



26 27 STUDENT HANDBOOK



WELCOME FROM THE PRINCIPAL



Welcome to Woking College

Welcome to Woking College.

It is a privilege to be part of your educational journey at such an important and exciting stage in your life.

At Woking College, our purpose is clear: to maximise your life chances. We do this by ensuring that every student has access to excellent teaching, strong academic support and a wide range of opportunities beyond the classroom. Your time here is not only about achieving strong results - it is about developing confidence; independence and the skills you need to shape your future.

We have high expectations of every student. We expect you to attend well, work hard and take responsibility for your learning. In return, we are committed to supporting you every step of the way. Our staff will challenge and inspire you, while providing the guidance and care you need to reach your full potential.

College life is also about belonging, participation and enjoyment. I strongly encourage you to take advantage of the many enrichment opportunities available - whether through sport, the arts, student leadership or wider experiences. The students who gain the most from their time here are those who fully engage in both their studies and the wider life of the College.

Your voice matters at Woking College. Through the Student Union and other forums, you will play an important role in shaping the College community. We listen carefully to student feedback and work in partnership with you to continually improve what we do.

Above all, we are a community built on respect, inclusion and ambition. We celebrate diversity, value individuality and expect everyone to contribute positively to the environment we share.

I hope your time at Woking College is both challenging and rewarding, and that you leave us not only with excellent qualifications, but with the confidence and character to succeed in whatever path you choose next.

I look forward to seeing all that you will achieve.

Nuweed Razaq

Principal

nra@woking.ac.uk



TERM DATES 2026-27

Autumn Term 2026

Enrolment & Induction	Tuesday 25 th August – Wednesday 9 th September
First Day of Teaching	Thursday 10 th September
Half Term	Monday 19 th October – Friday 30 th October
Staff Inset	Monday 2 nd November
Last Day	Friday 18 th December

Spring Term 2026

Staff Inset	Monday 4 th January
First Day	Tuesday 5 th January
Assessment week (Year 13)	Monday 18 th January – Friday 22 nd January
Half Term	Monday 15 th February – Friday 19 th February
Last Day	Thursday 25 th March

Summer Term 2026

First Day	Monday 12 th April
Half Term	Monday 31 st May – Friday 4 th June
Last Day	Thursday 1 st July

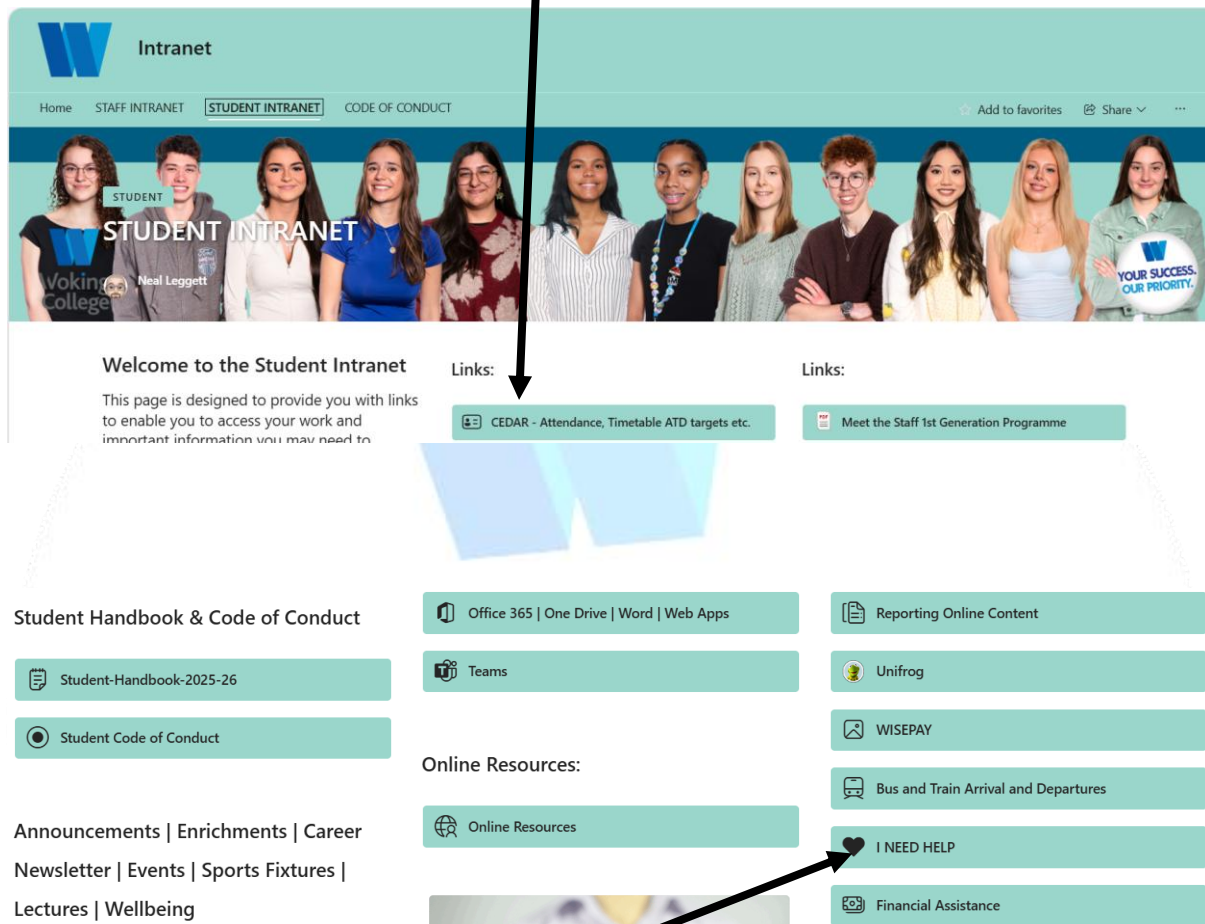
NOTABLE DATES

Good Friday	Friday 26 th March
Easter Monday	Monday 29 th March

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 CEDAR. This will show you your lesson timetable.



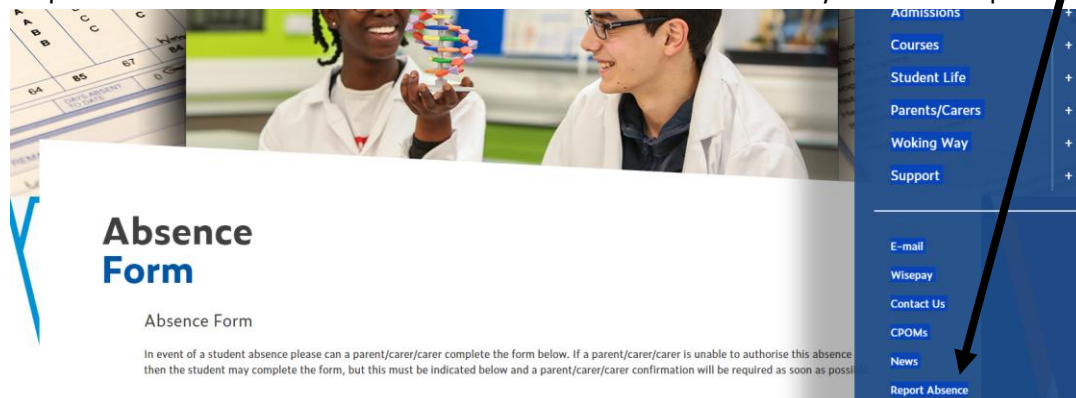
How to access help and support:

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 return to Registry to sign out.

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.

How to access help and support for IT issues during holidays:

During the holiday period, if you want access to your college area and you are having difficulties logging in, please email our IT department and they will be able to address your concerns. Please note that there might be a slight delay in someone getting back to you due to college being closed, but someone will get back to you in due course. To contact the IT department, please email:

ITSupport@woking.ac.uk or Helpdesk@woking.ac.uk.

CEDAR – Online Portal for Students, Parents and Carers



Sign In To CEDAR

CEDAR is an online student and parent/carer portal used by many UK sixth-form colleges to let parents and carers of students track attendance, timetable, and progress. As a student you will be able to access Cedar at any time from the student intranet page.

As a student, you should already have your log-in to Cedar. You can access Cedar from the Student Intranet or via: <https://cedar.woking.ac.uk/> to check and track your progress as well as read and respond to any messages left by your teachers.



Sign In To CEDAR

I'm a Staff member

 Sign in with Microsoft

I'm a Student

 Sign in with Microsoft

I'm an Applicant

Applicant Sign In

I'm a Parent

Parent Sign In

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.





Student Code of Conduct: at a glance

We want the College community to be a professional environment for learning. Below is an overview of the code of conduct. You will sign the full document to study with us and can find this on Cedar at any point.

Behaviour

1

Zero tolerance for bullying, harassment, discrimination or abuse.

All members of the College are expected to uphold the Woking Values of mutual respect, tolerance, the rule of law, individual liberty and democracy. No discriminatory / aggressive language.

2

No drugs, alcohol, or illegal substances on site

You must not be on College site under the influence of or in possession of alcohol or banned substances.

Smoking and vaping are prohibited in all areas of the College site.

3

Respect the College site

Respect the College environment and refrain from damaging College equipment. Do not make excessive noise or consume food in learning spaces, including the LRC and classrooms.

Drive safely and follow speed limits both on campus and on the way to and from College. Wear your College lanyard and ID card at all times on the College site.

Learning

4

Attend all of your lessons on time, and do your best

Arrive for lessons on time and if you are late, knock and wait. Switch mobile phones off until your teacher has given you permission to use them in class.

5

Do not bring non-students onto campus

Only students and staff should be on site. Do not bring people onto the College campus who are not registered as students; to do so constitutes an act of gross misconduct and will put your place at College at risk.

6

Do not break assessment rules

Follow all exam rules and ensure nothing is done to question the validity of your work, including copying work from friends, textbooks or the internet.

AI generated material must not form any part of assessment submission, to do so is plagiarism.

Technology

7

Use Social Media in a respectful and mature way

Using social media to make comments about other students or staff may cause your place at College to be at risk. This includes taking or sharing videos of others.

8

Do not bring the College into disrepute (online or offline)

Ensure that your behaviour, both in College and outside of College or online, does not cause distress to staff, students or others.

9

Use AI in a professional and mature way

Artificial intelligence should never be used to bully or intimidate others. For example you must not use AI to create or distort images, sounds or videos of people.

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. Do not give your lanyard to anyone.

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 W60.
- 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 75 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 Assistant Principal.
- The Assistant Principal will review the problem. If it cannot be resolved at this stage, the Assistant Principal will advise you of your right to take an Appeal to the Principal.
- The Principal's decision will be final.

THE 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 Union Co-Chairs 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.



RESPECT & RESPONSIBILITIES CODE 2026/27

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.

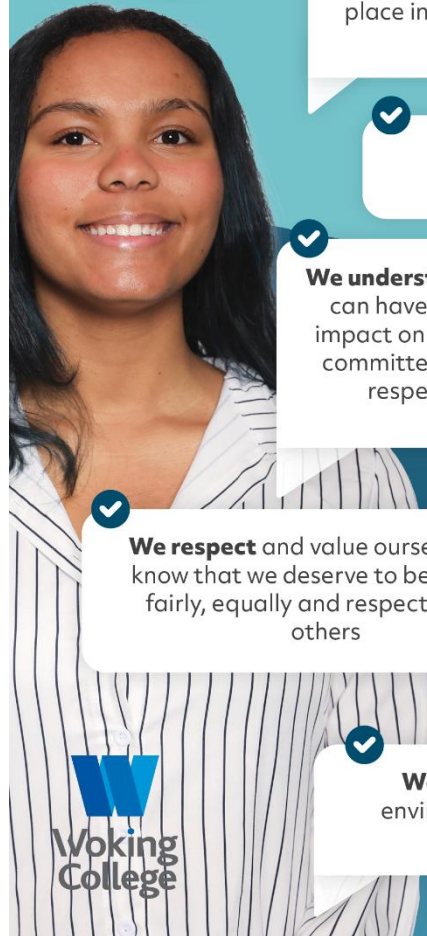
YOUR RESPONSIBILITIES:

- 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 (on campus or online).

✓ **We will advocate** for and support our peers and staff in our social and academic lives at college 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 are polite**, friendly and inclusive, and care about the wellbeing of others.

✓ **We respect** and value 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 recognise** that we are all learning and that challenging each other over intolerant views or disrespectful speech creates a better learning environment.

✓ **We will show** respect for our environment, shared spaces and property.

✓ **We are committed** to educating ourselves on the safe and respectful use of online technology, including AI.



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 Student Wellbeing Co-ordinator 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 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.

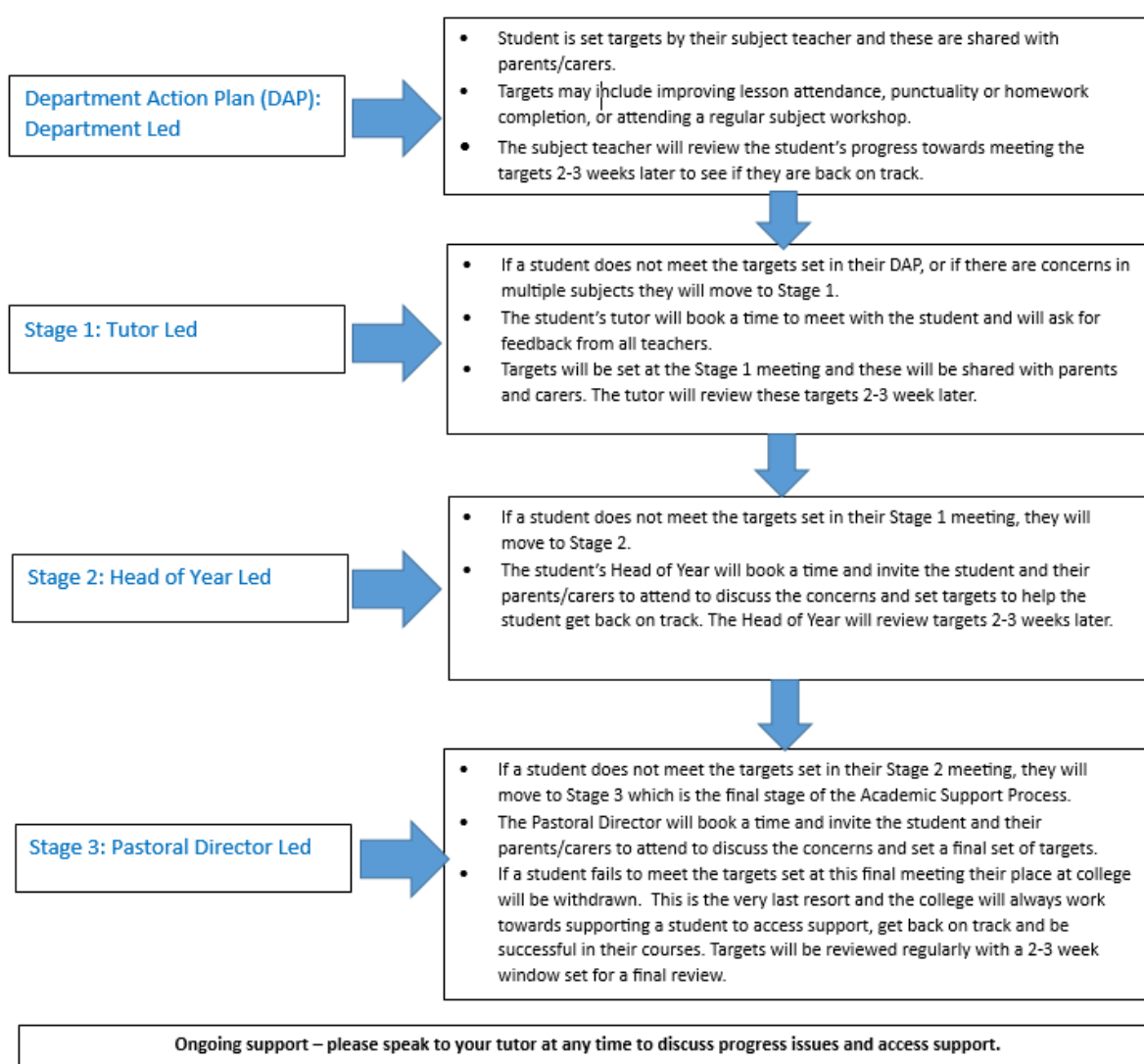
STUDENT PROGRESSION

- 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 Assistant 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 can 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.

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 Head of Year when you are well enough to come back to college.
- 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.

UNAUTHORISED ABSENCE:

- You and your parents/carers will be able to check your attendance on Cedar. The College will notify your parents/carers if your attendance drops below a certain threshold.
- 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

- 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 Media, Music and Science.
- Your courses will each have a specialised Microsoft Teams page, containing resources to support your learning and assessment. Your learning will be supported using 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 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 Woking 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 26/27

- 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.
- 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 understand that the College will utilise specialist software as part of the process of verifying my work and that this can include uploading my work to external platforms such as Turnitin AI checker as part of this process.
- 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 and professionally.
- 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 will use Generative AI and digital technologies responsibly and ethically.
- I will not create, share, or distribute manipulated, misleading, or harmful content, including Gen. AI generated or altered images, videos, or audio of other people.

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 including the potential withdrawal of my place at Woking College for serious breaches.

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.**

Guidance on using AI writing tools responsibly in academic work

The following guidance is for students and staff at Woking College. It complies with JCQ guidance [AI-Use-in-assessments Apr25 FINAL.pdf](#) and draws on similar guidance from the University of Birmingham: [Using Grammarly responsibly within your academic work](#)

To avoid any issues with the use of AI software, students are strongly recommended to use the basic spelling and grammar correction functions in Word rather than using AI for this purpose.

Individual subjects will also have their own specific guidance on the permissible and non-permissible use of AI in your work and how this should be referenced in cases where some AI use is permitted. Your subject teachers will give you further guidance on these subject-specific rules and it is important that you listen carefully to these to ensure your submitted work is always completed according to the exam board rules.

Rationale:

The increasing availability of sophisticated writing tools, including AI-powered software like Grammarly, raises important questions about academic integrity. It is essential that any submitted work reflects your own thinking and writing. While it's acceptable to correct minor errors, relying on another individual or online software tools to rewrite, develop, or correct your ideas within assessments and assignments is **not permitted**.

This guide outlines acceptable and unacceptable uses of proofreading tools, including Grammarly Free and Grammarly Pro, which are versions of one of the most popular tools currently available for this purpose.

Unacceptable use of AI tools:

Grammarly (Free or Pro), or any other AI service or software tool, must NOT be used to:

- Rewrite or improve your arguments, explanations, or ideas including Refining the logic or argument (e.g. asking to “make this argument clearer”, “strengthen this paragraph”, or “improve this explanation”).
- Generate new content or suggestions that alter the meaning or structure of your work.
- Correct factual inaccuracies or enhance the content of your writing.
- Rewrite for tone or academic style or rewording content to sound more ‘academic’, ‘formal’, or ‘persuasive’. Applying a ‘tone’ filter (for example “make this sound more confident” or “make this

more impactful”) affects how your ideas are expressed and is therefore not an acceptable use of AI in submitted work.

- Translate work into or from a language you’re being assessed on.
- Shorten your work specifically to meet a word count. Using tools to summarise sections of your own work can often alter the original meaning or emphasis and is therefore unacceptable use of AI in submitted work.
- Rewrite code in computing or programming assessments.
- Generate or rephrase sentences, expand ideas, or improve your arguments.
- Restructuring your assignment (i.e. Reordering paragraphs, sections, or content to improve the structure, flow, or logic of your ideas). Suggestions like “move this section earlier” or “conclude with this argument” affect how your ideas are developed and are therefore included in unacceptable uses of AI tools for submitted work.
- Reducing repetition or refining transitions between ideas in ways that reshape your arguments and reasoning.

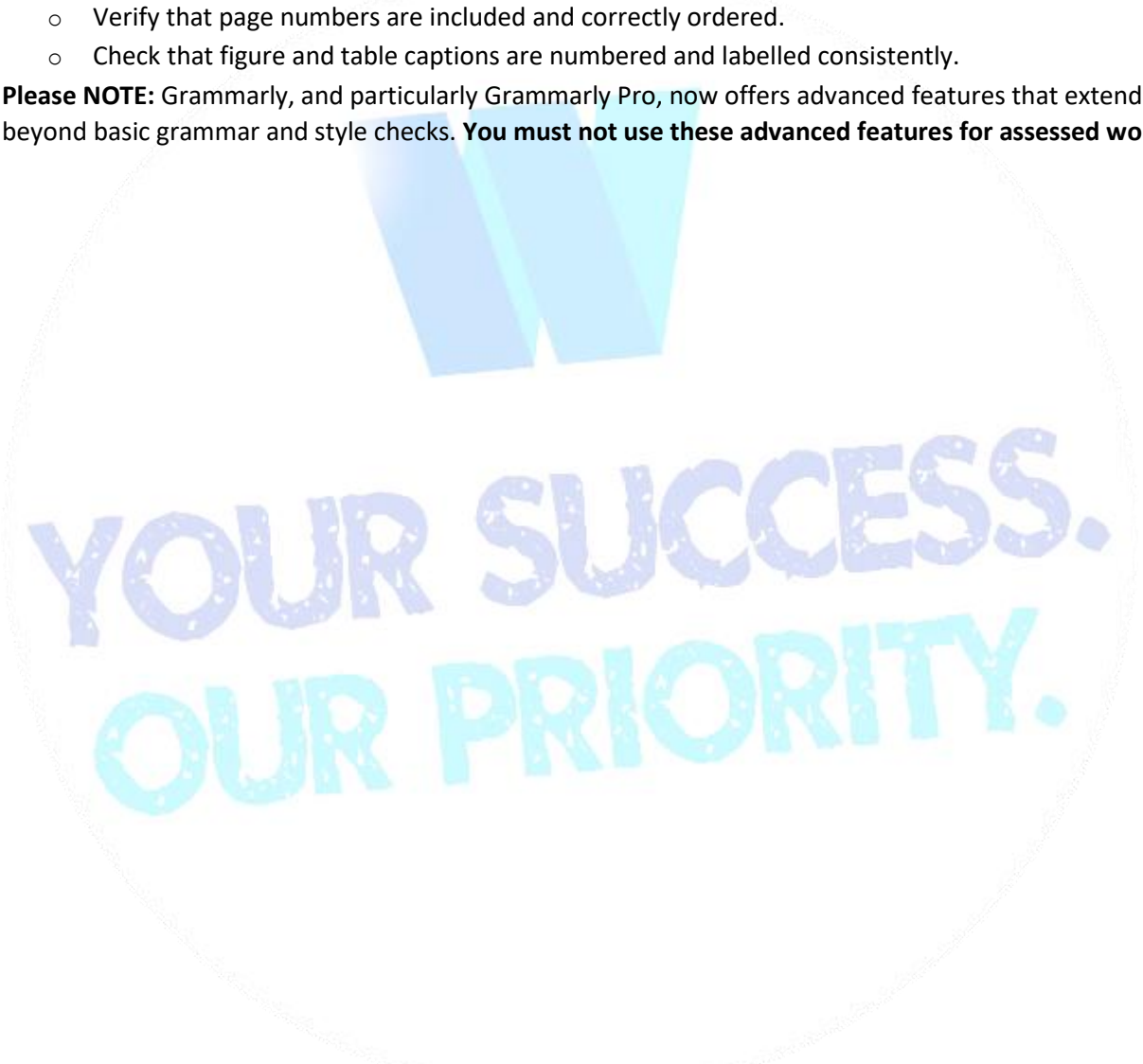
Acceptable uses of AI tools:

You can use Grammarly or similar AI tools to do the following, *but it is important to note that many of these functions are available on a standard Microsoft Word spelling and grammar check which should be used as a preferred option where possible.*

- **Fix spelling, punctuation, and basic grammar errors**
 - Correct words that sound the same but have different meaning (e.g. changing ‘there’ to ‘their’, ‘compliment’ to ‘complement’).
 - Add or correct punctuation (e.g. changing a comma to a full stop in a run-on sentence).
 - Example: 'Photosynthesis is essential for plant life, it converts sunlight into energy the plant can use.'
 - Acceptable correction: 'Photosynthesis is essential for plant life. It converts sunlight into energy the plant can use.'
- **Correct basic grammar issues such as verb tense or subject-verb agreement.**
 - Example: ‘She walk to campus every day.’
 - Acceptable correction: ‘She walks to campus every day.’
- **Shorten long sentences or paragraphs (without changing meaning)**
 - Remove unnecessary words or phrases like ‘really’, ‘very’, ‘basically’, ‘absolutely essential’.
 - Replace wordy phrases with simpler alternatives.
 - Example: ‘At the present time, scientists are studying the effects of climate change.’
 - Acceptable correction: ‘Currently, scientists are studying the effects of climate change.’
- **Ensure writing adheres to standard English conventions**
 - Apply English spelling (e.g. ‘colour’, ‘organise’, ‘centre’). Generative AI tools often use Americanised spelling by default so they may not apply English spelling consistently.
- **Apply correct capitalisation for names, titles, and sentence openings**

- Example: 'the civil war in England was a turning point.'
Acceptable correction: 'The Civil War in England was a turning point.'
- **Maintain consistent use of verb tenses and pronouns**
 - Example: 'The team of engineers were testing their equipment.'
Acceptable correction: 'The team of engineers was testing its equipment.'
- **Check consistency in formatting and layout**
 - Ensure headings, subheadings, and titles follow a consistent visual style and hierarchy.
 - Verify that page numbers are included and correctly ordered.
 - Check that figure and table captions are numbered and labelled consistently.

Please NOTE: Grammarly, and particularly Grammarly Pro, now offers advanced features that extend beyond basic grammar and style checks. **You must not use these advanced features for assessed work.**



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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.



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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 order 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 always follow 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 become a serious hazard if shredded by a grass mower.

SMOKING & VAPING

Woking College is a non-smoking site. **Smoking and vaping are prohibited in all areas of the College site or in the vicinity of the College grounds and no student or member of staff is permitted to smoke or vape on, or near the site.** Smoking or vaping in any of these areas will be treated as gross misconduct and students will face disciplinary action.

A Healthier Campus: Smoke-Free & Vape-Free 2026

The college site becomes 100% smoke and vape-free in September 2026.



Total Site Ban: Inside and Out

Smoking and vaping are prohibited in all buildings, outdoor spaces, and social areas.



Respect College Entrances and Gates

Smoking and vaping are not permitted near any college entrances or immediately outside the gates.



Effective From September 2026

This policy applies to all students, staff, and visitors from the start of the term.



Promoting a Healthy, Respectful Environment

This change aligns with national public health priorities to protect young people and promote wellbeing.



Follow the Student Code of Conduct

Students are expected to respect these rules; non-compliance may result in disciplinary action.

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.

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HELP WITH FINANCES

- Students aged 16 - 18 resident in Surrey may apply for a half price pass for travel by bus or train. Use this link to [Apply for a Surrey LINK bus card - Surrey County Council](#).

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 below £30,000
 - Free Meals in Further Education
- To learn more about the Bursary, please go to the College website and search for Bursary funds.

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WISEPAY INSTRUCTIONS

Before you login to Wisepay you will need to reset your Wisepay password. This is done by clicking the “Forgotten Password?” button on the Wisepay login page. If you are having difficulties with this there is a guide on the Intranet located in the “IT Info & Tips” section.



● Student Code of Conduct

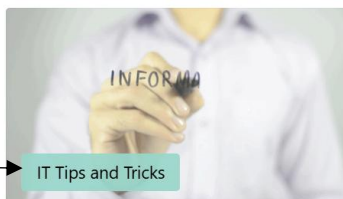
Announcements | Enrichments | Career
Newsletter | Events | Sports Fixtures |
Lectures | Wellbeing

Wellbeing and Mental Health

What's Going On - Get Involved

Online Resources:

Online Resources



IT Tips and Tricks

Here you will find BYOD Wifi Password and Instructions

WISEPAY

Bus and Train Arrival and Departures

I NEED HELP

Financial Assistance

Enrichments 2026-27 List and Timetable

Enrichment Details Where and When?

Enrichment Change Form 26-27



IT Information

We will list tips below.

Top Tips

Safe Internet Browsing Tips

How to add a College e-mail signature

Changing Camera and Microphone Privacy
Settings for Teams

IT Support Request Docs

IT HelpDesk Request

Laptop and IT Equipment User Agreement

IT Loan Request

General Info

BYOD Wifi Login Details

BYOD Login Details / Visitors from Reception

REFLECTION ROOM

A Reflection room for any faith or denomination is available for all students to access for prayer or quiet contemplation. Speak to your Tutor to find out more.

TELEPHONES

The switchboard is staffed from 8.30am to 4pm 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.** Please do not share your lanyard and ID card with anyone else as it is our way of identifying all students who belong in the College community. Anyone caught doing so will face disciplinary actions.

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 regarding 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 Registry. A record of all lost and found items is kept there. Lost property is kept for 12 months.

Key Dates 2026/2027

The College term dates are detailed on our website.

Date	Event	Description
25 th August – 9 th 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 th September	Lessons begin	Lessons begin
25 th September	End of the Course Change Window	Student programmes are permanent from this point
12 October	Progress reports issued	Progress reports issued
15 th October	Open Evening	An opportunity for prospective students and parents/carers to visit the College
19 th – 30 th October	Half Term	College closed for half term
2 nd November	Staff INSET	College closed to students
9 th – 13 th November	In-class Assessment week	Assessments across all subjects
30 th November	Progress reports issued	Progress report issued
2 nd – 3 rd December	Tutoring Day 1 and 2	College closed to students. Y13 and Foundation students have appointments with teachers to discuss their progress. Y12 set independent work. No lessons running on this day
4 th December	Administration Day	No lessons running on this day
4 th January	Staff INSET	College closed to students
5 th January	College resumes	Lessons resumes after the Christmas break.
18 th – 22 nd January	Mock Assessment week – Year 13	Sports Hall mock assessments – All Year 13s
15 th – 19 th February	Half Term	College closed for half term
22 nd February	Progress reports issued	Progress report issued
26 th March -11 th April	Easter Break	College closed for Easter
12 th April	College resumes	Lessons resumes after the Easter break.
19 th – 23 rd April	Mock Assessment week – Year 12	Sports Hall mock assessments – All Year 12s
26 th – 30 th April	Work Experience week – Year 12	All Year 12 students out on work experience
17 th May	Progress report issued	Progress report issued
18 th – 19 th May	Academic Tutoring Day – Year 12	Individual appointments with subject teachers for Y12 students and parents to discuss progress and set targets. No lessons running on Tuesday 18th Morning lessons running on Wednesday with appointments from 1:30pm – 5pm
28 th May	Staff INSET	College closed to students
31 st May – 4 th June	Half Term	College closed for half term
14 th – 18 th June	Bridging Week – Foundation Students	For Foundation students returning as Year 12 students in September. Compulsory attendance
25 th June	Welcome Day	College closed to current students
1 st July	Last day for students	Students finish for summer break at 12:40
12 th August	A-Level Results	Provisional date for publication of summer exam results
19 th 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.