



PARENT / CARER HANDBOOK



2020/21



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“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 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 and the Head of their curriculum area.

PARENT/CARER EVENINGS

TUESDAY 19 JANUARY - GAINSBOROUGH

WEDNESDAY 27 JANUARY - LINCOLN

TUESDAY 2 FEBRUARY - NEWARK

Information Event for Parents/Carers of New Students

During the first six weeks of term we hold our annual parent/carer information event for those new to the College.

This event provides an overview of the education and training that your young person can expect and explains how to track their progress and support them to succeed. There will be an opportunity to talk to our support teams from Student Services, Work Experience & Industry Placements, English and Maths, Careers Guidance and the Library.

Please note that Tutors and Progress Coaches will not be in attendance at this event. Our Parent Evenings in Jan/Feb 2021 will provide the chance for you to meet with them to discuss academic progress.

Further information, the date(s) and format of the Parent/Carer Information event will be provided closer to the start of term.

RESPECT FOR ALL

Our expectations for all students

- Treat all staff and students with respect
- Wear their lanyard and student ID card at all times on campus
- Accept responsibility for their own learning
- Attend all classes and be punctual
- Arrive prepared to study 
- Complete all work on time and to the best of their ability
- Behave appropriately for their work and study environment



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 (and up to and including aged 24 if you have an Education and Health Care Plan) 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 2 October 2020. Please note that exam arrangements granted in school and any other educational 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 team should you wish to discuss any English or maths related issues – email eandmsupport@lincolncollege.ac.uk

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.

College staff complete an appropriate health and safety assessment with all organisations before a placement begins and are contactable during the placement to ensure all learners have a safe and informative visit. Work Experience Co-Ordinators arrange suitable and safe working hours, discuss and agree relevant induction training, and the provision of PPE for all of our learners when on placement. Each assessment will involve discussions around a suitable role and tasks appropriate to a young person.

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.

Supporting their learning needs

All apprentices complete a CognAssist assessment as part of their Apprenticeship. The assessment identifies learning needs within 8 domains; verbal memory, non-verbal memory, verbal reasoning, literacy, numeracy, visual perception, executive function and visual information processing speed.

Their assessor will use this information to support with their eLearning.

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.

JOIN THE LOCAL Workforce



Off-the-job training - the vital 20%

Off-the-job training must be directly relevant to the apprenticeship standard and must take place within the apprentice's normal working hours. It can include:

- ★ Teaching of theory - lectures
- ★ Simulated exercises and role play
- ★ Attendance at competitions
- ★ Manufacturer training e.g. new equipment or technologies
- ★ Learning support provided by employer or the provider
- ★ Some online learning e.g. webinars or blended learning
- ★ Shadowing or being mentored
- ★ Practical training
- ★ Visiting the employer's other departments
- ★ Time spent by the apprentice writing assessments/assignments
- ★ Industry visits or visiting other companies or suppliers





November 2020 GCSE English Language

Paper 1 (Creative Reading and Writing) – Mon 2 Nov 2020

Paper 2 (Writers' Viewpoints and Perspectives) – Wed 4 Nov 2020

November 2020 GCSE Maths

Paper 1 (Non-calculator) – Tue 3 Nov 2020

Paper 2 (Calculator) – Thu 5 Nov 2020

Paper 3 (Calculator) – Mon 9 Nov 2020

Mock Exam Weeks

Week 1 – Mon 1 Mar 2021

Week 2 – Mon 8 Mar 2021

May/June 2021 GCSE English Language

Paper 1 (Creative Reading and Writing) – Mon 7 Jun 2021

Paper 2 (Writers' Viewpoints and Perspectives) – Thu 10 Jun 2021

May/June 2021 GCSE Maths

Paper 1 (Non-calculator) – Tue 25 May 2021

Paper 2 (Calculator) – Tue 8 Jun 2021

Paper 3 (Calculator) – Tue 15 Jun 2021



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

ATTENDANCE AND ABSENCE REPORTING

Communication
is **King**

ATTENDANCE IS CRUCIAL TO YOUR SUCCESS

WE EXPECT 100% ATTENDANCE.



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

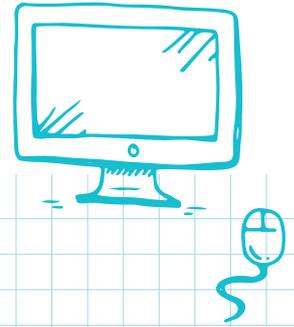
- Appointments for the doctor/dentist should be made outside of lesson times wherever possible
- Check the College calendar for term dates to help with planning holidays. Exams and tests take place throughout the year. Maths and English exam dates are included in this handbook to help with your planning
- 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.

It is essential that students contact details are kept up to date with the Digital Engagement Team.

**This can be done in person or by them emailing
admissions@lincolncollege.ac.uk**

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

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 - <https://lincolncollege.emsicc.com>

iCould - <https://icould.com>

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 2020-21

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).

The College will continuously monitor the government guidance regarding Covid-19 throughout the year to determine how careers activities are delivered. The programme will include virtual events and activities.

	Aug	Sep	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													
Virtual encounters with employers		●	●	●	●	●	●	●	●	●	●		G5
Employer engagement with learners*		●	●	●	●	●	●	●	●	●	●		G6
Engagement with employer workplaces*		●	●	●	●	●	●	●	●	●	●		G6
Masterclasses*		●	●	●	●	●	●	●	●	●	●		G4, G5
Skills Competitions * – intercollege, regional and national				●	●	●	●	●	●	●	●		G4, G5
Industry shows and exhibitions*		●	●	●	●	●	●	●	●	●	●		G4, G5
Experiences of workplaces													
Virtual work experience			●	●	●	●		●	●	●	●		G6
Work experience and extended industry placements^					●	●	●	●	●	●	●		G6
Industry Placement Adviser engagement		●	●	●	●	●	●	●	●	●	●		G6
Progression to employment, apprenticeships, further study													
National Apprenticeship week							●						G3, G4, G7
National Careers Week								●					G3, G4, G7
Careers Fairs*							●	●					G4, G5
STEM : Females into Engineering												●	G4, G5
Mock Interviews*							●	●	●	●			G3, G4

*Activity may be virtual or face to face, based on current government and College guidance.

^Subject to current government guidance



	Aug	Sep	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
University Open Days*		●	●	●	●						●	●	G7
University outreach to College*		●	●	●	●								G7
Internal HE Taster days*							●	●	●				G7
UCAS Exhibitions (East Midlands and Lincolnshire)*								●	●				G7
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
Virtual Open Days/Open Days			●	●		●		●		●	●		G3
Welcome Days for applicants*				●	●	●	●	●	●	●	●	●	G3
Enrolment*	●	●											G3
Big Welcome/Induction		●	●	●									G3, G8
Parent/Carer events*	●	●				●	●						G2, G3
1-2-1 Personal Careers Guidance with a qualified Careers Adviser	●	●	●	●	●	●	●	●	●	●	●	●	G8
Personal development													
Social Action Projects*		●	●	●	●	●	●	●	●	●	●		G3, G5
National Citizenship Service^		●	●	●	●								G3
Overseas trips/exchanges^								●	●	●	●		G3

*Activity may be virtual or face to face, based on current government and College guidance.

^Subject to current government guidance

TRAINING
FOR THE
FUTURE

STUDENT SERVICES

Student Services provides 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 the Main Receptions at Lincoln, Newark and Gainsborough.

Financial Support

The following financial support is available for eligible learners. Contact financialsupport@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, or in Local Authority Care, or 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 Financial Support Team can also offer advice about Lincolnshire and Nottinghamshire County Council post 16 transport support.

→ 19+ FE Fee Support

Information can be offered about help with fees for courses up to and including Level 2, through the Lincoln College Fee Remission Policy. Email enquiries@lincolncollege.ac.uk.

→ 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 in school sixth form.

→ Childcare Support

For those students who require childcare whilst they study, there may be financial support available (eligibility criteria apply) through the College's 20+ Childcare Support fund or, for learners aged 16-19, the Care to Learn scheme, see www.gov.uk/care-to-learn. Contact financialsupport@lincolncollege.ac.uk for further information.

→ Advanced Learner Loans

These are available to FE students aged 19+ studying at Level 3 or above. They help with the cost of course fees. For more Advance Learner Loan information, contact us at advancelearnerloans@lincolncollege.ac.uk or www.gov.uk/advance-learner-loan.

→ Further Education (FE) Learner Support Funds

Ask about help for course-related costs, such as uniform and equipment, childcare fees, UCAS fees and travel.

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

When learners meet with an Assessment and Support Coordinator, a conversation about what support they need will take place. The Assessment team will ask about what support they've had in their school, and if any reasonable adjustments can be put in place. Reasonable adjustments could be walking them to class in their first few days, providing overlays, reading pens etc. We will also contact the SENCo at their last school to help with their transition into College.

The College 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.

The Assessment Team can be contacted by learners to arrange an appointment with an Assessment and Support Coordinator at assessmentofficer@lincolncollege.ac.uk or on 01522 876225. This is a confidential service.

WELLBEING OF YOUR YOUNG PERSON

Mental Health

The College has a team of Mental Health Coordinators who work alongside the Assessment and Support Team, and Youth and Wellbeing Advisors.

The Mental Health Coordinators provide mental health support to students and academic staff and liaise with external agencies when required. They train staff to be Mental Health First Aiders and provide Keep Well Plans to ensure continuity of support whilst studying at College.

They support students by providing:

- Drop-in support through Student Services
- Regular pastoral support meetings
- Resilience techniques to give staff and students coping mechanisms
- Referral to other agencies
- Referral to our own counselling service

Look out for our Mental Health First Aiders around College; identified by the green badge on their lanyard.



The Mental Health Coordinators can be contacted on **01522 876225**, or **07580193658**, or email **MHC@lincolncollege.ac.uk**.

Counselling and Pastoral Support

Support can be provided for any emotional or personal difficulties they might encounter. Confidential appointments can be arranged with a Counsellor. To book an appointment, phone Student Services on **01522 876220**, email **counsellors@lincolncollege.ac.uk**, or call in to Reception.

If learners need spiritual guidance, the Chaplains can offer support to people of all faiths and denominations. If learners would like an appointment to see a Chaplain, please email **chaplaincy@lincolncollege.ac.uk**.



Youth and Wellbeing Team

The Youth and Wellbeing Team offer support and enrichment opportunities to all students across all campuses. They are based in the Student Common Room (SCR) in Monks Building at Lincoln College. The SCR is a safe place where they can relax and take advantage of our free facilities. They'll have the opportunity to get involved in various activities, and if they need any support or advice the staff are always on hand to help. There is also a consultation room which can be used for quiet contemplation and prayers. A member of the Youth and Wellbeing Team will be in Newark and Gainsborough once a month. Please contact **youthworker@lincolncollege.ac.uk** for more information.

The Team are friendly, experienced and qualified to offer a wide range of services including:

- **Sexual health advice**
- **Help and advice for them to develop personal and social skills**
- **Workshops and events related to wellbeing and personal development**
- **Weekly activities e.g. quizzes, debates, films and table tennis**

To get in touch with the team, find out what we are up to and keep up to date with events, email **youthworker@lincolncollege.ac.uk**, follow us on Instagram **@lcyouthandwellbeing** and on Twitter **@LincolnCollyawt**.

Lincoln College Assistance Dog

Lincoln College is excited to announce that we are working with Autism Assistance Dogs CIC and are looking forward to welcoming our very own College Assistance Dog in September 2020!

Dogs are renowned for bringing many mental health benefits to staff and students in educational settings, and we hope your young person is looking forward to meeting and working with our very own pooch!





KEEPING YOUR YOUNG PERSON SAFE

We have a Safeguarding Team at College to ensure that our students are safe, and wherever possible protected from harm. If at any time learners are worried for their own safety, or that of another young person or vulnerable adult, they can contact us. We will listen to their concerns and take appropriate action to ensure the safety and wellbeing of our community.

What is Safeguarding?

Safeguarding is the protection of children and vulnerable adults from:

- Abuse
- Maltreatment
- Impairment to their health and development

Safeguarding is about making sure that anyone who is under 18 years of age, or over 18 with additional needs, is safe and looked after.

Amongst other things Safeguarding can be to do with:

- Physical Abuse
- Sexual Abuse
- Sexual Exploitation
- Emotional Abuse
- Neglect
- Prevent
- Bullying and Harassment
- Mental Health Emergencies
- Homelessness

We are here to help and support our students with any issues that may be affecting them.

If they have any concerns themselves, or with regards to others, they can speak to any member of staff. All College staff are safeguarding trained and can be spotted easily as they wear a blue lanyard.

They can also contact the Safeguarding Team directly by calling the main switchboard, the Safeguarding mobile phone (07850 975854) or through email at safeguarding@lincolncollege.ac.uk

Bullying and Harassment/Hate Crimes

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

Bullying, harassment and hate crimes, by their nature are corrosive, tormenting and distressing. These 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 and hate crimes can also occur in an online environment, including both cyberbullying and cyberstalking. These entail the malicious use of technology to harass, threaten, pressure or embarrass an individual online.

If learners are concerned that they or someone else is suffering any form of bullying or harassment, be it physical or online, they can make contact with the Safeguarding Team for advice, or talk with their course tutor.

Don't suffer in silence.

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.

Child Criminal Exploitation

Persons under 18 can be exploited by being taken advantage of by others and forced or fooled into committing crime, transporting drugs or working for little or no money. This can include what is known as "county lines" where young people or vulnerable adults are fooled or forced into transporting and selling drugs in different parts of the country.

Grooming

Grooming occurs when an individual or group takes advantage of a child, young person or vulnerable adult in order to get them to do something that they are uncomfortable with, such as a sexual or criminal act. This is often in exchange for gifts and presents.

Substance Abuse

Substance abuse is the misuse of drugs and alcohol, including legal and illegal substances.

An addiction to substances including alcohol heavily impacts the way a person thinks, feels and acts. Many individuals with addictive disorders are aware of their problem, but have difficulty stopping on their own.

If a student is struggling with substance abuse or addiction, they can talk to a member of Student Services who can get them the help they need, which can include working with external support agencies.

Prevent

All schools and colleges have a duty to prevent its learners being radicalised and drawn into terrorist activities. This is called our Prevent Duty.

The Prevent Duty is not about preventing students from having political and religious views and concerns, but about supporting them to use those concerns or act on them in non-extremist ways.

If learners have concerns with regard to any of our students please contact us.

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 using their own devices.

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 learners safe, they must wear their lanyard at all times.

BRITISH VALUES OUR VALUES

DEMOCRACY

THE RULE OF LAW

INDIVIDUAL LIBERTY

RESPECT AND TOLERANCE



OUR FACILITIES



Where to Eat

Our campuses at Lincoln and Newark serve a variety of drinks and hot and cold food to eat in or take away. Our dedicated team prepare all food on site using local fresh ingredients, catering for everyone's needs.

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

Sessions Restaurant at Lincoln

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

www.sessionsrestaurant.co.uk



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

Newark Gym

Gym facilities are available at Newark College. Further information about lunchtime classes and access to the gym will be provided during induction.

The Salon

There are student run Training Salons at Lincoln and Newark. These offer hairdressing and beauty therapy treatments during term time. Weekday and evening appointments are offered to students and 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/facilities.

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**

Students have access to many resources online including eBooks and other specialist materials. Students can use the online Library Catalogue to check their Library account, search for books and periodicals, access eBooks and renew their items.



DIGITAL LEARNING

My Lincoln College App

Students can stay informed about the latest College news, access their email, timetable and calendar all in one place. Visit the App or Play Store and search for My Lincoln College. Sign into the app using your College email address and password.

Virtual Learning Environment (VLE)

The main College VLE is called Moodle. It is accessible wherever learners have internet access. Some courses at College use an alternative VLE called Canvas; your tutor will tell you if this is the case.

Their VLE provides access to important information about the College and support services available as well as learning and assessment for their course.

Microsoft Office 365 and Free Office 2016

All College students have access to 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

Our programmes include remote learning where appropriate, to support our students to develop their knowledge and skills. Learners can access the College resources off campus by visiting www.lincolncollege.ac.uk and clicking on the My College tab.

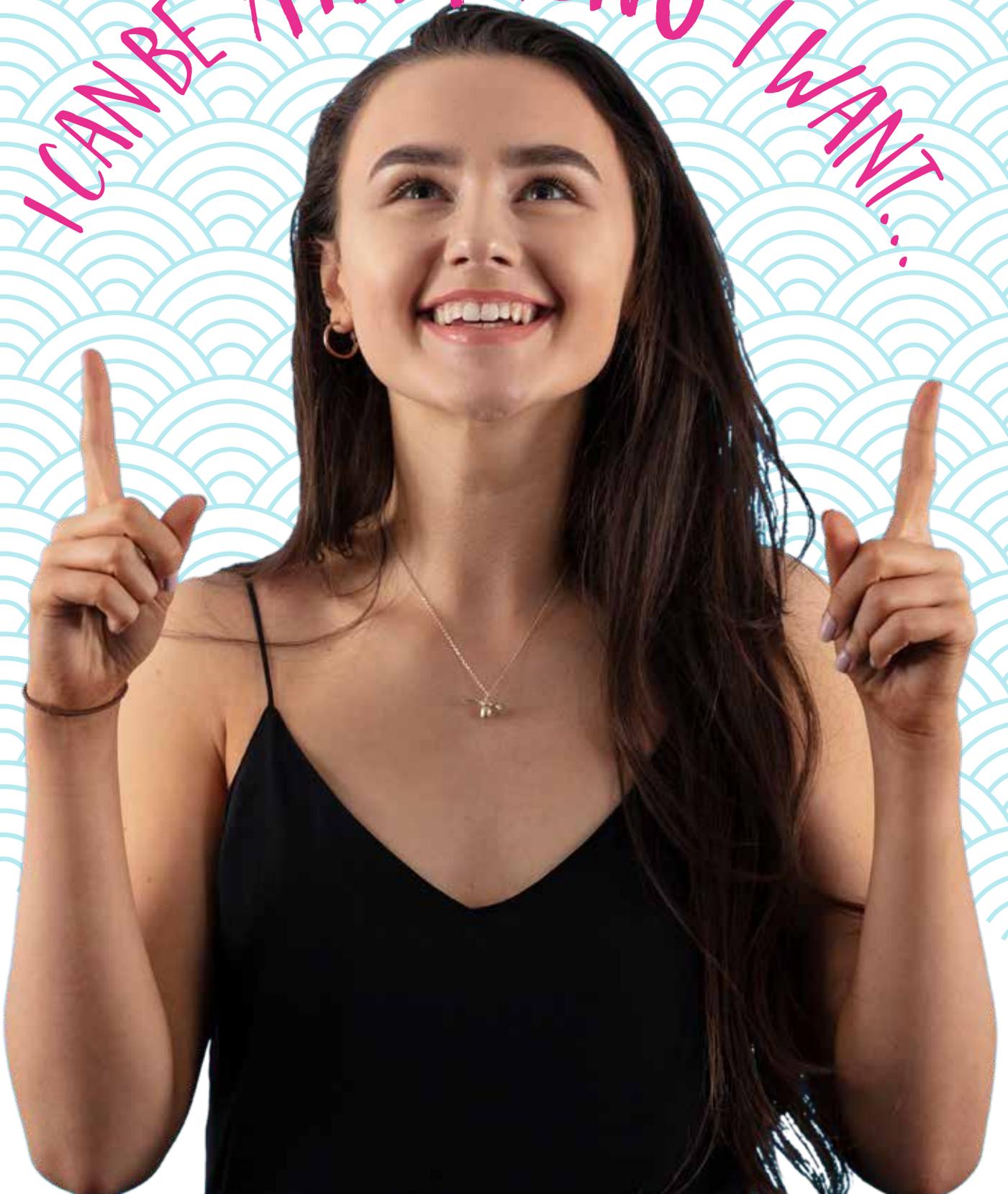
Microsoft Remote Access is also available, providing learners with the College desktop environment from home. This is particularly useful if they need to use specialist software only available on the College network.

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

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.

I CAN BE ANYTHING I WANT!



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; Learners must 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.

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 2 October 2020 for any resits or by 27 November 2020 for any other exams. The application form can be obtained from Reception at Lincoln, Newark or Gainsborough, 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 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 2020/21

Autumn Term 1: Mon 7 September – Thu 22 October

Autumn Half Term: Fri 23 October – Fri 30 October

Autumn Term 2: Mon 2 November – Thu 17 December

Christmas Holiday: Fri 18 December – Mon 4 January

Spring Term 1: Tue 5 January – Thu 11 February

Spring Half Term: Fri 12 February – Tue 23 February

Spring Term 2: Wed 24 February – Thu 1 April

Easter Holiday: Fri 2 April – Mon 19 April

Summer Term 1: Tue 20 April – Fri 28 May

May Bank Holiday – Mon 3 May

Summer Half Term: Mon 31 May – Fri 4 June

Summer Term 2: Mon 7 June – Fri 2 July

PARENT/CARER EVENINGS

TUESDAY 19 JANUARY - GAINSBOROUGH

WEDNESDAY 27 JANUARY - LINCOLN

TUESDAY 2 FEBRUARY - NEWARK

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 | 07580 975854 | safeguarding@lincolncollege.ac.uk

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

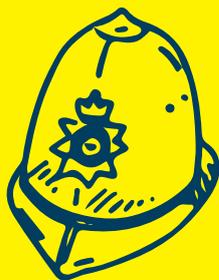
Emergency Out of Hours Contact Numbers

Lincolnshire Children's Care Services | 01522 782333

Nottinghamshire Children's Care Services | 0300 4564546

Police | 101 | 999 in an emergency

Samaritans | 08457 909090



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 and the Manager of their curriculum area.

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 6 -7 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 7 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. Either via logging into their ProPortal and clicking on the 'Submit Documented Absence Request' link or by emailing or calling their School Admin Team. Full details on pages 10 and 11.

What if my young person has a hospital appointment?

Your young person needs to provide their Tutor or Progress Coach with the date and time of their appointment. This ensures their absence is recorded correctly.

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

Yes, we have Careers Guidance Team available to support all learners. See pages 12-15 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 26. 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 16-18 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 Common Room. Our canteens also serve hot and cold food to eat in or take away.

Can my young person access online College resources off campus?

Learners can access College resources from home, including the College VLE, 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 24 for full details.

ONLINE TRAINING COURSES



Certificate in Lean Organisation Management Techniques (online) Level 2

Certificate in the Principles of Warehousing and Storage (online) Level 2

Certificate in Understanding Working with People with Mental Health Needs (online)

Certificate in Awareness of Mental Health Problems (online) Level 2

Certificate in Principles of Customer Service (online) Level 2

Certificate in Information, Advice and Guidance (online) Level 2

Certificate in the Principles of the Prevention and Control of Infection in Health Care Settings

Level 1 Award in Mental Health Awareness

Level 2 Certificate in Understanding Children and Young People's Mental Health

Certificate in Equality and Diversity (online) Level 2

Certificate in Understanding Dignity and Safeguarding in Adult Health and Social Care (online)

Certificate in the Principles of Dementia Care (online) Level 2

Improving Service User Experience in Health and Social Care

Certificate in Principles of Working with Individuals with Learning Disabilities (online) Level 2

Certificate in Understanding the Care and Management of Diabetes (online) Level 2

Certificate in Preparing to Work in Adult Social Care (online) Level 2

Certificate in Counselling Skills (online) Level 2

Certificate in the Principles of Care Planning (online) Level 2

Certificate in the Principles of End of Life Care (online) Level 2

Certificate in Understanding Retail Operations (online) Level 2

Certificate in Understanding the Safe Handling of Medication in Health and Social Care (online)

Certificate in Understanding Autism (online) Level 2

Certificate in Understanding Behaviour that Challenges (online) Level 2

Certificate in Understanding Nutrition and Health (online) Level 2

Certificate in Principles of Business Administration (online) Level 2

Certificate in Introducing Caring for Children and Young People (online) Level 2

Certificate in Common Health Conditions (online) Level 2

Certificate in Understanding Specific Learning Difficulties Level 2

Certificate in Cleaning Knowledge and Skills Level 2

Certificate in Team Leading Level 2

To find out more please contact:

030 030 32435 | enquiries@lincolncollege.ac.uk | www.lincolncollege.ac.uk/courses/e-learning



Lincoln College
Monks Road | LN2 5HQ
01522 876000

Newark College
Friary Road | NG24 1PB
01636 680680

Gainsborough College
Acland Street | DN21 2LG
01427 617471

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

 030 030 32435

 www.lincolncollege.ac.uk

 enquiries@lincolncollege.ac.uk