with relevant evidence, to the Assistant Principal Support for Learning and Wellbeing for approval. Please make sure you do this well ahead of the planned absence.



# WOKING COLLEGE STUDENT CODE OF CONDUCT

Woking College has a Code of Conduct which describes the standards of service that students, parents/carers, employers and local communities can expect from us. Woking Values (also known as British Values) further underpin the expectations we have for every member of the community and inform our Code of Conduct. They are Tolerance, Mutual Respect, Democracy, Rule of Law, and Individual Liberty.

At Woking College, we aim to make sure that every student has the best possible chance of success. We put students' learning first, in all that we do. The Code of Conduct is a declaration of that commitment.

It is a two-way commitment lasting throughout your time at the College and will help us to help you get the most out of your experience at the College.

## THE RIGHT CHOICE AT THE RIGHT TIME

When you start at the College, you can expect:

- Accurate information about the College and the courses you are studying.
- A timetable and tour of the appropriate areas useful to you.
- Details about your course including:
  - a course handbook / student guide
  - methods and details of assessment
  - health and safety guidance
  - a structured tutorial system
  - opportunities to get to know members of your courses and staff
- Access to enrichment activities.

## RESPONSIBILITY

When you start at the College, we expect you:

- **To make the most of what the College offers.**
- **To demonstrate commitment to your studies in order to continuously improve your achievement.**
- **To attend your classes regularly and punctually.**
- **To follow the Code of Conduct.**
- **To respect the rights of others.**
- **To embrace the ethos behind the Respect Charter**
- **To always wear your college ID and lanyard visibly in college**

## QUALITY TEACHING & LEARNING

On your course, you can expect:

- Qualified teaching staff.
- An appropriate induction programme on entry.
- Excellent pastoral and academic care whilst you are at the College.
- To achieve your expectations and build your confidence.
- Stimulating and varied delivery in class.
- A well-managed learning environment.
- Fair and relevant assessment, with your work marked and returned by the agreed date.
- Individual support through the personal tutoring system.
- Regular progress reports (four times a year) with regular targets set in order for you to make progress.
- Schemes of work and assessment calendars.
- High quality learning resources.
- Additional support if you need it.
- Opportunities to work independently and in teams.
- Guidance in your selection of progression routes.
- Preparation for you to live with confidence and assurance in a changing world.

## COLLEGE PROGRAMME OF STUDY

- The courses you have chosen to study are two-year courses, unless you are on the Foundation (Level 2) programme.
- It is important that you give careful thought to your choices to ensure commitment for the two years. If you need careers advice, please book an appointment with the Careers' Advisor who is based in the LRC.
- If you are in Foundation Year or in Year 12, you have the first three weeks of term to make changes to your college programme (drop a course and pick a new one depending on availability). If you want to change a course on your programme, speak to your tutor in the first instance. They will give you a form to complete and return to your Head of Year.

## PROGRESSION BETWEEN YEARS

- To progress from our Foundation Year to Year 12 in your second year of college you will need to pass your courses, including any retakes of your Maths and English. You will need at least four grade 4's to progress to our Level 3 vocational courses.
- To progress from Year 12 to Year 13, you will need to successfully complete Year 12 by passing your Progression exams in June or completing your vocational courses. Any student who fails to complete any of their courses will put their Year 13 place at-risk.
- It is really important to speak to your subject Teachers, Tutor or Head of Year early on if you have any concerns about your progress in any of your subjects so that appropriate support can be put in place for you.

## THE WOKING WAY

As we are committed to your personal development the College has developed The Woking Way, a bespoke programme, illustrating your commitment to go above and beyond your academic studies through participation in a range of activities, lectures, trips and events. All students undertake at least one enrichment activity in addition to their academic programme, working towards The Woking Way certificate, achieved through your participation in its 5 elements. With over 60 enrichment options available, in addition to our lecture series, short courses and additional qualifications there are a wide range of opportunities open to you.

## ACCOUNTABILITY

We aim to provide high quality services and facilities for all students, at all times. However, there may be occasions when students are dissatisfied with particular aspects of the College and wish for these to be addressed. If things go wrong, you:

- Have the right to complain.
- Can expect any complaint to be dealt with fairly and in confidence.

It is hoped that in the majority of such situations, a practical common sense approach by both students and staff in an informal setting will resolve most problems.

## APPEALS PROCEDURE

If, at any stage during your course, you have concerns about the procedures used in assessing your internally marked work for your examinations (e.g., coursework, portfolio or project), you should see the Assistant Principal, Curriculum and Quality, as soon as possible.

## HOW TO PUT THINGS RIGHT

- If you are not happy about any aspect of our service and feel we are not living up to our Charter Standards, please raise your concerns as soon as possible.
- If you feel able, please discuss your concern with the member of staff most directly involved. It may be that the matter can be resolved relatively easily at this stage.
- If you do not feel able to discuss the matter directly, you should raise the issue with your Personal Tutor who will initiate an appropriate course of action.
- If you would prefer not to discuss the matter with your Personal Tutor you should speak to a Member of the Student Union who will help you with raising the issue.
- You should always receive a courteous response and have the matter considered fairly and quickly. If the matter is not resolved to your satisfaction you should ask your Personal Tutor or a Student Union Member to raise the issue with the Deputy Principal.
- The Deputy Principal will review the problem. If it cannot be resolved at this stage, the Deputy Principal will advise you of your right to take an Appeal to the Principal.
- The Principal's decision will be final.



## STUDENT PRESIDENT & STUDENT UNION

- To ensure that student views have an appropriate channel for communication in college, the full Student Union meets once a week. The Union comprises of elected representatives including the President and Vice-President.
- The Student President and Vice-President meet regularly with the College Management to discuss issues that affect the student body.
- The Student Union acts in the interests of all Woking College students by organising activities and social events for their benefit and raising money for charity.
- If you are not happy about any aspect of college you can use a Student Union Member to help you raise the issue. Contact details can be found on the Student Union noticeboard by the Canteen.



YOUR SUCCESS.  
OUR PRIORITY.

## **RESPECT & RESPONSIBILITIES CODE 2024/25**

Woking College is a friendly place to study. It is important that a more mature and 'grown up' approach towards learning is adopted. College- life should mirror a typical workplace.

### **Mutual Respect, Tolerance and Individual Liberty**

- Please respect fellow students and staff, by being polite. Refrain from inappropriate language. Please follow staff instructions at all times.
- Please ensure that you arrive for lessons on time and if you are late, knock and wait for admission to the classroom. Being late disrupts the learning of others.
- Please ensure that you make the most of lessons by refraining from off-task chatter. It's unfair to disrupt the learning of others.
- Always avoid bullying, discrimination or harassment on any grounds, including online. Recognise that using social media to make comments about other students or staff will create a permanent record.
- Mobile phones can be useful for learning (photographs, the internet, diary functions etc.). Please switch these off until your teacher has given you permission to use them in class. Never make calls or send text messages in lessons.

### **RESPECT FOR THE COLLEGE AND ITS REPUTATION**

- The College reputation is key to your future employment/ education prospects. Please think about this when out on trips, or on your journey to and from College.
- Please respect the College environment: please refrain from damaging College equipment. Please place your rubbish in the numerous bins provided.
- Please refrain from making excessive noise and consuming food in learning spaces, including the LRC and classrooms.

#### **YOUR RESPONSIBILITIES:**

- Attend all lessons. Statistically, students who miss lessons drop grades! To be entered for examinations and coursework you must have a good attendance record.
- All submitted coursework must be your own work, plagiarism will lead to disqualification.
- If you do not complete homework/coursework outside of class, you may be asked to attend lunchtime department sessions, or timetabled additional lessons.
- Please refrain from coming into College under the influence of alcohol or banned substances. There is a zero- tolerance policy with regards to drugs.



## WOKING COLLEGE RESPECT CHARTER



# AT WOKING COLLEGE...

✓ **We believe** that bullying, hate speech, harassment and discrimination have no place in our community.

✓ **We support** each other to be the best we can be.

✓ **We recognise** and respect the gender identities of others.

✓ **We respect** the rights of individuals to hold different beliefs and views and to express them appropriately without discriminating or disrespecting others.

✓ **We understand** that our own behaviour can have an unintentional negative impact on those around us and we are committed to listening to others and respecting their boundaries.

✓ **We recognise** that we are all learning and that challenging each other over intolerant views or disrespectful speech helps everyone learn.

✓ **We respect ourselves** and know that we deserve to be treated fairly, equally and respectfully by others.

✓ **We are committed** to educating ourselves and each other about sexual harassment and assault and to challenging and reporting incidents of harassment and assault in our community.

✓ **We are polite**, friendly and inclusive, and care about the wellbeing of others.



## STUDENT SUPPORT SERVICES

### STUDENT SUPPORT

- Advice is available from the Pastoral and Finance teams about financial and personal issues that may be worrying you during your course at College.
- If you are experiencing personal difficulties, College Counsellors and The Head of Student Wellbeing are available to students. Initial contact should be made through your Personal Tutor.
- If you or your family are on low income then you can access funding to help you with childcare, books, travel, visits and other costs of your course. Funding will be dependent on a satisfactory attendance record at the College. For further details speak to your Head of Year or look on the Financial Assistance' section of the College website (<https://woking.ac.uk/admissions/financial-assistance/>).
- The Assistant Principal, Support for Learning, is the Designated Safeguarding Lead (Child Protection) who will deal with any issues that you may have whilst at College. You can also speak to the Director of Pastoral Care who is another Designated Safeguarding Lead. We want you to feel and be safe both within and outside college – please report any concerns to your Personal Tutor immediately or via the 'I Need Help' button on the student intranet page. There is also a Here to Help number: 07860097257 that you can text to access support.

### LEARNING SUPPORT CENTRE B09

- The Learning Support Centre exists to provide additional, individual programmes of support for students, whatever their level of study or needs. This support could prove to be invaluable in gaining particular skills, such as help in essay writing or with examination revision techniques, or to help improve grades.
- Students for whom English is their second language can be helped by specialist staff who can advise and monitor progress.
- Communication and Numeracy support is also given either in separate sessions or within your timetabled class time.

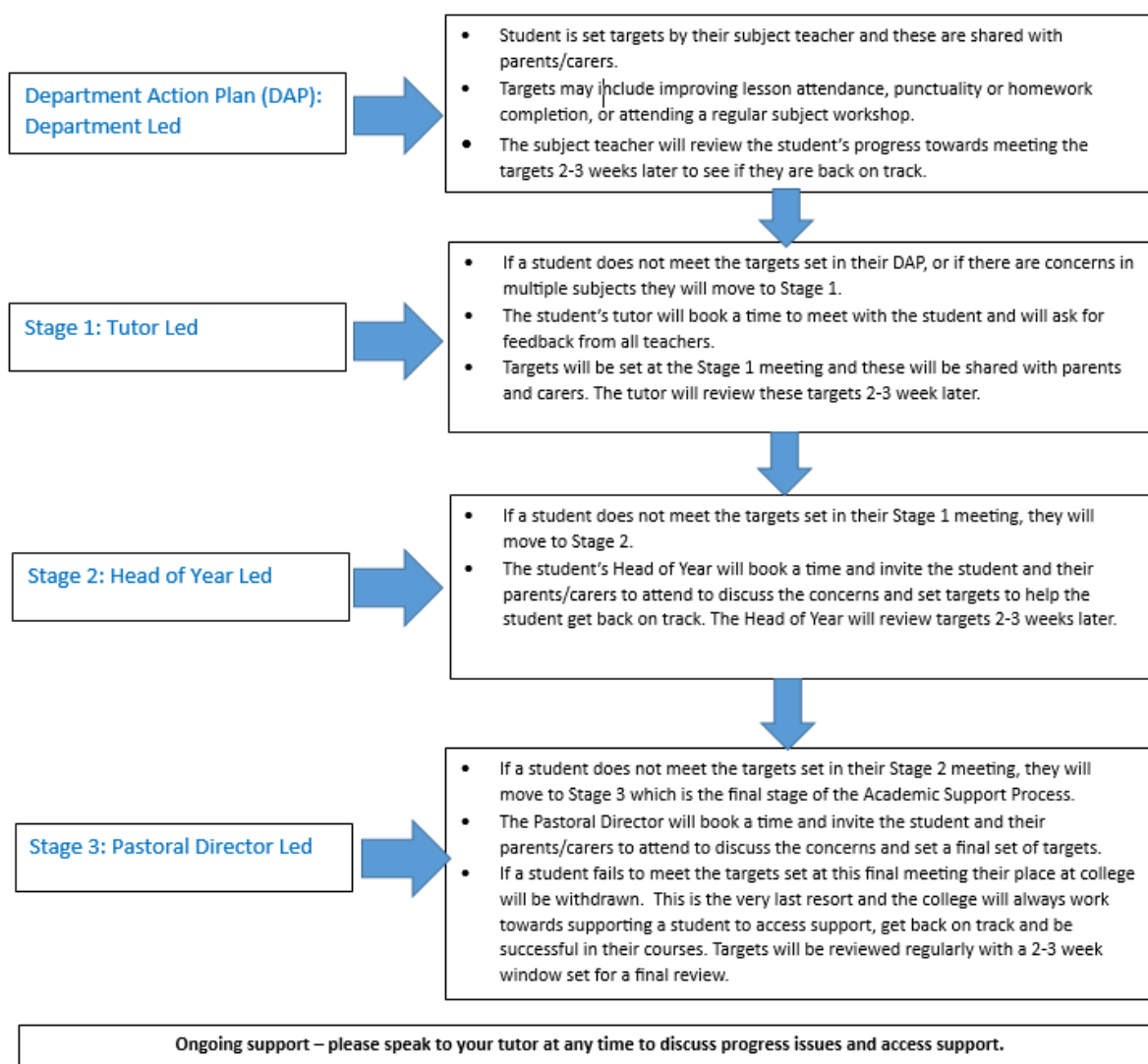
### STUDENT PROGRESSION

- All students are encouraged to receive additional careers advice and guidance to enable them to investigate opportunities available to them and to plan for the transition from College to Higher Education or Employment. Specific careers advice is also available through guidance interviews. This is available from the moment you join us. The College has a dedicated Careers Advisor alongside a Work Experience Co-Ordinator to support students with their Work Experience placement.
- The College uses **Unifrog** to support students with their career choices and progression after college. Unifrog is introduced to all students at the start of Year 12.
- Throughout the Academic Year, a range of events are organised for students to participate in including Careers Days, HE Fair and a Progression Conference.

## ACADEMIC SUPPORT PROCESS

When you join the College, our expectations of maximum attendance in lessons, working to the best of your ability and seeking support when needed to aid your achievements is made clear to you by your teachers, tutors and Head of Year. When a student is identified as underperforming for whatever reason, there are a number of strategies available to teachers and the pastoral team to help them get back on track. The purpose of the Academic Support Process is to encourage and aid students in their subjects to help them fulfil their potential. We want to enable all students to be successful on their programmes of study and prevent them from reaching the next stage of the Academic Support. There are four stages to the process as shown below.

### The four step Approach to Academic Support



## **ALCOHOL & ILLEGAL SUBSTANCES**

No one is allowed to consume or possess alcohol or illegal substances on College premises or at College events whether on or off site. Any student found under the influence of or dealing in such substances will immediately be suspended pending an investigation, which may result in the student being asked to leave College. Such instances will also be reported to the police.

## **EXCLUSION**

The College is committed to the provision of first class learning opportunities for all students. In a very limited number of cases, it is sometimes necessary to exclude a student from the College as part of the disciplinary procedure. This would normally follow discussion with the student and parents/carers. The College always aims to act in the best interests of all students and staff of the College. Exclusion decisions will only be made by the Principal or Deputy Principal.



**YOUR SUCCESS.  
OUR PRIORITY.**

## COLLEGE ATTENDANCE

- **You are expected to attend all classes shown on your timetable. A good record of attendance on all parts of your course is essential and subject staff will record attendance.**
- Research from the organisation ALPS suggests that for every 10% improvement in attendance, you are able to increase a grade in your courses. In general, a minimum level of 90% attendance is required before you are entered for an exam but we expect all students to aim for 100% attendance.
- Attendance will be regularly reviewed by your Personal Tutor, the Head of Year and ultimately the Assistant Principal, Support for Learning and Wellbeing, who will issue formal warnings if you are below our expectations. **Where you fail to respond to formal warnings, the Assistant Principal, Support for Learning and Wellbeing, may withdraw you from entry to examinations/ formally assessed coursework which may put your place at college at risk of being withdrawn.**
- If you have an accident during the College day, seek help immediately. A member of the office staff can contact a qualified First Aider, call for an ambulance, and contact parents /carers where appropriate. If you feel unwell before leaving home, you should see your own doctor.

### ILLNESS

- **If you feel unwell and would prefer to go home at any stage in the day, you need to collect a 'signing out' form from Registry. This form must be signed by all the relevant teachers whose lessons you will miss on the day.** Students who have not signed out but still miss a class will be recorded as "Unauthorised Absence" (U) on the registration system.
- **If you are too ill to attend College, you must arrange for a parent or carer to fill in the absence form on our website before 9am to let staff know that there is a genuine reason for your absence. The form can be found here: <https://woking.ac.uk/report-absence/>.** If you are absent for a long period of time, you will have a return to college meeting with your tutor or Head of Year when you are well enough to come back to college.

### UNAUTHORISED ABSENCE:

- Parents/Carers will be informed immediately of your absence should you sign out during the day or inform us yourself of your absence.
- It is in your own interest to arrange dental and other appointments so that they do not conflict with your studies.
- We do not advise family holidays to be taken during term time, as it can conflict with your studies and possibly exam commitments or results. Such absences are never authorised.
- Any unauthorised absences will count against your attendance record.

## LEARNING RESOURCE CENTRE & ILT

### LEARNING RESOURCE CENTRE (LRC)

- The LRC staff aim to encourage you to be an independent learner who is informed, self-directed and discriminating. There is a member of staff in the LRC and they are available to help you with technical questions, research advice or reprographic help.
- Many e-learning resources, including textbooks, are purchased specifically for individual courses and are available online for use at home as well as in college. Please speak to your subject areas for further information about this.
- Not only is it a pleasant place to work, but the LRC provides you with colour and black and white photocopying and printing facilities as well as scanning, stationery supplies, document covering, project binding and laminating services.
- The Centre operates as a silent study area and students are expected to respect the facilities and study needs of others.

### INFORMATION & LEARNING TECHNOLOGY (ILT)

- Students are encouraged to use computers in College and to develop their ILT skills on the network of machines.
- There is extensive access to computers which are available in all curriculum areas and in the Learning Resource Centre. Specialised ILT programmes are available in curriculum areas such as Science and Media Studies Centres.
- Your courses will each have a specialised Microsoft Teams page, containing resources to support your learning and assessment. Your learning will be supported through the use of Microsoft Teams pages and channels. You can communicate directly with your teachers and other students but should keep contact to College working hours and maintain online guidance in all of your interactions

### ONLINE SAFETY CODE

- When you use the Internet and the College Network, it is essential that you take responsibility for your actions in accessing network services.
- The Online Safety Code is a set of rules for behaving properly when using any College computer. All Working College users will be expected to abide by this code, which is accepted upon receipt of their username and password and signed as a part of the Code of Conduct. **Anyone abusing the rules will have their access to the Internet and College Network denied and disciplinary action will be taken which may lead to being withdrawn from College. All machines are remotely monitored with specialist software to make sure that you are using them properly - particularly the Internet.**



As a reminder, below is the Online Safety Code of Conduct that you signed in Tutor at the start of term.

### Online Safety Code 24/25

- I understand that the College owns the computer network and virtual learning platform and can set rules for its use. I understand it is a criminal offence to use a computer or network for a purpose not permitted by the College.
- I will only log on to the College network or Microsoft 365 with my own username and password.
- I will follow the College IT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my College email address for College-related work.
- I will make sure that all IT communication with other students, staff or others is responsible and sensible, particularly as it could be forwarded to unintended readers. I will not send anonymous messages or chain mail.
- I understand that ALL of my internet and network activity is filtered and monitored by the College systems and that any inappropriate activity carried out under my username is my responsibility. I will not attempt to bypass the internet filtering system.
- I will not use IT systems at College for personal financial gain, gambling, political activity, advertising or illegal purposes.
- I will be responsible for my behaviour when using the internet/ Microsoft Teams. This includes resources I access and the language I use.
- I will be polite and appreciate that other users might have different views to my own.
- I will use the discussion forums on the College's Microsoft Teams and Social Media platforms for exchanging information and will share my ideas constructively.
- I will not give out any personal information such as name, phone number or address through email, personal publishing, blogs, messaging or when using the College's IT systems. I will not arrange to meet someone unless this is part of a College project approved by my teacher.
- I am aware of the government's Prevent Duty and its aim to prevent extremism and radicalisation. In line with the Prevent Duty, I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal, such as, but not limited to, extremist websites. If I accidentally come across any such material, I will report it immediately to a member of staff.
- I will not download or install software on College technologies.
- I will ensure that my online activity, both in College and outside College, will not cause my College, the staff, students or others distress or bring the College into disrepute.
- I will respect the privacy and ownership of others' work online at all times.

I understand the expectations set out in the College Code of Conduct/ Online Safety Code. I understand that breaches of this code could lead to disciplinary action.

## USE OF ARTIFICIAL INTELLIGENCE (A.I.)

- With the growth and availability of A.I, we want to remind you that any use of Artificial Intelligence (A.I.) to enhance your learning must be authorised by a member of staff and A.I. generated material must not form part of your homework, coursework or non-examined assessment submission.
- Woking College uses A.I. detection software and, where an unauthorised submission is discovered, a student will be treated in the same way as having plagiarised work. **You should not copy work from friends, textbooks or the Internet.** It is acceptable to quote sentences from textbooks, but you must acknowledge the quotation. All submitted coursework must be your work; **plagiarism will lead to disqualification.**

## DATA PROTECTION

- Woking College collects and stores information about all students. We comply with all the principles contained in GDPR. This means we have to make sure that data is properly collected, is secure, kept up to date and only used for the purpose intended.
- You should make sure that all personal data provided to the College is accurate and up-to-date. You should also notify changes of address and any other information to your Personal Tutor who will then update your student records.

## COPYRIGHT

You are required to observe the "Copyright Act" and the "Computer Misuse Act". Please check if you are at all unsure about the legality of your actions.

## **EQUALITY, DIVERSITY AND INCLUSION**

Woking College exists in a multi-cultural, multi-racial and multi-ethnic society. We value this diversity and we also wish to play our part in making sure that people are treated fairly and equally so that they can be successful.

The College is actively committed to working towards eliminating unfair and unlawful direct or indirect discrimination and to promoting equality of opportunity throughout the organisation.

We will try to ensure that:

- No person is treated less favourably than another on the grounds of race, gender identity, ability, disability, nationality, ethnic and cultural origin, religious beliefs, age, social class, marital status, sexuality and trade union membership.
- Any person who is significantly disadvantaged is provided with the necessary support to enable them to achieve their full potential.
- Students, employees and job applicants are treated fairly and consistently and are not subjected to unjustifiable conditions or requirements.
- All services provided to students are not unfairly and unlawfully discriminatory.
- All Corporation members, employees, students, outside organisations including contractors are made aware of their rights and responsibilities under existing legislation and the College's Equality, Diversity and Inclusion Policy.

### **DISABILITY STATEMENT**

When you apply to the College and when you enrol, we ask you to tell us if you have any medical conditions or disabilities that we should know about. This information is treated in confidence and is used only to offer you support. You can talk to your Personal Tutor, Head of Year or the Learning Support team about any support needs that you may have.

Woking College aims to ensure equality of opportunity and a wide and varied curriculum for each student in order that they can become an effective and independent learner, who is able to achieve their maximum potential. The College seeks to identify learners with special educational needs and / or disabilities (SEND) as early as possible in to provide appropriate support. A copy of the Learning Support and SEND policy is available on the Woking College website.

## HEALTH & SAFETY POLICY STATEMENT

Woking College will provide a safe environment for all employees, students, visitors and anyone else likely to be affected by College activities. The College maintains a high standard of health, safety and welfare. We train staff in health and safety and continually assess and review our systems. The College promotes health and safety and listens to the views of recognised Trade Unions, employees, students, visitors, contractors and members of the public.

The College has trained staff who are responsible for making sure that the College follows The Health & Safety at Work Act 1974 (all supporting legislation/regulations) and who advise on all matters relating to health and welfare.

### GENERAL HEALTH AND SAFETY

It is the duty of everyone at the College to behave in such a manner as not to affect the health and safety of themselves or any other person. All students must follow at all times any code of practice in their curriculum area.

#### YOU SHOULD:

- Follow the College Student Code of Conduct.
- Work safely.
- Follow all instructions and follow all written health and safety procedures.
- Use all tools, equipment and personal protective equipment properly while on your course.
- Move quietly around the building, walking at all times.
- Follow the no smoking, no vaping policy at the College.
- Only eat and drink in the designated areas. Drinks must not be carried around the College.
- Place litter in the bins provided.
- Report any accident you may have at the College.
- Make sure that you know the sound of the audible fire alarm system - this will be described to you by your Tutor at induction.
- Make sure that you know the emergency evacuation procedure - this will be described to you by your Tutor at induction.
- Evacuate buildings when called upon to do so and assemble at the DESIGNATED EVACUATION POINT - this will be identified by your Tutor at induction.
- Only return to the building after evacuation when informed that it is safe to do so by staff.

#### YOU SHOULD NOT

- Interfere with anything provided in the interests of health and safety.
- Bring any electrically operated equipment (above 50 volts) into the College.
- Use mobile phones in sensitive areas.
- Bring children into the College except at interviews and enrolment.
- Create any nuisance during any emergency evacuation by:
  - Attempting to return to the building or any classroom.
  - Staying at the front of any building - always proceed to the designated evacuation point.
  - Making a noise.
  - Attempting to drive any vehicle from a College Car Park.

## EMERGENCY PROCEDURES

In the event of a continuous ringing of the bell you should leave the building by the nearest exit and proceed in an orderly way to the College field and wait for further instructions. DO NOT re-enter the College building until instructed to do so.

## EMERGENCY LOCKDOWN

- In the unlikely event of a serious incident occurring in college we will adopt the **Run, Hide, Tell** approach. If you are ever in the very rare situation in which you have to Run, Hide, Tell, call the Police immediately on 999. After you have done this, and it is safe to do so, call the **College number on 01483 761 036** to inform Reception of the situation.
- **If you see anything or are worried about something it is your responsibility to tell a member of staff.** You should call the College number 01483 761 036 or **text the Here to Help 07860 097257** number if you are unable to tell a member of staff in person.

## HEALTH & SAFETY

- If you consider that a hazard to Health & Safety exists, please report the matter to Reception.
- If you use a specialised area, such as a laboratory or workshop, you must follow their own "codes of practice".
- Dispose of all litter in the bins provided. Cans, in particular, become a serious hazard if shredded by a grass mower.

## SMOKING & VAPING

Having regard for the health of both staff and students, Woking College operates a no-smoking, no vaping policy. However, students can smoke or vape in the designated open air area behind the LRC. Any contravention of this rule of no smoking in any area of the College apart from the designated area will result in disciplinary action which may include suspension from college.

## GENERAL SERVICES & OTHER INFORMATION

### TRAVEL

- Travel assistance is available if you are attending your nearest college (see Help with Finances section below).
- Public bus services, which connect Woking College with the town centre and mainline station, operate on a regular basis. A number of bus services stop/terminate at Kingfield Green for Woking College (walk through Stockers Lane to College).

- Students who cycle to College should ensure their bicycles are placed in the cycle racks provided. Woking College cannot be responsible for any loss or damage so bicycles should be padlocked with a good quality cycle D-shackle lock, preferably to a secure fixing, and you should remove any valuable accessories.
- Students who wish to travel by motorcycle, moped or car need to register their vehicle with Student Registry.
- Students' cars may be parked on the area along the side of the College. If the student car park is full, the small tarmac car park may be used as overflow only.
- All vehicles are parked at the owners' risk and all drivers are responsible for any damage that they cause to other vehicles.
- Please observe the one-way tarmac route through College. It is dangerous to attempt an exit via the entrance.



## HELP WITH FINANCES

- Students aged 16 - 18 resident in Surrey may apply for a half price pass for travel by bus or train. Forms are available from the Registry office.

### Bursary:

- The Woking College Bursary Fund aims to provide financial assistance to students facing financial barriers to participation in education.
- The bursary is awarded to eligible students to assist with costs incurred on travel to and from College, essential resources and compulsory trips related to the programme of study. Woking College offers three areas to apply for financial assistance;
  - Vulnerable Bursary Fund – For students in care or recent care leavers; students receiving Income Support or Universal Credit and financially supporting themselves; students receiving Disability Living Allowance or Personal Independence Payment in their own name, plus Employment and Support Allowance or Universal Credit
  - Discretionary Bursary Fund – For students with a household income of less than £27,000
  - Free Meals in Further Education
- To learn more about the Bursary, please go to the College website and search for Bursary funds.

YOUR SUCCESS.  
OUR PRIORITY.

## REFLECTION ROOM

A Reflection room for any faith or denomination is available for all students to access for prayer or quiet contemplation.

## TELEPHONES

The switchboard is staffed from 8.30am to 4.30pm daily. If anyone needs to contact you in an emergency, please try to ensure that they know what type of course you are on and, if possible, the room you are likely to be in. In an emergency, contact your Personal Tutor who will arrange for you to use the staff telephone system.

## SECURITY, I.D. CARDS, AND LANYARDS

On completing your enrolment, you will be issued with an ID card and lanyard. **You are required to always wear this visibly.** You will be asked to show your card at all external exams. If you lose your ID card and lanyard, you will need to pay on WisePay and then go to the IT office to collect a new one.

There will be a replacement charge of £1 for any cards or £5 for any lanyard lost. Only registered students are allowed to use College facilities.

**The College is protected by CCTV cameras.** If you have any concerns with regard to security or your personal safety, please report this to Reception or a member of staff immediately or text the Here to Help number: 07860097257.

## PERSONAL AND LOST PROPERTY

Please remember that personal possessions brought into the College are your responsibility. Do not bring valuables to College and keep money on your person. We do not have insurance for personal property and will not accept responsibility for theft or damage to any items brought into College.

If you lose property, please report it to Reception. A record of all lost and found items is kept there. Lost property is kept for 12 months.



## Key Dates 2024/2025

The College term dates are detailed on our website.

Date	Event	Description
27 <sup>th</sup> August – 9 <sup>th</sup> September	Enrolment and Induction	New and returning students enrol for courses and new students familiarise themselves with the College, its systems and attend our Welcome to Woking Day.
10 <sup>th</sup> September	Lessons begin	Students collect timetables and lessons start
27 <sup>th</sup> September	End of the Course Change Window	Student programmes are permanent from this point
17 <sup>th</sup> October	Open Evening	An opportunity for prospective students and parents to visit the College
21 <sup>st</sup> October	Progress reports issued	Progress report issued and sent home via students
24 <sup>th</sup> October	Staff INSET	College closed to students
25 <sup>th</sup> November	Progress reports issued	Progress report issued and sent home via students
26 <sup>th</sup> November	Staff INSET and Academic Tutoring Day 1	College closed to students. Afternoon – the first day of our Academic Tutoring Day. Students have appointments with teachers to discuss their progress. <b>No lessons running on this day</b>
27 <sup>th</sup> November	Academic Tutoring Day 2	Individual appointments with subject teachers for students and parents to discuss progress and set targets. <b>No lessons running on this day</b>
28 <sup>th</sup> November	Academic Tutoring Day 3	Individual appointments with subject teachers for students and parents to discuss progress and set targets. <b>No lessons running on this day</b>
29 <sup>th</sup> November	Administration Day	<b>No lessons running on this day</b>
30 <sup>th</sup> January -7 <sup>th</sup> February	Assessment week	Assessment across all subjects
3 <sup>rd</sup> March	Progress reports issued	Progress report issued and sent home via students
5 <sup>th</sup> March	Academic Tutoring Day 1	Individual appointments with subject teachers for students and parents to discuss progress and set targets. <b>No lessons running on this day</b>
6 <sup>th</sup> March	Academic Tutoring Day 2	Individual appointments with subject teachers for students and parents to discuss progress and set targets. <b>No lessons running on this day</b>
7 <sup>th</sup> March	Staff INSET	College closed to students
2 <sup>nd</sup> June	Staff INSET	College closed to students
3 <sup>rd</sup> -6 <sup>th</sup> June	End of year Assessment for Year 12	Assessment across all subjects
23 <sup>rd</sup> June	Progress reports issued	Progress report issued and sent home via students
27 <sup>th</sup> June	Welcome Day	College closed to current students
2 <sup>nd</sup> July	Last day for students	Students finish for Summer break at the end of the day
14 <sup>th</sup> August	A-Level Results	Provisional date for publication of Summer exam results
21 <sup>st</sup> August	GCSE Results	Provisional date for publication of Summer exam results

Please note that these dates and events are subject to change. Further information will be given to students and published on our website. Additional staff INSET days also to be confirmed.