



PARENT / CARER HANDBOOK

2023/24



RESPECT

At Lincoln College we *Expect Respect* of ourselves, others and learning environments.

WE DO THIS BY:

Respecting ourselves by;

- Being the best version of ourselves by speaking and acting appropriately e.g. always use appropriate and mature language at College, and all our learning environments, and avoid swearing; this is not professional behaviour and doesn't present our best versions
- Wearing our lanyards to show we belong. This also shows our respect for others and our learning environment as wearing them helps to keep us safe
- Being aware of our goals and working positively towards achieving them. We should take pride in our success and know we can be whatever we thrive to be
- Remaining resilient in challenging situations and knowing that asking for help is a sign of strength
- Being conscious of what we are consuming, and the impact certain drinks and foods may have on our concentration and health (i.e. Monster and Prime drinks).

Respecting others by;

- Allowing others to learn and not disrupting or disturbing those who are keen to learn
- Listening actively when others speak
- Understanding and respecting different beliefs and opinions
- Participating constructively with others and valuing the opportunity to work with other people.

Respecting our learning environment by;

- Arriving promptly, fully equipped, and ready to learn. This includes having all the appropriate equipment, resources and kit for lessons
- Maintaining a clean, tidy, and sustainable environment by removing litter, and any unwanted resources, and disposing of them appropriately
- Using equipment safely and the way it is intended to be used. Following instructions and Health and Safety rules and regulations.

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WELCOME MESSAGE

“I wish you a very warm welcome to the College, whether your young person is studying at Lincoln, Newark, ASI or is an apprentice in the workplace, and we congratulate them on starting their course. I have a very simple message for them. With determination, hard work and effort, and a mindset that is open to new experiences and learning, we can achieve great things together.”

Mark Locking, Principal & CEO



PARENT & CARER ENGAGEMENT

We engage with parents/carers of young people enrolled on a full time Study Programme, who are 18 and under. For those turning 18, this includes the whole academic year following a learner's 18th birthday.

If your young person has an Education and Health Care Plan we involve parents/carers in all meetings and discussions regarding their education up to and including the age of 24.

- We will send you a report on your young person's progress prior to Parents Evening
- We alert you by text when your young person is not attending their lessons at College
- Where a learner is not attending College or there are other barriers to learning, we will contact you so we can work together to support your young person
- Each learner has a Progress Coach. You can contact your young person's Progress Coach if you would like to discuss any aspect of their study programme
- The Lincoln College Designated Teacher for Looked After Children and Care Leavers is Donna Stallard-Taylor (Safeguarding Team). Your young person's Designated Teacher liaises closely with subject tutors to provide a supportive environment whilst coordinating access to pastoral and additional learning support.
- Once your young person has enrolled at College, we email parents providing you with the name and contact information for your young person's Progress Coach.
- During the first six weeks of term we hold our annual parent/carer information event for those new to the College. Further information, the date and format of the Parent/Carer Information event will be emailed to parents closer to the start of term.

A SENSE
OF
BELONGING

SUPPORTING YOUR YOUNG PERSON

Parents/carers can support their young person in a variety of ways:

- Spend time with your young person to review their timetable and assist with planning. This helps to ensure learners attend all of their scheduled classes. Attendance is key to a learner's success; 100% attendance is expected of all our learners
- Assist with transport arrangements to and from College, ensuring that enough time is allowed to arrive at College before their first timetabled lesson
- Check your young person has everything they need for their studies. It's a good idea to encourage your young person to pack their bag the night before. This might include any uniform, equipment, stationery items and/or homework
- Provide encouragement to enable your young person to manage their time effectively ensuring a healthy balance between study and recreation
- Attend Parents Evenings to speak with your young person's tutors
- If your young person has a special educational need or disability and requires support at College, we have a dedicated Assessment and Support Team. The Assessment Coordinators work closely with subject tutors to help provide the appropriate support and advice, ensuring your young person is successful with their educational journey. Please ensure that your young person engages with the Assessment and Support Team. Just ask at Reception to make an appointment or email assessmentofficer@lincolncollege.ac.uk
- Remember to keep us informed of any changes to your contact details which we hold. Your young person can provide this information directly to the Digital Engagement Team or email studentrecruitment@lincolncollege.ac.uk
- Contact us if you have any concerns about your young person's progress

ProPortal

You can monitor your young person's attendance and progress through their electronic Individual Learning Portfolio (eILP).

Once your young person has enrolled, you can request a login to access the Parent view of the eILP (ProPortal). Visit <https://parents.lincolncollege.ac.uk> and click Submit an Account Request. You will then be directed to a new page to create a login and also confirm details of your young person. You will be sent an email with your login details once your account has been verified.

STUDY PROGRAMMES



If your young person is aged between 16 and 18 (and up to and including age 24 if they have an Education and Health Care Plan), their Study Programme will include:

1. Vocational/Academic Qualification
2. Work Experience and Industry Placements
3. Continuing Personal Development Programme
4. Individual Progress Reviews
5. English and Maths

Preparing young people for the world of work is at the heart of our study programmes. Our aim is to support learners to develop their career management and employability skills so they can make a successful transition into the world of work or Higher Education.

Vocational/Academic Qualification

These are the vocational subjects or A Levels that learners have selected to support them in their future career plans. This may be a Certificate or Diploma and could be Entry Level, Level 1, 2 or 3. Vocational qualifications are usually made up of a number of units. These are assessed through a range of methods including assignments, practical tests/observations and written tests or exams. A Levels are assessed through examinations.

Progress Reviews

Learners will receive a minimum of one individual progress review per term. This meeting will be held with their Progress Coach who will discuss attendance, punctuality, career aspirations, progress in English and maths and any support needs they may have.

Their Progress Coach will support them to set targets so they can get the most out of their College experience and reach their full potential.

Project YOU

Project YOU is a programme of engagement we run at the College to equip your young person with the transferable and soft skills that employers seek, such as communication, teamwork, resilience, creativity, leadership and problem-solving. By doing so, we aim to prepare your young person for the next steps in their careers. It also supports them to make friends, build confidence and have fun through a variety of activities, team building games and supportive coaching sessions.

Additionally, we aim to facilitate the self-development of your young person, helping them to gain a realistic appraisal of their qualities, skills, values, attitudes, interests and aptitudes. It also develops awareness of health-related issues, both physical and mental, and offers a range of enrichment to develop understanding and promotion of healthy lifestyle choices.



Improve your
TOMORROW
TODAY!

Work Experience & Industry placements

CAREERS

Work Experience and Industry Placements

All learners are supported by the work experience team to achieve a minimum of 30 hours external work experience per academic year. During induction learners will discuss their future plans and how work experience may help them reach this goal.

Work experience placements are often a young person's first taste of their career choice and can help them make informed decisions about their future, as well as develop career confidence.

As part of the T Levels your young person will undertake an industry placement which consists of 315 hours or 45 days over the 2 year course in an employer setting. This is to develop students with skills, knowledge and behaviours within a workplace and to put into practice the specialist knowledge that they will learn on the course.

If you would like to discuss Work Experience or Industry Placements for your young person, please contact the Work Placement Team workplacement@lincolncollege.ac.uk

Work Experience and Industry Placement Team

Work experience support and advice is available for all of our learners at Lincoln College. Our service has achieved the nationally recognised Matrix standard for excellence in the delivery of information, advice and guidance.

The Team work alongside Progress Coaches to support our learners to find suitable work experience, at the right time for them, to develop those all-important employability skills.

We are here to:

- Develop local and national encounters with employers and employees for learners to experience
- Support learners into safe experiences of the workplace
- Organise events and activities that will help your young person to become work ready

Visit our website at: <https://lincolncollege-uk.libguides.com/workexperience>



Opportunity Hive

Is your young person looking for work experience, an industry placement, an apprenticeship or paid part-time work?

They can come along to the Opportunity Hive in Deans Café, Ground Floor, Deans Building, Lincoln Campus or email workplacement@lincolncollege.ac.uk
We can help them find the right employer opportunity for them.

Tel: 01522 876297

Email: Workplacement@lincolncollege.ac.uk

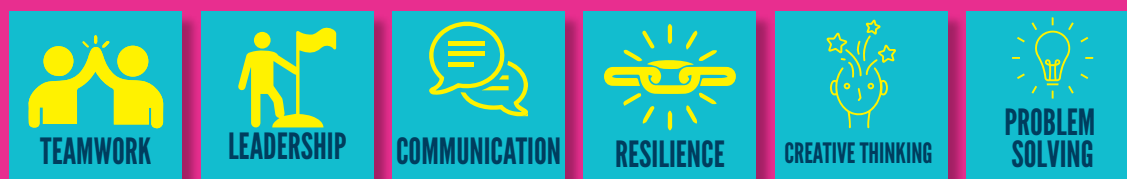
Ready - Set - Learn



Continuing Personal Development

CAREERS

The Continuing Personal Development (CPD) programme is delivered weekly by Progress Coaches. They support learners to develop their Core Employability Skills as an essential part of this programme.



My Career is our digital platform to help monitor the development of core employability skills, qualities, values, attitudes and interests. Your young person will also use My Career to engage in eLearning to develop their career management skills.

A Study Programme also features a range of enrichment activities such as: encounters with employers, visits to workplaces, skills competitions, encounters with Universities and Higher Education providers, trips to exhibitions, trade shows and fairs.

There are also opportunities for our learners to engage in enrichment activities relating to personal health and wellbeing, equality and inclusion, British Values and citizenship.

Your young person may also engage in a social action project during their programme to help develop their skills and to make a difference within the local community.

Progress Reviews and My Future Plans

Your young person will receive a minimum of one individual progress review per term. This meeting will be held with their Progress Coach who will discuss progress in maths and English, attendance, punctuality, career aspirations and work experience, and any other support needs they may have. Your young person will also have a curriculum progress review with their vocational/academic tutor to review their progress in this aspect of their Study Programme.

Throughout their time at College, your young person's Progress Coach will discuss their future plans with them. These are recorded three times during the academic year. Their Progress Coach will work with other teams across College including the Work Experience Team, Careers Guidance Team and their vocational tutors to support your young person with their skill development, career planning and decision making.

DREAMS can come **TRUE**

CAREERS *Their Future*

Careers Guidance Service

Personal one-to-one careers guidance is available for all our students. Our fully qualified and experienced careers guidance practitioners provide impartial advice and guidance. Careers Guidance appointments are available throughout the year.

Our Careers Guidance Advisers can help with:

- **Career planning and career decisions**
- **Researching career opportunities**
- **Next steps after College**
- **Researching Higher Education options including UCAS**
- **Job search and application advice**

Book an appointment: https://lincolncollege-uk.libwizard.com/ff/careers_appointment



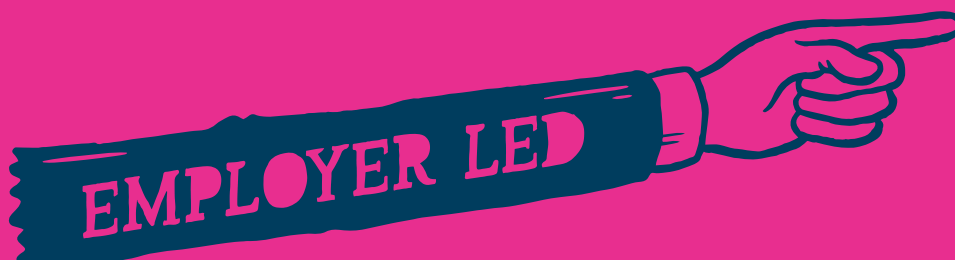
Our service has achieved the nationally recognised Matrix standard for excellence in the delivery of information, advice and guidance. The College also holds the national Quality in Careers standard achieved through the Career Mark approach.

Our careers website includes information to support your young person in their career planning and decision making. This includes Career Coach which provides information about different career choices, skills needed, salaries and job vacancies.

Visit our website at: <https://lincolncollege-uk.libguides.com/careers>



CONTACT US:
CAREERS@LINCOLNCOLLEGE.AC.UK OR CALL OUR
DEDICATED CAREERS AND COURSE INFORMATION
OFFICE ON 030 030 32435.



COMPLETE CAREERS 


matrix

LINCOLN COLLEGE CAREERS PROGRAMME 2023-24



The intent of our careers programme is to inform, inspire and stimulate action to enable our learners to develop their personal skills, behaviours, attitudes and resilience to be a productive member of society. We intend to support them to develop their career management and employability skills so they can make a successful transition into the world of work or Higher Education. Our learners will experience a range of encounters which meet their individual needs including; encounters with employers, work experience, social action projects, encounters with Higher Education and apprenticeships, insight into the local labour market and personal careers guidance.

This programme provides an overview of the range of careers education, information, advice and guidance activities taking place across the College.

The College has achieved the national Quality in Careers Standard through the Career Mark approach.



| | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Careers Guidance Service | | | | | | | | | | | | |
| Careers Guidance meetings | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| Continuing Personal Development Programme for Study Programme Learners | | | | | | | | | | | | |
| Set for Learning | | ● | ● | ● | ● | | | | | | | |
| Set for Work and Career | | | | | | ● | ● | ● | | | | |
| Set for Next Steps | | | | | | | | | ● | ● | ● | |
| Developing Core Employability Skills | | | | | | | | | | | | |
| My Career - Skills Pulse | | | ● | | | ● | | | ● | | | |
| Communication | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | |
| Creative Thinking | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | |
| Leadership | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | |
| Problem-solving | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | |
| Resilience | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | |
| Teamwork | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | |
| Social Action Projects | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | |
| National Citizen Service | | ● | ● | ● | ● | | | | | | | |
| Overseas trips/exchanges | | | | | | | ● | ● | ● | ● | ● | |
| Career Aspirations | | | | | | | | | | | | |
| My Future Plans | | ● | ● | | | ● | ● | | | ● | ● | |
| Progress Review – Term 1 | | ● | ● | ● | ● | | | | | | | |
| Progress Review – Term 2 | | | | | | ● | ● | ● | | | | |
| Progress Review – Term 3 | | | | | | | | | ● | ● | ● | |
| Apprenticeship Progress Reviews | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | |
| Encounters with Employers | | | | | | | | | | | | |
| Encounters with employers e.g. visiting speakers, trips to workplaces | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | |
| Virtual encounters with employers | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | |
| Skills Competitions – intercollege, regional & national | | | | ● | ● | ● | ● | ● | ● | ● | ● | |
| Industry weeks – dates tbc | | | | | | | | | | | | |
| Industry shows & exhibitions | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | |



APPRENTICES

An apprenticeship is a job with training to industry standards. It is about entry to a recognised occupation and involves a substantial programme of on and off-the-job training. At the end of the apprenticeship, the apprentice's occupational competence will be tested by an independent End Point Assessment.

Employment

Apprenticeships are employer-led. Employers set the standards, create the demand for apprentices to meet their skills needs, fund the apprenticeship and are responsible for employing and training the apprentice.

English & maths

An essential element of your young person's apprenticeship programme is gaining relevant English and maths in order to reach the gateway for End Point Assessment. Functional Skills English and maths will be delivered appropriate to the sector demand.

Progress Reviews

Your young person will be allocated an assessor who will monitor their progress throughout their apprenticeship. We use an ePortfolio to access resources, record timesheets and off-the-job training.

Supporting learning needs

Apprentices will undertake a support needs assessment as part of the enrolment process; the information gathered from this will enable their assessor to support them with their learning.

CAREERS PROGRAMME FOR APPRENTICES 2023-24

The intent of the Careers Programme for our Apprentices is to prepare our apprentices for permanent employment in their chosen sector or industry by supporting the development of knowledge, skills and behaviours. Behaviours in particular are the vital transferable skills which employers demand.

This programme provides an overview of the range of careers guidance activities that an apprentice experiences whilst enrolled at Lincoln College.

The College holds the national Quality in Careers Standard achieved through the Careers Mark approach.



Induction

**1-2-1 Personal Careers
Guidance**

**Individual
Progress Reviews**

APPRENTICESHIP PROGRAMME

Exit Interview

**Experience the
workplace**

**Knowledge, Skills &
Behaviours (Apprenticeship
Standard)**



ATTENDANCE AND ABSENCE REPORTING



ATTENDANCE IS CRUCIAL TO THEIR SUCCESS WE EXPECT 100% ATTENDANCE.

- Appointments for the doctor/dentist should be made outside of lesson times wherever possible
- Check the College calendar for term dates to help with planning holidays. Exams and tests take place throughout the year. Maths and English exam dates are included in this handbook to help with their planning
- Learners contact email and mobile number must be kept up to date
- Absence must be reported as soon as learners know they will be absent
- Learners must log their absence before 8.45am on each day of absence
- They will need to provide their name, Student ID, course, and the reason for their absence.

Please ensure that learners contact details are kept up-to-date.

**These can be updated via Proportal
<https://portal.lincolncollege.ac.uk>**



Scan for absence reporting

<https://discover.lincolncollege.ac.uk/absence-and-lateness-reporting>

Get support. Take control. Feel better.



16+

A safe place to express yourself and support each other, alongside courses and resources.

togetherall.com


togetherall



SCAN TO JOIN FOR FREE TODAY

SUPPORTING LEARNERS

→ Additional Learning Support

The Assessment and Support Team are on hand to support learners with Special Educational Needs and/or Disability. They offer various forms of support, both in and out of the classroom. They can meet learners to find out what type of support learners would benefit from which could include:

- Specialist equipment, e.g., Dictaphone, lumbar supports, coloured overlays, reading pens
- Access Arrangements for exams, e.g. extra time, separate room, reader, scribe
- Out of class support to help with their studies and for pastoral support
- Strategies to support in the class, such as extra time

Once they have met with your young person and agreed a plan, they will liaise with teachers to ensure they know how to support your young person.

The College also has a Transitions Officer to help students with an Education, Health and Care Plan (EHCP) when starting their course. The Transitions Officer can provide bespoke tours, introductions to tutors and support with interviews.

For more information:

assessmentofficer@lincolncollege.ac.uk
01522 876225

→ Financial Support

The Financial Support Team is here to help provide learners with information and advice about the different types of financial support that learners can apply for. We can do this either in person or through the other means of contact shown below. Learners may be eligible for the following:

- 16-18 Extended Bursary
- Home to College Transport Support, including information about rail and bus passes
- 19+ FE Fee Support, including Fee Remission and Advanced Learner Loans
- Meals Support
- 16-19 Care to Learn Childcare Support
- 20+ Childcare Support
- Uniform, Equipment, Books, Trips and UCAS Fee Support

For more information:

financialsupport@lincolncollege.ac.uk

Visit our Student Services pages
<https://lincolncollege-uk.libguides.com/SS/>



SCAN ME



Freddie the Therapy Dog

Freddie is a qualified therapy dog and joined the College as a puppy in November 2020. Freddie can be found across all our sites and in our common room spaces. You can play, cuddle or walk with Freddie. You can find out more by following him on Instagram or even email him directly!

freddie@lincolncollege.ac.uk | Instagram - @freddiethedoglc



BRITISH VALUES OUR VALUES

DEMOCRACY

THE RULE OF LAW

INDIVIDUAL LIBERTY

RESPECT AND TOLERANCE



SAFEGUARDING & WELFARE

Lincoln College puts student welfare at the heart of all they do. To support this there are a number of areas within Student Services that students can connect with:

- The Safeguarding Team
- Assessment and Support Coordinators for Mental Health
- Counsellors

→ Safeguarding

Safeguarding are there to support and advise both staff and students where there are concerns that someone is being abused, maltreated or there is some impairment to their health and development. These could be issues related to physical or sexual abuse as well as bullying, cyberbullying, drugs and alcohol, domestic abuse or peer on peer abuse amongst other issues.

The Safeguarding Team are contactable on the Single Point of Contact (SPoC) on:

07580 975854 or
safeguarding@lincolncollege.ac.uk

Calls and emails are monitored 8.30am to 4.30pm
Monday to Friday.

→ Counselling

The College has qualified counsellors who are available for short term interventions (six sessions) to help and support your young person with issues that may be impacting on them. This could include a significant life event or emotional difficulties they may be experiencing, as well as mental health issues such as anxiety or depression.

Counselling is available via the Student Services team who will assess learners needs and identify the best support for them.

All staff, students and visitors are expected to wear **lanyards** whilst on our campuses. This is so that we can be clear who is welcome and part of our community. In order to keep you safe, you must wear your lanyard at all times.

SAFEGUARDING & MENTAL HEALTH



Contact the Safeguarding Team
for help and advice

Call 07580 975854

Or email safeguarding@lincolncollege.ac.uk

BE THE
BEST
VERSION OF
YOU

→ Single Point of Contact → Assessment and Support Coordinators for Mental Health

You've now heard the phrase Single Point of Contact (SPoC) a number of times and been provided with the contact number and e-mail address. The SPoC is there to ensure that staff and students have a clear line of communication with the teams and that concerns are recorded properly and allocated to a member of staff.

This ensures that concerns aren't missed and that any referral or enquiry can be given to the right person to respond.

→ Assessment and Support Coordinators for Mental Health

The Assessment and Support Coordinators are able to offer support and guidance if learners are struggling with their mental health. The team are very much focused on getting learners the right support as quickly as possible and identifying where the best place is to receive support. It may be that learners just need that initial reassurance and guidance on how to help themselves or they may need longer term support which is available internally or externally to College. The Assessment and Support Coordinators are available by either accessing the Drop-In services or contacting the Single Point of Contact (SPOC) on **07580 975854** or **safeguarding@lincolncollege.ac.uk**

→ Drop In service

Drop In is a service provided Student Services at Lincoln and Newark. The Drop In allows students to meet with a member of the team and discuss any issues impacting on them. This is done in private, and the focus is very much on your young person's thoughts and feelings and can relate to anything that is causing them concern or worry. The team can offer advice and guidance or refer on to other support within the College. The Drop In service is available via Main Reception at Lincoln and Newark.

The Safeguarding and Welfare Single Point of Contact is available for advice and guidance in relation to any student. This confidential service is open to anyone who has concerns about a student and is contactable on **07580 975854** or **safeguarding@lincolncollege.ac.uk**



Togetherall is an online service providing access for millions with anxiety, depression and other common mental health issues. Users can access this service at <https://togetherall.com/en-gb/>.

Confidential



OUR FACILITIES



Where to Eat

Our campuses at Lincoln and Newark serve a variety of drinks, hot and cold food to eat in or take-away.

Our dedicated catering team prepare all food on-site using fresh ingredients that are delivered daily, catering for everyone's requirements.

At Lincoln our main canteen is known as the **CornerHouse**; we offer a variety of food including a salad and yoghurt bar, daily specials menu, breakfast menu, sandwich meal deals and confectionery items.

Deans Coffee Shop at Lincoln is available to purchase Costa Coffee and a 'Grab & Go' food offer, sandwiches and sub rolls, fruit and yoghurt pots along with confectionery.

At Newark our main canteen is known as **NG24**. We offer a variety of food including a daily specials menu, breakfast menu, sandwich meal deals and confectionery items.

All food outlets offer contactless payment and accept all major cards at the till points.

Sessions Restaurant (at Lincoln)

Lincoln College Sessions Restaurant offers a high-quality dining experience in a city centre location. Enjoy fine dining in our 40 cover dining area, relax in the bar or grab a hot drink and pastry and enjoy the fresh air in our alfresco courtyard. All meals are prepared by our students using locally sourced ingredients. The students are completing nationally recognised qualifications and are supervised at all times.

Sessions House is open daily Tuesday - Friday (Term time only)

- 10.00am-2.00pm for coffee and pastries (eat in or take away)
- 12.00pm-1.15pm lunch (2 and 3 course options available)
- 12.00pm-1.30pm bar snacks and light bits

Wednesday Evening Fine Dining and Chef Taster Menus:

Tables available from 6.00pm - booking is recommended

To book please call **01522 876343** or email sessionsrestaurant@lincolncollege.ac.uk



Look after yourself

Deans Sport and Leisure

All students are entitled to discounted offers at Deans Sport and Leisure (Lincoln campus). Deans relaxed and friendly facilities are there to give you an active experience you'll enjoy. Students can play a range of racquet sports, work out in our Fitness Suite or join one of the vibrant fitness classes on offer.

Opening Times

Monday-Friday 6.30am-8.30pm | Saturday 8.30am-2.00pm

Sunday 8.30am-12.00pm

Visit www.deans-sport.co.uk



AURA

Visit our city centre based hair and beauty academy. This is a commercially run salon with qualified stylists. We offer 10% student discount on all of our services with a valid student card/lanyard.

Opening Times

Level 3 Students - Monday 9.00am-5.00pm

Qualified Stylists - Tuesday-Sunday 9.00am-5.00pm

Visit www.auralincoln.co.uk | 01522 576447



The Salon

There are student run training salons at Lincoln and Newark. Hairdressing appointments are available at both Lincoln and Newark. Beauty Therapy treatments can be booked at Lincoln.

Weekday and evening appointments are offered to students and members of the public during term time. To make an appointment, telephone **01522 876392** or email thesalons@lincolncollege.ac.uk.



The Library

Our spacious and well-equipped Libraries are designed to provide a safe, supportive and stimulating environment for independent study. The Library opening times can be found at <https://lincolncollege-uk.libguides.com/home>. Learners have access to computers and laptops to use within the Library. They can also use their own laptop or mobile device with WiFi hotspots available across campus.

The resources in the Library are arranged in colour-coded subject zones to help find the books and periodicals learners need. Learners can borrow 10 items at a time.

We're here to help! A team of experienced Library staff are always on hand to help learners find resources for their studies. Our Library Information Advisers offer study skills workshops including: locating information for assignments, referencing and careers resources.

Our Library web pages can be found at <https://lincolncollege-uk.libguides.com/home> and provide learners with all the information they need to support them with their studies whilst they are here at College. Library web pages provides access to:

- **Online Library Catalogue** to search for books and periodicals
- **Discover More** is our advanced online search tool providing further access to a wide range of resources, eBooks and thousands of full text eJournal articles
- **Online Live Chat** for learners to talk to a member of the Library team during Library opening hours
- **Subject Guides** where learners can find many useful resources that have been carefully selected for their course
- **Book a Study Skills** appointment with a Library Information Adviser
- **Using the Library** including borrowing items, Click & Collect, IT and Printing and much more.

Visit our library webpages to view our *Using the Library* help pages and the *Digital Learning FAQs*

<https://lincolncollege-uk.libguides.com/home>



DIGITAL SKILLS

WiFi hotspots are available across campuses. Learners simply log in with their College username and password.

Lincoln College Student Computer Account

When your young person enrolls at College they will be sent details of their login via text. They should look out for this text, follow the instructions provided and keep their IT account details safe. When they start College, they will be provided with further information and details about using the College digital learning platforms.



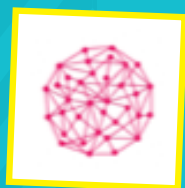
Microsoft Office 365

All College students have access to Office 365. This provides access to their College email account, Office programmes (e.g. Word, PowerPoint and Excel), as well as online storage for their College files through OneDrive. They will need to use their College email address and password to login.



Canvas Virtual Learning Environment (VLE)

The College VLE is called Canvas. Canvas is our learning platform providing access to course materials, assessments and communication about the course and College. Students can download the Canvas App to their mobile device.



Century

Century is an online learning platform used for English and Maths, to revise, complete assessments and track progress. Expectations of study time and progress will be explained to each student and independent learning is encouraged.



My Career

My Career is our platform to help students to develop their career planning and employability skills, track progress and participate in online careers learning.



Smart Assessor

The college's e-portfolio system is called Smart Assessor. It is used to collect evidence of knowledge, skills and behaviours on our apprenticeship and work-based programmes.

Studying off Campus

Our programmes include remote learning where appropriate, to support your young person to develop their knowledge and skills. Students can access the College resources off campus by simply going to the College website www.lincolncollege.ac.uk and clicking on [My College](#)

Digital Skills Helpdesk

Please contact the Digital Skills Helpdesk for support and advice about using the College digital learning platforms.

Tel: 01522 876234

Email: digitalskills@lincolncollege.ac.uk

Digital Skills Live Chat and website

<https://lincolncollege-uk.libanswers.com/digitalskills>



EXAMINATIONS

During time studying with the College it's likely your young person will take some formal exams. Our Examinations Team organise and manage all the invigilated exams held at the College including GCSEs, A Levels and Functional Skills. The Examinations Team can be contacted if you or your young person have any questions or queries about examinations and certificates. There are Examinations Team representatives at both sites, please just ask at Reception. Alternatively, please contact us by telephone, **01522 876000** and ask for the site specific Team you'd like to speak to, or by email exams@lincolncollege.ac.uk.

All learners are required to pay for any resit examinations, where a fee is applicable. The resit fees must be paid by the given deadline and entry will only be made upon the receipt of the payment. The only exception is Functional Skills qualifications and GCSE English and maths where these are part of a Study Programme or integral to a Study Programme. Learners are able to apply to Student Services for support with the payment of any fees.

Once your young person's certificates arrive at the College they will be emailed to advise that their certificate is on its way via Royal Mail. Please ensure that all contact details are kept up to date with the Student Recruitment team. These can be updated via ProPortal.

Access Arrangements

If learners have had access arrangements in the past or feel they would benefit from access arrangements, they need to apply to Student Services by 29 September 2023 for any resits including GCSE maths and English. For any other exams, the deadline to apply is 17 November 2023. The application form can be obtained from the Main Reception at Lincoln or Newark, phone **01522 876225** or email accessarrangements@lincolncollege.ac.uk

Access Arrangements are used in exams to ensure that all learners have fair access to the exam, whilst not compromising its integrity. Access Arrangements ensure that Exam Boards are compliant with the Equality Act. Some concessions available could be: extra time, reader, scribe, small group, coloured paper or a reading pen.

If an application for Access Arrangements is received after the deadline, this could impact on the concessions available to your young person.

EXAM TIPS

- Check the exams timetable on Canvas to find out the venue of the exam
- Arrive at least 15 minutes before the exam
- Bring a black pen
- Remember that mobile phones and all watches are not allowed in the exam room
- Bring their lanyard and student ID card

If you have any queries about exams, contact the Examinations Team
exams@lincolncollege.ac.uk.

IMPORTANT GCSE ENGLISH AND MATHS EXAM DATES

October/November Resit Dates

GCSE English Language Paper 1 - 7 November 2023
GCSE English Language Paper 2 - 9 November 2023
GCSE Maths - Paper 1 (Non-calculator) – 8 November 2023
GCSE Maths - Paper 2 (Calculator) – 10 November 2023
GCSE Maths - Paper 3 (Calculator) – 13 November 2023

Mock Exam Dates

5th-8th February 2024

May/June Exam Dates

GCSE English Language – to be confirmed
GCSE Maths – to be confirmed

FAQS

How do I contact my young person's tutor/Progress Coach?

Once your young person has enrolled, you will be sent an email which includes the details of their Progress Coach.

What is a Study Programme?

All learners aged 16-18 studying full time will be enrolled on a Study Programme. A Study Programme consists of a number of elements: their vocational/academic qualification, work experience, tutorial, maths and English. See page 4 for full details.

Will my young person have a work experience placement?

Work experience is part of a Study Programme for all our learners. See page 5 for further details.

Will my young person need to study GCSE Maths and English?

If they haven't achieved grade 9-4 (A* - C) in maths and English, they will continue with these subjects as part of their Study Programme.

What do I do if my young person is going to be absent from College due to illness?

All absences must be reported before 8.45am on each day of their absence.



Scan for absence reporting

Is there a Careers Guidance team to provide support with career planning, UCAS, applications and CVs?

Yes, we have a Careers Guidance Team available to support all learners. See page 7 for more information.

Can I attend a Parents Evenings to discuss my young person's progress?

Parents evenings are held in January/February for you to speak with your young person's tutors. See dates on page 24. Information will be sent closer to the time.

Who can I contact to ask questions about the support available for my young person?

A wide range of help and support is available through Student Services. See pages 14-17 for full details.

Are there areas to eat packed lunch on campus?

Learners can eat their own packed lunch in the canteens as well as in the Student Wellbeing Hub.

Can my young person access online College resources off campus?

Learners can access College resources from home, including the College Canvas, Office 365, ProPortal and the Library resources.

My young person has had access arrangements for exams at School. Can they receive these at College too?

Exam arrangements granted in school or any other educational setting are not automatically transferred to the College. See page 22 for full details.

What Digital Skills support is available to my young person with logging in and accessing digital platforms?

Learners can contact our dedicated Digital Skills Helpdesk by email or telephone. See page 21.

KEY DATES



College Calendar 2023/24

Autumn Term 1: Mon 4 September – Thu 19 October

Autumn Half Term: Fri 20 October – Fri 27 October

Autumn Term 2: Mon 30 October – Fri 15 December

Christmas Holiday: Mon 18 December – Tue 2 January

Spring Term 1: Wed 3 January – Thu 8 February

Spring Half Term: Fri 9 February – Mon 19 February

Spring Term 2: Tues 20 February – Thu 28 March

Easter Holiday: Fri 29 March – Mon 15 April

Summer Term 1: Tue 16 April – Fri 24 May

May Bank Holiday – Mon 6 May

Summer Half Term: Mon 27 May – Fri 31 May

Summer Term 2: Mon 3 June – Thu 27 Jun

PARENT/CARER EVENINGS

LINCOLN – WEDNESDAY 31 JANUARY 2024

NEWARK – TUESDAY 6 FEBRUARY 2024

KEY CONTACTS

College Switchboard | 01522 876000

Examinations Team | 01522 876227 | exams@lincolncollege.ac.uk

IT Help Desk | 01522 876275 | ithelpdesk@lincolncollege.ac.uk

Library | 01522 876232 | library@lincolncollege.ac.uk

Special Educational Needs and Disabilities Team |
01522 876225 | assessmentofficer@lincolncollege.ac.uk

Student Services | 01522 876220 | studentservices@lincolncollege.ac.uk

Safeguarding | 07580 975854 | safeguarding@lincolncollege.ac.uk

www.lincolncollege.ac.uk/support/safeguarding-prevent

Digital Skills Helpdesk | 01522 876234 | digitalskills@lincolncollege.ac.uk

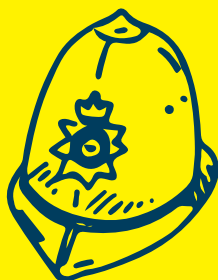
Emergency Out of Hours Contact Numbers

Lincolnshire Children's Care Services | 01522 782333

Nottinghamshire Children's Care Services | 0300 4564546

Police | 101 | 999 in an emergency

Samaritans | 08457 909090



Scan for reception opening times

discover.lincolncollege.ac.uk/reception-opening-times



Lincoln College
Monks Road | LN2 5HQ
01522 876000

Newark College
Friary Road | NG24 1PB
01636 680680



 @lincoln_college

 [lincolncollege.ac.uk/youtube](https://www.lincolncollege.ac.uk/youtube)

 [lincolncollege.ac.uk/LinkedIn](https://www.lincolncollege.ac.uk/LinkedIn)

 [lincolncollegeuk](https://www.facebook.com/lincolncollegeuk)

 [lincolncollegeuk](https://www.instagram.com/lincolncollegeuk)

 lincoln_college

 030 030 32435

 www.lincolncollege.ac.uk

 enquiries@lincolncollege.ac.uk