

# **Higher Education** Student Handbook 2023/24



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# Welcome Message

"It is my pleasure to welcome you to the start of your academic journey at Lincoln College University Centre. This handbook outlines the support you can expect to receive to ensure that you experience an enjoyable and informative transition into Higher Education (HE). We understand that you may be filled with a variety of emotions as you look to the year ahead but I want to reassure you that the team at Lincoln College University Centre are here to support and answer any questions that you may have.

At the start of your course, you can expect access to our support services and facilities to ensure you are supported whilst studying, providing you with every opportunity to achieve your qualification. You will be invited to an induction programme which aims to highlight essential information and guide you through those first few weeks. Your overall experience is very important to us so throughout the year you will have the opportunity to provide feedback on your course and student life here. We will also be actively looking to recruit students within the first few weeks to the College HE Student Representative System to support the student community and hope you will consider getting involved.

Should you have any questions regarding your course, please do get in touch with your tutor who will be able to help.

Again, I want to express a warmest welcome and wish you the very best with your studies at Lincoln College University Centre".

#### Melanie Watson Assistant Principal Higher Education



### **Expectations to Succeed**

- Participate fully and commit to producing work of the best possible standard
- Take responsibility for your own learning and wellbeing
- Access support when needed and share relevant information with tutors
- Be considerate and respectful
- Appreciate diverse opinions and learn from others

## Induction

Item	Where to Find		
Tutorial Information			
Personal tutor introduction	Tutor Course Handbook		
Individual tutorials and progress meetings			
ProPortal	Tutor Induction Handbook		
Student responsibilities			
Campus tour			
Refreshment, social and leisure facilities			
Learning styles and study skills	Tutor / Library staff Referencing and Study Skills Handbook		
Course Information			
Timetable with rooms			
Course calendar	Tutor Course Handbook		
Course content overview			
Assessment details			
Specialist books / equipment / clothing / PPE			
Work based learning / residential / field trips / visits			
Confirmation of entry qualifications and enrolment	Tutor Induction Handbook		
Student Support			
College policies and procedures			
IT access and logging on	Tutor Induction Handbook		
Students' Union			
Student Services			
Library induction	Library staff Referencing and Study Skills Handbook		
Referencing			
Study skills			
Widening Participation	Widening Participation staff		

### **HE Contacts**

Assistant Principal Higher Education: Melanie Watson Email: melaniewatson@lincolncollege.ac.uk | Tel: 01522 876204

> Senior Administrative Officer HE: Ann Rowntree Email: he@lincolncollge.ac.uk | Tel: 01522 876398

HE Administrative Assistant: Lynn Freeman Email: he@linconcollege.ac.uk | Tel: 01522 876000 ext 6647

HE Student Wellbeing Coordinator: Angie Lester Email: alester@lincolncollege.ac.uk

Academic Writing Development Officer: Dr Duncan Foster Email: duncanfoster@lincolncollege.ac.uk

#### **Library Information Advisers**

Email: library@lincolncollege.ac.uk | Tel: 01522 876232

#### Safeguarding

Email: safeguarding@lincolncollege.ac.uk | Tel: 07580 975854

Widening Participation Team - Email: hclayton@lincolncollege.ac.uk

### Enrolment

Before you can enrol with Lincoln College you will need confirmation of how your course will be funded. This is usually a letter from your employer or Student Finance England (SFE).

Apart from exceptional circumstances and with the prior agreement of the College, if we have not received payment of all or part of your fees before the first half term, you will be invoiced an amount equal to what the College should have received by this date from SFE. Failure to pay fees without adequate reason will result in your suspension and withdrawal of access to the College's IT system until payment is received.

Where applicable you will also be required to arrange with SFE for the College HE Admin Officer to have permission to discuss the progress of your Tuition Fee Loan application.

Apprentices studying for a degree do not pay their own tuition fees. These will be covered by your employer. Apprentices cannot take out a student loan, so you will need to cover your own living costs, including housing, travel and materials.

### Attendance and Absence Reporting

- Attendance is crucial to success
- Where possible make appointments outside of lecture times
- Check the College calendar for term dates to help with planning
- Let us know if you are going to be absent, contact your subject area's admin team as soon as possible

#### Important

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

These can be updated via ProPortal: https://portal.lincolncollege.ac.uk

Scan the QR Code or use the link below for absence reporting https://discover.lincolncollege.ac.uk/absence-and-lateness-reporting



### College Policies and Procedures

There are a number of policies and procedures that you will need to be aware of as you may need to make reference to them at some point during your time with us.

You can find the link to all of the appropriate policy documents on Canvas, or using the QR Code/ link here: lincolncollege.ac.uk/important-policies-documents

Your personal tutor will ensure that these policies and procedures are fully explained to you as part of your course induction. If you have any questions, please just ask!







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### Careers Your opportunities



#### **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 graduating
- Job search and application advice

Book an appointment: https://lincolncollege-uk.libwizard.com/f/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 you in your 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.

### **Supporting Learners**

#### Additional Learning Support

The Assessment and Support Team are on hand to support students with Special Educational Needs and/or Disability.

They offer various forms of support, both in and out of the classroom.

They can meet you to find out what type of support you would benefit from which could include:

• Specialist equipment, e.g., Dictaphone, lumbar supports, coloured overlays, reading pens

• Access Arrangements for your exams, e.g., extra time, separate room, reader, scribe

• Out of class support to help you with your studies and for pastoral support

• Strategies to support you in the class, such as extra time

#### **Betty and Margot Therapy Dogs**

Betty and Margot are the College's therapy dogs in-training. They joined the College in August 2023.

They can be found across all our sites and in our common room spaces. You can play, cuddle or take them for a walk. You can contact them via the below email:

#### therapydogs@lincolncollege.ac.uk



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

#### For more information:

assessmentofficer@lincolncollege.ac.uk 01522 876225

#### Visit our Student Services pages

https://lincolncollege-uk.libguides.com/SS/



# BRITISH VALUES OUR VALUES

DEMOCRACY

THE RULE OF LAW

**INDIVIDUAL LIBERTY** 

**RESPECT AND TOLERANCE** 



# Safeguarding and Welfare

Lincoln College University Centre puts your welfare at the heart of all they do. To support this there are a number of areas within Student Services you 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 have qualified counsellors who are available for short term interventions (six sessions) to help and support you with issues that may be impacting on you. This could include a significant life event or emotional difficulties you 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 your needs and identify the best support for you

#### **Single Point of Contact**

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.

#### **Drop In Service**

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

#### Assessment and Support Coordinators for Mental Health

The Assessment and Support Coordinators are able to offer you support and guidance if you are struggling with your mental health which can happen to any of us at any time. The team are very much focused on getting you the right support as quickly as possible and identifying where the best place is to receive support. It may be that you just need that initial reassurance and guidance on how to help yourself or you 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

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.

### Widening Participation



Widening Participation is a national agenda which is in place to ensure everyone who is capable of studying at degree level is able to do so regardless of their circumstances and background. Widening Participation activity addresses patterns of underrepresentation in Higher Education. For example, some students live in an area which means they are less likely to study to that level, BAME students or those who are care leavers are also underrepresented at this level of education.

Lincoln College University Centre believes that all students should benefit from studying and learning, regardless of their background, and we endeavour to ensure that barriers students face are limited. We are committed to supporting all of our students and wish to ensure that under-represented groups are able to study and achieve their best. We address areas for improvement through our Access and Participation Plan which can be found on the Lincoln College website

#### How We Can Support You

The Widening Participation Team offer lots of opportunities to enhance your studies including one-to-one sessions, workshops and seminars throughout the year. These include:

- One-to-one coaching to equip you with skills to be successful in your educational and life journey.
- One-to-one appointments with our academic writing officer to help to improve your critical thinking and assignment structure.
- Workshops and seminars covering topics such as stress management, how to write well and how to write a dissertation.
- We also offer more extensive programmes in study skills and managing your mind and emotions which is a fantastic eight week programme. Students who have previously attended these sessions have found them extremely beneficial.

The team will be in touch to let you know what's going on and how to book.

If you would like to find out more then please contact the Widening Participation Team – hclayton@lincolncollege.ac.uk

As part of our commitment to the Widening Participation Agenda, there are a number of financial support packages available. Students who qualify for additional financial support are able to access the following in each year of study:

#### **Access Scholarship**

Students must satisfy the following criteria in order to qualify for the 'Access Scholarship':

- Studying and undergraduate course which began on or after 1st September 2014 that is not funded by an employer or sponsor
- Have a household income (as assessed by an awarding authority such as Student Finance England) of £25,000 or less

Students satisfying these conditions will be awarded an 'Access Scholarship' at the following rates according to their enrolled mode of study: Part-time: £100 | Full-time: £200

Payments will be made in two instalments, typically November (50%) and February (50%).

#### **Enhanced Bursary**

Additional funding support will be available for:

- Mature students (aged 21 or over at the start of your course): £100
- Student parents in receipt of both a parental learning allowance and a childcare grant\*: £500
- Student parents in receipt of both a parental allowance only\*: £500
- Students aged 18-20 years old from a Low Participation Neighbourhood: £150
- Care Leavers\*: £500
- Registered Carers\*: £500

\*Upon receipt of appropriate supporting evidence For more information email: helincolncollege.ac.uk

#### Hardship Fund

Students that find themselves in financial hardship during the academic year can apply to the Access Learning Fund, which exists to support the retention of students.

Both full-time and part-time students can apply to the fund. The level of an award is at the discretion of the College and subject to funds available.

### For more information email: **he@lincolncollege.ac.uk**

The HE Team will contact you if your are eligible or you can find out more by emailing hclayton@lincolncollege.ac.uk

### Where to Eat

Our campuses at Lincoln and Newark serve a variety of drinks, hot and cold food to eat in or takeaway. Our dedicated catering team prepare all food on site using fresh ingredients that are delivered daily, catering for everyone's requirements.

#### The CornerHouse

The CornerHouse canteen at Lincoln offers freshly cooked food including daily specials, salad and yoghurt bar, sandwich and sub roll meal deals and confectionery items.

Monday to Friday 7.45am-2.15pm

#### **Deans Coffee Shop**

You can also drop in at Deans Coffee Shop at Lincoln for a Costa Coffee, 'Grab & Go' food offer, sandwiches and sub rolls, fruit and yoghurt pots along with confectionery.

Monday to Friday 7.45am-3pm

NG24 at Newark offers freshly cooked food including daily specials, sandwiches and sub rolls and confectionery items. Monday to Friday 7.45am-2pm

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

We also have a HE Common Room at Lincoln with kitchen facilities, perfect for relaxing with your packed lunch.

Enjoy a free Nescafe hot drink on us and 50% off your first meal at the CornerHouse, Deans Cafe or NG24 using the vouchers below.

We look forward to seeing you soon.

#### Sessions Restaurant

Lincoln College Sessions Restaurant offers a highquality 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)

- 10am-2pm for coffee & pastries (eat in or take away)
- 12pm-1.15pm lunch (two and three course options available)
- 12pm-1.30pm bar snacks and light bits

Wednesday Evening Fine Dining & Chef Tester Menus:

Tables available from 6pm. Booking is recommended.

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



### **Our Facilities**

#### **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 students an active experience they'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-2pm | Sunday 8.30am-12pm 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 9am-5pm Qualified Stylists - Tuesday-Sunday 9am-5pm 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.















# **Digital Skills**

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

### Lincoln College Student Computer Account

Your username is your student ID number.

Once you have completed your enrolment you will be sent your login details via text. Please look out for this, follow the instructions and keep it safe.

When you start College you 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 your College email account, Office programs (e.g. Word, PowerPoint and Excel), as well as online storage for your College files through OneDrive. You will need to use your College email address and password to login.



#### **Student Email - Using Microsoft Outlook**

Your email address is your Student ID Number@student.lincolncollege.ac.uk. Your College email account is accessed through Office 365. You will receive important information to your email, so it is vital that you check it regularly. Download the Outlook App to your smartphone so you can easily check your College emails wherever you are.



#### **Microsoft Teams**

Microsoft Teams allows you to connect to online content and classes. You can use video calling for remote classes and share files between groups. Microsoft Teams allows you to stay connected with your classmates and tutors. Teams can be accessed through Office365 or you can download the Teams App.





#### **Microsoft OneDrive**

Microsoft OneDrive is a cloud based file storing system where you can store your College work while you are studying. You can access OneDrive through Office365 and retrieve your work wherever you are studying.

#### **Canvas Virtual Learning Environment (VLE)**

The College VLE is called Canvas. Canvas is our learning platform providing access to your course materials, assessments and communication about your course and College. Download the Canvas App to have your course materials at your fingertips.



#### 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.



#### Individual Learning Plan (ILP) & ePortfolio

ProPortal is your online individual learning plan for you to review your learning, set targets and monitor your progress.

Details of how to access your ProPortal account will be discussed with you in your first few weeks.



#### Smart Assessor

Smart Assessor is an online portfolio system used for apprenticeships. The platform is used by apprentices and their assessors to collect evidence of achievement against criteria relevant to their specific apprenticeship standard and or qualifications. Once enrolled, login details will be sent via email.



#### **My Career**

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

#### **Studying off Campus**

You can access the College resources off campus – simply go to the College website www.lincolncollege.ac.uk and click on My College. From here you can access most of the College digital learning platforms. You will need to enter your username and password to log into these platforms when you are off campus. Your username is usually your Student ID number, but when logging into Microsoft, please use your student email address. Your password will remain the same.





#### **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



Printing You will have a printing and photocopying allowance for each year.

There are multi-functional devices (MFDs) on campus which enable you to print, copy and scan. There are MFDs in each library and student accessible MFDs in other locations across campuses.

### 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. Students have access to computers and laptops to use within the Library. You can also use your 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 you find the books and periodicals you need. You can borrow up to 20 items at a time.

Providing a reservation has not been placed on an item, loans are automatically renewed four times without you needing to bring your loans into the Library. Items must be returned to the helpdesk every fifth renewal.

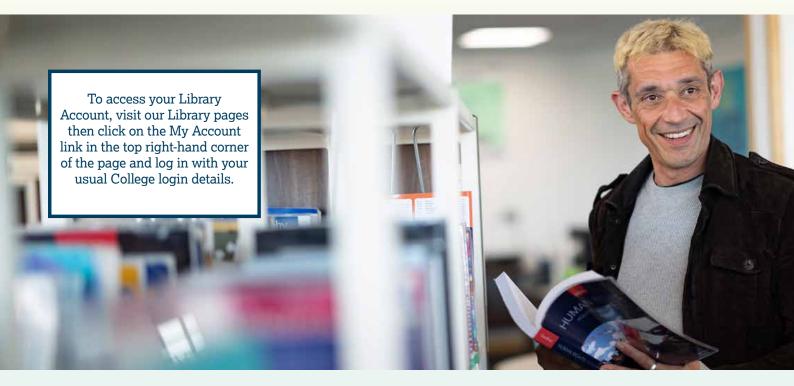
#### **Library Pages**

Our Library pages can be found at https://lincolncollege-uk.libguides.com/home and will provide you with all the information you need to support your studies whilst you are here at College.

The Library pages provides you with access to:

- Online Library Catalogue to search for books and periodicals.
- Discover More is our advanced online search tool providing you with further access to a wide range of resources, eBooks and thousands of full text eJournal articles.
- Live Chat so you can talk to a member of the Library team online during Library opening hours
- Subject Guides where you can find many useful resources that have been carefully selected for you and your course.
- Study Skills information detailing guides including Referencing, Researching Your Assignment, Time Management, Writing Essays.

• Book a Study Skills appointment on a 1-1 basis with a Library Information Adviser for help and support using the Library, including borrowing items, Click & Collect, postal loans, interlibrary loans, IT, printing and much more.



### Library Information Advisers

Our team of friendly Library Information Advisers are on hand to help you with your studies. If you already know who your Adviser is, click on their profile within the Library pages to find their contact information. If you are unsure which Library Information Adviser covers your area, search for them via 'By Subject'.

You can also book a provisional meeting with your Library Information Adviser via the Meet the Team page. Appointments can be made up to seven days in advance.

#### What services do we offer?

The Library Information Advisers (LIAs) are here to support you with your studies here at College.

We are available for group workshops but students can also make appointments to see an Adviser on a 1-2-1 basis for more in-depth support.

LIAs can provide support for the following topics:

- Researching for your assignments
- Referencing
- Evaluating Resources
- Assignment Planning and Writing
- Time management and note-taking skills

Contact the Library team Tel: 01522 876232 Email: library@lincolncollege.ac.uk



https://lincolncollege-uk. libguides.com/studyskills



### HE Common Room | Gibney

The HE Common Room is located in Gibney Building (Drawing Room) and is a communal area designed solely for HE Students. This is a social area with study space available. Please make use of it and keep it clean and tidy.

Students are permitted to eat and drink in this area but it is each individual student's responsibility to ensure that litter is placed in the bins provided and that work areas are left clean and tidy for others to use.

The HE Common Room is not staffed, although the security staff will patrol the areas throughout the day. It is therefore essential that students behave appropriately and responsibly at all times whilst using them. If you are concerned about the behaviour or conduct of a fellow student you must report this in the first instance to your personal tutor. Any student found to be using the room inappropriately, disrupting others or abusing this facility in any way will have their access rights to this area removed.





### Career Degree Bursary

The Career Degree bursary was established in order to enable you to enhance your academic programme of study. The bursary funds have been allocated in order for you to access additional resources and qualifications to ensure you are industry prepared and equipped for life as a graduate within your chosen field. As a full time Higher Education student you can access up to £500 (up to £250 for part time students) across the duration of your continuous enrolment as an 'independent study bursary'. This can be spent on anything that will support you to study either at home or at college.

#### For example:

- Laptop / IT device
- Desk / chair / home office equipment
- Books / physical learning resources

Your course teams will also be allocated a career degree fund to spend on the student cohort each year in a way that will support progression and / or enhance employability prospects. Examples of the ways in which this might be spent are:

- Trips / industry visits
- Short courses / seminars / workshops with external providers
- Guest speakers
- Professional body membership
- Professional qualifications

You will be given further details of the Career Degree Bursary during your induction.

### Become a Student Ambassador

We are looking for students to be ambassadors for Lincoln College University Centre on our online chat platform, Unibuddy.

This platform is designed to allow prospective students to ask questions and find out more about student life at Lincoln College University Centre.

You'd be perfect as Unibuddy ambassador if you are...

- passionate about being a Higher Education student at Lincoln College University Centre
- looking for a role which can be flexible around your studies

• looking to learn skills which are transferable to the workplace

• wanting to enhance your CV

If you would like to get involved, please contact: hhill@lincolncollege.ac.uk

Check out the Unibuddy platform here:



#### Higher Education Students...

Help prospective students learn more about studying a degree course at Lincoln College University Centre

### DIGITAL AMBASSADOR ROLES APPLY TODAY

UNIBUDDY

Earn Vouchers | On Your Mobile | Build Skills Great For Your CV + Testimonial/Reference

### **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: Tue 20 February – Mon 19 February Spring Term 1: Tue 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

### **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 HE Admin Team | he@lincolncollege.ac.uk Widening Participation Team | hclayton@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





School of Complementary Medicine