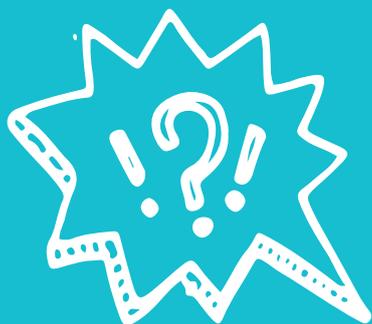
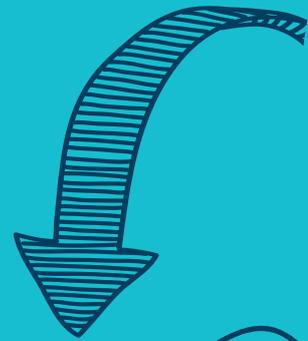
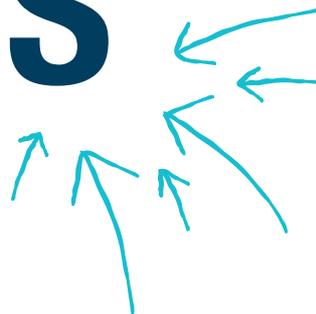


PARENT/CARER HANDBOOK



Lincoln
Newark
Gainsborough

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MY CAREER
STARTS
HERE!





WELCOME MESSAGE

“Whether your young person is studying at Lincoln, Gainsborough or Newark Colleges, or is an apprentice in the workplace, welcome, and we congratulate them on starting their course. I have two very simple messages for them. Turn up to classes and commit wholeheartedly to learning. If they do, they will succeed; the opposite is also true. I wish them every success.”

GARY HEADLAND CEO

Gary Headland.



PARENT & CARER ENGAGEMENT

We engage with parents/carers of young people 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.

Parents Evenings are held in January/February each year, and the dates are:

Gainsborough – 21 January 2020

Lincoln – 29 January 2020

Newark – 4 February 2020

- 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.

PARENT/CARER INFORMATION EVENTS
TUESDAY 24 SEPTEMBER - NEWARK
WEDNESDAY 25 SEPTEMBER - LINCOLN
ARRIVAL 5.30 - EVENT 6.00-8.00PM



RESPECT FOR ALL

Our Expectations

- Students must wear their lanyard and student ID card at all times
- Students must accept responsibility for their own learning
- Students must attend all classes and be punctual
- Students must arrive prepared to study
- Students must complete all work on time and to the best of their ability



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 admissions@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.



I CAN BE ANYTHING I WANT

KNOWLEDGE

LIFE GOALS

Find my Own Way

New Friends



STUDY PROGRAMMES

All 16-18 students studying full time at Lincoln College will be signed up to a Study Programme. A Study Programme consists of a number of elements:

Vocational/Academic Qualifications

These are the vocational subject or A Levels that a young person has selected to lead to a career in their chosen area. 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.

Your young person will receive an assessment plan at the start of their course which details when assessments take place.

Maths and/or English

If your young person has not achieved GCSE grade 9-4 (A*-C) in maths and/or English, they will continue to study these subjects.

The College offers November resits for GCSE maths and English. The English and Maths Team will discuss this option with all learners who did not achieve a grade 4 and above, when they enrol at the College.

Resits

Students that are undertaking November GCSE maths and English exams who require access arrangements should apply for these by 1 October 2019. Please note that exam arrangements granted in school and any other education setting are not automatically transferred to the College. We cannot guarantee that your young person's exam access arrangements will be in place for November. In order to meet the JCQ regulations we must have the correct evidence from your young person's previous setting to enable us to successfully process your application. However it may be preferable for some students to undertake their exams in the summer term.

The English and Maths Team offer a wide range of support through the Hub. Specialists are on hand for one-to-one and small group tuition and advice.

Please contact the English and Maths Team if you would like to discuss November resits for your young person – email eandmsupport@lincolncollege.ac.uk.





November Resit for GCSE English

Paper 1 - Mon 4 Nov 2019

Paper 2 - Wed 6 Nov 2019

November Resit for GCSE Maths

Paper 1 (non-calculator) - Tue 5 Nov 2019

Paper 2 (calculator) - Thu 7 Nov 2019

Paper 3 (calculator) - Mon 11 Nov 2019

Mock Exams Weeks

Week 1 - Mon 2 March 2020

Week 2 - Mon 9 March 2020

GCSE English

Paper 1 - Tue 2 June 2020

Paper 2 - Fri 5 June 2020

GCSE Maths

Paper 1 - Tue 19 May 2020

Paper 2 - Thu 4 June 2020

Paper 3 - Mon 8 June 2020



$$D = \sqrt{x^2 + y^2}$$

Work Experience and Industry Placements

All learners are expected and supported to achieve a minimum of 30 hours external work experience per academic year, while studying with us. This can be accomplished either as a week block or on a day release basis over a number of weeks.

Your young person's tutors and Progress Coach will support them to arrange their placement, help identify their work experience starting points and their key skills. Feedback on their progress will also be provided to ensure they reach their goals. Work experience placements are often a young person's first taste of their career choice. These can lead to good references and offers of paid employment, or at the very least an example of industry based work experience they can use on their CV.

To enhance their chances of gaining an apprenticeship or employment at the end of their course they may wish to consider an Industry Placement over a minimum of 315 hours. This gives them an opportunity to really work on those industry skills and behaviours expected in their chosen industry. Industry Placements are a minimum of 45 days and can be completed in blocks or on a day release basis with an employer. Some courses include a mandatory Industry Placement as part of their Study Programme.

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



Continuing Professional Development (CPD)

CPD sessions are delivered weekly by the Progress Coaches focusing on employability skills and helping your young person get ready for the world of work. The CPD elements include career research, CV writing and interview skills. The sessions also develop transferrable skills such as communication and team work.

CPD enrichment activities also form part of their Study Programme. These include encounters with employers at College, visits to workplaces, skills competitions, university visits and trips to exhibitions, trade fairs and shows. There are also opportunities 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 to help develop their skills and to make a difference within their local community.

Progress Reviews

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 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.

APPRENTICESHIPS

An apprenticeship is a job with training to industry standards. It should be about entry to a recognised occupation, involve a substantial programme of on and off-the-job training and the apprentice's occupational competence should 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.

Off-the-Job Training

Your young person will have off-the-job training to support them to gain relevant skills and experience. This could include theory, shadowing, mentoring, practical training, competitions, online learning, industry visits or research activities.

Progress Reviews

Your young person will be allocated an assessor who will monitor their progress throughout their apprenticeship.

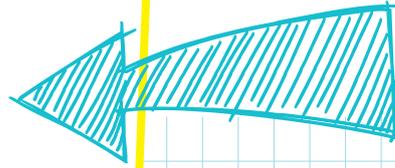
We use Onefile, an online portfolio which they will use to access resources, record timesheets and off-the-job training.

English and Maths

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



ATTENDANCE AND ABSENCE REPORTING



ATTENDANCE IS CRUCIAL TO THE SUCCESS OF OUR LEARNERS;

WE EXPECT 100% ATTENDANCE.



Please support your young person to attend all their lessons at College.

- 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 your planning
- Keep us informed of your contact email and mobile number, so we can continue to keep you updated

Absence must be reported as soon as your young person knows they will be absent.

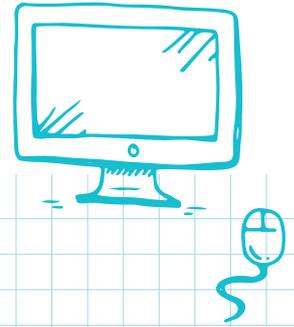
They must contact their School Admin Team before 8.45am on each day of their absence.

They will need to provide their name, Student ID, course, Progress Coach and the reason for their absence.



ADULT EDUCATION
COMMUNITY EDUCATION CENTRE, ESOL

cec@lincolncollege.ac.uk | 01522 876258



APPRENTICESHIPS

epadmin@lincolncollege.ac.uk | 01522 876214

SCHOOL OF ADVANCED, CAREER AND HIGHER EDUCATION
CREATIVE ARTS, SPORT AND SERVICE SECTOR, A LEVELS, ACCESS TO HE

sheaadmin@lincolncollege.ac.uk | 01522 876331 or 01522 876304

SCHOOL OF BUSINESS, E&M AND STUDY PROGRAMMES
ENGLISH AND MATHS, BUSINESS, MANAGEMENT AND ACCOUNTING

bespadmin@lincolncollege.ac.uk | 01522 876312

SCHOOL OF PROFESSIONAL INDUSTRIES
CONSTRUCTION, ENGINEERING AND TECHNOLOGY, HAIR, BEAUTY AND HOLISTIC THERAPIES, AIR AND DEFENCE COLLEGE, COMPUTING, EARLY YEARS AND CARE

piadmin@lincolncollege.ac.uk | 01522 876348

SUPPORTED EDUCATION

supportededucation@lincolncollege.ac.uk 01522 876225

All Newark student absences 01636 652158

All Gainsborough student absences 01427 617471

Absences can also be reported via ProPortal by clicking on the 'Submit Documented Absence Request' link in the information menu and completing relevant details. This should be completed by 8.45am on the first and every following day of absence and will be reviewed by your relevant School Admin Team.

If your young person has an undocumented absence from a lesson during the day, we send a text to parents/carers at the end of the day. We also text parent/carers following documented absences, to check if your young person needs any help or support.

CAREERS



Careers guidance activities and opportunities are embedded into our programmes.

These support learners in their career planning and help them make well informed decisions about their progression and future plans.

Good careers guidance raises learners' aspirations and ultimately improves career opportunities. An overview of a planned careers guidance programme is detailed overleaf. We aim to support our young people to learn about careers and the world of work, develop their career management and employability skills and develop their self-awareness, confidence and independent learning skills.

CAREERS GUIDANCE TEAM

Personal one-to-one careers guidance is available for all our learners. Our fully qualified and experienced careers guidance practitioners provide impartial advice and guidance.

They can help with:

- **Career planning and career decisions**
- **Researching career opportunities**
- **UCAS applications and personal statements**
- **Job search and application skills, including CV advice**

Our service has achieved the nationally recognised Matrix standard for excellence in the delivery of Information, Advice and Guidance.

Careers Guidance appointments are available throughout the year; you don't even have to be a student at the College. We welcome parents/carers to join their young person for a careers guidance interview.

CONTACT US:

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

The following websites provide really useful information for parents and carers.

Career Coach - www.lincolncollege.emsicc.com

Careers Advice for Parents - www.careersadviceforparents.org

Parent Adviser - www.parentadviser.co.uk

Parental Guidance - www.parentalguidance.org.uk

LOOKING TO FIND AN APPRENTICESHIP VACANCY WITH AN EMPLOYER?

Visit www.lincolncollege.ac.uk/apprenticeships
contact our Apprenticeship Team on 01522 876284
or email apprenticeships@lincolncollege.ac.uk



LINCOLN COLLEGE CAREERS GUIDANCE PROGRAMME 2019-20



This programme provides an overview of the range of careers guidance activities taking place across the College. These activities have been mapped against the Gatsby Benchmarks which are a set of standards defining good careers guidance. The Careers Guidance Team holds the Matrix Standard for the provision of information, advice and guidance (IAG).

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Gatsby
Continuing Professional Development Programme													
Careers and employability skills		●	●	●	●	●	●	●	●	●	●		G1, G2, G3, G4
Encounters with employers													
Employer visits to college		●	●	●	●	●	●	●	●	●	●		G5
Trips to employer sites		●	●	●	●	●	●	●	●	●	●		G6
Masterclasses		●	●	●	●	●	●	●	●	●	●		G4, G5
Skills Competitions – intercollege, regional and national				●	●	●	●	●	●	●	●		G4, G5
Industry Weeks (dates for 19/20 tbc)													G4, G5, G6
Industry shows and exhibitions		●	●	●	●	●	●	●	●	●	●		G4, G5
Construction Week (Lincs Showground)			●										G4, G5
Spark Engineering Festival (Lincoln Cathedral)										●			G4, G5
Engineering technical update evenings (automotive and electrical engineering)						●				●			G4, G5
Experiences of workplaces													
Work experience and extended industrial placements			●	●	●	●	●	●	●	●	●		G6
Extended Placement Workshops										●	●		G6
Progression to employment, apprenticeships, further study													
National Apprenticeship week activities								●					G3, G4, G7
National Careers Week								●					G3, G4, G7
Careers Expo (Lincoln)							●						G4, G5
Newark employers fair								●					G4, G5
STEM : Females into Engineering												●	G3, G4
Mock Interviews							●	●	●	●			G4, G5



	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Gatsby
Progression to Higher Education													
HE Progression workshops L3 Year 1									●	●	●		G7
UCAS Applicant workshops (L3 Year 2 and Access to HE) includes personal statement support		●	●	●	●								G7
UCAS Appointments with Careers Advisers		●	●	●	●	●							G3, G7
Trips to universities		●	●	●	●							●	G7
University outreach visits to College		●	●	●	●								G7
Internal HE Taster days							●	●	●				G7
UCAS Exhibition (East Midlands)								●					G7
UCAS Exhibition (Lincolnshire)									●				
Student Finance support							●	●	●	●	●		G7
Mock Interviews (University)		●											G7
Parents UCAS Evening											●		G2, G7
Careers advice and guidance													
Pre-entry schools liaison activities		●	●	●	●	●	●	●	●	●	●		G3
Pre-entry taster days (Rand Farm and Brook House Farm)						●	●	●	●	●			G3
1-2-1 Careers guidance (pre-entry)	●	●	●	●	●	●	●	●	●	●	●	●	G8
Careers advice at Open Days			●	●		●		●		●	●		G3
Information & advice at Welcome Days				●	●	●	●	●	●	●	●	●	G3
Careers advice at late enrolment events	●	●	●										G3
Swap not drop careers guidance		●	●	●									G8
Careers advice at enrolment	●	●											G3
Parent/Carer evenings		●				●	●						G2, G3
1-2-1 Personal Guidance (Careers adviser) for enrolled learners	●	●	●	●	●	●	●	●	●	●	●	●	G8
Personal development													
National Citizenship Service		●	●	●	●								G3
Social Action Projects				●	●	●	●	●	●	●	●		G3, G5
Overseas trips/exchanges								●	●	●	●		G2, G3

TRAINING
FOR THE
FUTURE

SUPPORTING YOUR YOUNG PERSON

→ Student Services

Student Services provide a range of support for learners to help them succeed in their studies including additional learning support, counselling and pastoral support, financial support and safeguarding.

Student Services can be contacted through any of our Receptions at Lincoln, Newark and Gainsborough

studentservices@lincolncollege.ac.uk | 01522 876220

→ Additional Learning Support

We offer support to learners with a learning difficulty, disability, medical condition or a mental health difficulty, including:

- Hearing and visual impairment
- Mental health problems
- Specific learning difficulties related to Dyslexia
- Autistic Spectrum Disorder/Asperger Syndrome
- Physical disability
- Learning difficulties/emotional and behavioural difficulties

For learners who require any additional learning support, the Assessment Team can be contacted to arrange an appointment with an Assessment and Support Coordinator. This service is confidential.

assessmentofficer@lincolncollege.ac.uk or on 01522 876225

→ Counselling and Pastoral Support

Support can be provided for any emotional or personal difficulties learners might encounter. Confidential appointments can be arranged with a Counsellor. Learners can arrange an appointment by phoning Student Services on 01522 876220, emailing studentservices@lincolncollege.ac.uk or calling in to Reception.

If learners need spiritual guidance, the Chaplains can offer support to people of all faiths and denominations. The Chaplains regularly visit the Student Common Room and can be contacted via the staff in there. Alternatively, if learners would like an appointment to see a Chaplain, they can email

chaplaincy@lincolncollege.ac.uk

→ Mental Health Support

The College has a named Mental Health Coordinator who works alongside the Assessment and Support Team. Fran Oxley provides mental health support to students and academic staff, and also liaises with external agencies when required. Fran can be contacted on

01522 876225 or 07580193658 | foxley@lincolncollege.ac.uk

STAYING SAFE

Prevent

All Further Education providers have a duty to safeguard their students from being drawn into terrorism or extremism. Prevent is about safeguarding students to keep them safe and within the law. The Prevent Duty is not about preventing students from having political and religious views, but about supporting them to use or act on those concerns in non-extremist ways.



Safeguarding

The College is committed to the safeguarding of students and we have a rota in place so that there is always someone available to deal with queries. Learners can call into Main Reception at Lincoln, Gainsborough or Newark, phone **01522 876000 ext. 6495/6529** and ask to speak to a member of the Safeguarding Team or email **safeguarding@lincolncollege.ac.uk**.

Information about safeguarding support both during and outside of College opening is available on our website **www.lincolncollege.ac.uk/support/safeguarding-prevent**



Student Common Room

Our fully staffed Student Common Room (SCR) at Lincoln is a safe and welcoming place for learners to visit between lessons. The SCR is open during term time from 8am each weekday, closing at 5.30pm Monday – Thursday and 5pm on Fridays.

Within the SCR, learners have use of laptops, gaming computers, Xbox, Wii, table tennis and many other games. The Youth and Wellbeing Team are available during the SCR opening hours to offer advice on contraception, sexual and mental health and healthy eating. Learners can also participate in weekly quizzes and debates. For further information, please contact **youthworker@lincolncollege.ac.uk**.

Money Matters

Financial support is available for eligible full time study programme learners.

Contact welfare@lincolncollege.ac.uk for further information

16-18 Extended Bursary

This is worth up to £1,200. To be eligible, learners must be aged 16-18 and either a Local Authority Care Leaver, in Local Authority Care, in receipt of Income Support or Universal Credit, or in receipt of Employment Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments. Other rules may apply.

Home to College Transport Support

Learners travelling to College to study may be eligible for financial assistance. The Welfare Team can also offer advice about Lincolnshire and Nottinghamshire County Council post 16 transport support.

Learner Support Funds

The Lincoln College Learner Support Fund may be able to help with course-related costs, such as uniform and equipment, UCAS fees and travel to Higher Education interviews.

Free College Meals

Learners who come to College to further their education may be able to access free meals (subject to eligibility), just as they would at a school sixth form.

Care to Learn

Young parents may be able to get help with childcare costs whilst in study through the Care to Learn scheme.

BULLYING, HARASSMENT AND HATE CRIME

Lincoln College has a zero tolerance towards any form of Bullying, Harassment or Hate Crime.

Bullying, harassment and hate crimes by their nature are corrosive, tormenting and distressing and can have a significant physical and emotional impact on groups and individuals. They can take many forms from name calling or offensive language/gestures to direct physical assault. Bullying, harassment or hate crimes can also occur in an online environment and include both cyberbullying and cyberstalking, which entail the malicious use of technology to harass, threaten, maliciously pressure or embarrass an individual online.

If learners are concerned about being bullied themselves or if someone else is suffering any form of bullying or harassment, be it physical or online, the Safeguarding Team are on hand for advice or learners can talk with their course tutor.

Lincoln College is also a safe reporting centre for hate crime and we take all reports seriously. We work closely with partnership agencies to raise awareness of hate crime and increase reporting. We encourage our staff and learners to report any incidents to our Safeguarding Team internally or externally to Stop Hate UK.

**To report Bullying and Harassment call 01522 876000 ext. 6519
safeguarding@lincolncollege.ac.uk**

E-safety

The College network is a secure system which is regularly monitored. The Lincoln College Internet Acceptable Use policy and web restrictions apply to all learners when using College PCs and also when connecting to the WiFi if using their own device.





Psychology!  Sociology 

LAW 

HISTORY 

BUSINESS 

GEOGRAPHY 

BIOLOGY 

H₂O
CHEMISTRY 

English 

ART 

RELIGIOUS STUDIES 

MATHS 

PHYSICS 

OUR FACILITIES

Where To Eat

Our campuses at Lincoln and Newark serve a selection of hot and cold food and drinks to eat in or take away throughout the day. This includes breakfast, hot main meals, snacks, hot and cold drinks. We also have a cashpoint at Lincoln, contactless payment is available and accept all major cards at till points.

The Student Common Room

In the Student Common Room at Lincoln, there are kitchen facilities including a microwave and toaster, chairs and tables, and free tea and coffee. Perfect for relaxing with a packed lunch.

Sessions Restaurant at Lincoln*

Sessions Restaurant offers a daily lunch menu plus fine dining on Wednesday and Thursday evenings. All meals are prepared by our students using locally sourced ingredients.

www.sessionsrestaurant.co.uk

*Term time only



Keep Fit and Healthy

Deans Sport and Leisure

All learners are entitled to discounted offers at Deans Sport and Leisure (Lincoln Campus). Deans relaxed and friendly facilities are here to give learners an active experience they'll enjoy.

Learners can join in with a range of sports, work out in our Fitness Suite or relax with a spa treatment.

Visit www.deans-sport.co.uk to have a look - we've got the best facilities available! You might want to sign up too.

Deans Opening Times

Mon - Fri 6.30am - 10pm

Sat 8.30am - 6pm

Sun 8.30am - 4pm

The Salon and Spa

There is a student run Training Salon at each campus. These offer hairdressing and beauty therapy treatments during term time.

Weekday and evening appointments are offered to students and to members of the public. Contact thesalons@lincolncollege.ac.uk to arrange an appointment.

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 www.lincolncollege.ac.uk/support.

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

- **Locating information for assignments**
- **Referencing**
- **Careers resources**



DIGITAL LEARNING



Virtual Learning Environment (VLE)

The College VLE is called Moodle. It is accessible to learners wherever they have internet access. Moodle provides learners with course content provided by tutors along with Library, IT and Student Services resources.

Office 365 and Free Office 2016

All College students have access to Microsoft Office 365 providing access to their College email account, MS Office programmes (e.g. Word and PowerPoint), as well as online storage for College files through OneDrive. Once learners have logged into Office 365, they can download a free copy of Office 2016 onto their own PC/laptop.

Studying Off Campus

Learners can access the College resources off campus by visiting **www.lincolncollege.ac.uk** and clicking on the My College tab.

Microsoft Remote Access is also available, providing learners with the College desktop environment from home. This is particularly useful if they need to use specialist software only available on the College network.

Printing

Learners will have a printing and photocopying allowance for each academic year. There are multi-functional devices (MFDs) on campus which enable learners to print, copy and scan. There are MFDs in each Library and student-accessible MFDs in other locations across the campuses.





Lincoln
Newark
Gainsborough

NEW
EXPERIENCES

Self CONFIDENCE

Unleash
my Creativity

#LIFEGOALS

Follow
my heart

BE
PROUD



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 all 3 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.

Learners will be emailed when their certificate is ready to be collected, please ensure that all contact details are kept up to date with the Digital Engagement Team. This can be done in person or by emailing **admissions@lincolncollege.ac.uk**.

If learners have had exams concessions in the past or feel they would benefit from special arrangements they need to apply to Student Services by 1 November 2019. The application form can be obtained from Reception at Lincoln, Newark or Gainsborough, phone **01522 876225**, or email: **assessmentofficer@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 Moodle 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 smart 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**.



Follow my heart

INSPIRE
★ ★ ★ ★
OTHERS

WORK

Self CONFIDENCE



KEY DATES

College Calendar 2019/20

Autumn Term 1: Mon 2 September – Thu 17 October

Autumn Half Term: Fri 18 October – Fri 25 October

Autumn Term 2: Mon 28 October – Thu 19 December

Christmas Holiday: Fri 20 December – Mon 6 January

Spring Term 1: Tue 7 January – Thu 13 February

Spring Half Term: Fri 14 February – Tue 25 February

Spring Term 2: Wed 26 February – Fri 3 April

Easter Holiday: Mon 6 April – Mon 20 April

Summer Term 1: Tue 21 April – Fri 22 May

May Bank Holiday – Fri 8 May

Summer Half Term: Mon 25 May – Fri 29 May

Summer Term 2: Mon 1 June – Fri 26 June

Parents Evenings

Gainsborough – 21 January 2020

Lincoln – 29 January 2020

Newark – 4 February 2020

For GCSE Maths and English Examination dates see page 9

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 | 01522 876000 ext. 6495/6529/6519/6517

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

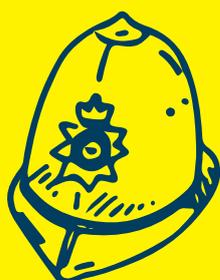
Emergency Out of Hours Contact Numbers

Lincolnshire Children's Care Services | 01522 782333

Nottinghamshire Children's Care Services | 0300 4564546

Police | 101 | 999 in an emergency

Samaritans | 08457 909090



DOWNLOAD THE COLLEGE APP

Visit the App Store or Playstore and search for My Lincoln College.

They will need to sign in to the app using their usual Lincoln College username and password.

The My Lincoln College app provides direct links to their email, timetable and calendar along with links to news, offers and events and much more.





ESCAPE LINCOLN

escape-lincoln.co.uk

07340 506644

**LINCOLN'S PREMIER
ESCAPE ROOM**





Lincoln College
Monks Road | LN2 5HQ
01522 876000

Newark College
Friary Road | NG24 1PB
01636 680680

Gainsborough College
Acland Street | DN21 2LG
01427 617471

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 [lincoln_college](https://www.snapchat.com/add/lincoln_college)

 030 030 32435

 www.lincolncollege.ac.uk

 enquiries@lincolncollege.ac.uk