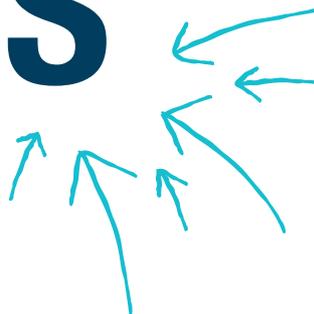


STUDENT HANDBOOK



Lincoln
Newark
Gainsborough

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DOWNLOAD THE COLLEGE APP

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

You will need to sign in to the app using your usual Lincoln College username and password.

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





WELCOME MESSAGE



“Whether you are studying at Lincoln, Gainsborough or Newark Colleges, welcome, and congratulations on starting your course. I have two very simple messages for you. Turn up to classes and commit wholeheartedly to learning. If you do, you will succeed; the opposite is also true. I wish you every success.”

GARY HEADLAND CEO

Gary Headland.



MY CAREER
STARTS
HERE!



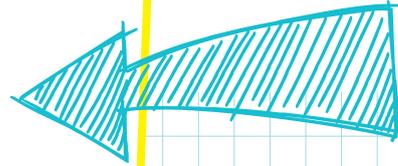
RESPECT FOR ALL

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



ATTENDANCE AND ABSENCE REPORTING



ATTENDANCE IS CRUCIAL TO YOUR SUCCESS

WE EXPECT 100% ATTENDANCE.



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

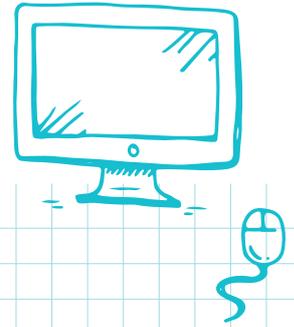
Please contact your School Admin Team before 8.45am on each day of your absence.

You will need to provide your name, Student ID, course, Progress Coach and the reason for your 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.**

STUDY PROGRAMMES

If you are aged between 16 and 18, your Study Programme will include your chosen vocational/academic qualification, maths, English, work experience and CPD.

Vocational/Academic Qualifications

These are the vocational subject or A Levels that you have selected to lead to a career in your 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.

You will receive an assessment plan at the start of your course which details when assessments take place.

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 tutors and Progress Coach will support you to arrange your placement, help identify your work experience starting points and your key skills. Feedback on your progress will also be provided to ensure you reach your goals.

Work experience placements are often a first taste of your career choice. These can lead to good references, offers of paid employment, or at the very least an example of industry based work experience you can use on your CV.

To enhance your chances of gaining an apprenticeship or employment at the end of your course, you may wish to consider an Industry Placement over a minimum of 315 hours. This gives you an opportunity to really work on those skills and behaviours expected in your 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. If you would like to discuss Work Experience or Industry Placements, 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 you 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 your 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.

You may also engage in a social action project to help develop your skills and to make a difference within the local community.

Progress Reviews

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

You will also have a curriculum progress review with your vocational/academic tutor to review progress in your Study Programme.

TARGET SETTING

To get the most out of your time at College, it's really important you know what your course and growth targets are.

Course Targets

These are what you are aiming to achieve by the end of the course. You will have at least 3 of the following:

- A vocational/academic target
- A work experience target
- A destination target
- An English and maths target (if required)

These will be recorded and tracked on ProPortal.

Growth Targets

These are the small steps that will help and guide you to achieve your course targets. They will be recorded and tracked on ProPortal.



ENGLISH & MATHS

If you have not achieved GCSE grade 9-4 (A*-C) in maths and/or English, you 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.

If you are taking November GCSE maths and English resits and require access arrangements, you 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 exam access arrangements will be in place for November. In order to meet the JCQ regulations we must have the correct evidence from your previous setting to enable us to successfully process your application. However, it may be preferable for some students to take 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 – 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 Planned 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



APPRENTICESHIPS

Apprentices

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

Employment

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

Off-the-Job Training

You must have a minimum of 20% off-the-job training to support you to gain relevant skills and experience. This could include theory, shadowing, mentoring, practical training, competitions, online learning, industry visits or research activities.

Progress Reviews

You will be allocated an assessor who will monitor your progress throughout your apprenticeship.

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

Log into Onefile at <https://login.onefile.co.uk>.



Adult Learners

Whether you're studying full time or part time at the College, we're here to support you achieve your career ambitions.

You have access to the full campus facilities and support through Student Services. This could include finance and welfare, support for special educational needs or advice and guidance about careers and routes into employment.

If you're returning to study after a break and want to refresh your study skills, you can access one-to-one study skills support in the Library; just ask a member of the Library Team. The information in the Student Handbook is designed to introduce you to the services and support available to help you get the most out of your time at College.

Your tutor will also be on hand to help you settle in and support you during your studies.

CAREERS & EMPLOYABILITY

Careers guidance activities and opportunities are embedded into our programmes. These support you in your career planning and help you to make well informed decisions about your progression and future plans.

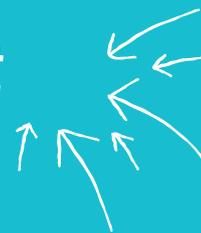
Good careers guidance raises learners' aspirations and ultimately improves career opportunities. An overview of a planned careers guidance programme is detailed overleaf. We aim to support you to learn about careers and the world of work, develop your career management and employability skills and develop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

CAREER COACH

NEED HELP CHOOSING A CAREER PATH?

- * Search different career choices
- * Build a CV
- * Take a career assessment
- * Link to local job adverts

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



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

CAREERS



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.**

SUPPORTING YOU

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

MAIN RECEPTION OPENING TIMES

Lincoln Main Reception opening times (term time)

Mon-Thu 8.00am - 5.30pm
Fri 8.00am - 5.00pm



Lincoln Main Reception (non term time)

Mon-Thu 8.00am - 5.00pm
Fri 8.00am - 4.30pm

Newark Reception (term time)

Mon 8.00am - 5.00pm
Tue-Thu 8.00am - 7.00pm
Fri 8.00am - 4.30pm



Newark Reception (non term time)

Mon-Thu 8.00am - 5.00pm
Fri 8.00am - 4.30pm

Gainsborough Reception opening times (term time and non term time)

Mon-Thu 8.15am - 5.00pm
Fri 8.15am - 4.30pm



SUPPORTING YOU

→ 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. If learners would like an appointment to see a Chaplain, please email

chaplancy@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, email safeguarding@lincolncollege.ac.uk or phone **01522 876000 ext. 6495/6529** and ask to speak to a member of the Safeguarding Team.

Information about safeguarding support both during and outside College opening hours 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.

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, 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 Welfare 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 at a school sixth form.

Childcare Support

For those students who require childcare whilst they study, there may be financial support available (eligibility criteria apply).

Advance Learners 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 Advanced Learner Loan information contact us at advancedlearnerloans@lincolncollege.ac.uk.

Further Education (FE) Learner Support Funds

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

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, pressure or embarrass an individual online.

If you are concerned that you or someone else is suffering any form of bullying or harassment, be it physical or online, then please make contact with the Safeguarding Team for advice or talk with your course tutor.

Don't suffer in silence. Lincoln College is 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 you when using College PCs and also when connecting to the WiFi if using your own device.

- Create a secure password and ensure you keep it safe
- Make sure you always log out of the PCs and laptops correctly
- If you need to speak with someone about keeping safer or if you feel threatened online, please contact the Safeguarding Team
- Ensure you review your Privacy Settings for any social media sites and apps which you sign up to
- Think before you post anything potentially embarrassing or harmful, either of yourself or someone else, as it can have severe consequences
- Others can easily screenshot and share what you add to social media – even on Snapchat!



EXAMINATIONS

During your time studying with the College, it's likely you 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 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 to speak to the team for your site, or 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.

You will be emailed when your certificate is ready to be collected, so 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 you have had exams concessions in the past, or feel you would benefit from special arrangements, you 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 can be organised for 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 you.

EXAM TIPS

- Check the exams timetable on Moodle to find out the venue of your exam
- Arrive at least 15 minutes before your exam
- Bring a black pen
- Remember that mobile phones and smart watches are not allowed in the exam room
- Bring your 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

NETWORK

Self CONFIDENCE



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 we accept all major cards at till points.

In the Student Common Room at Lincoln, there are kitchen facilities, chairs and tables, and free tea and coffee. Perfect for relaxing with your 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.

Daytime Opening Hours*

Tea/Coffee served daily 9.30am - 2.30pm - take away service available

Lunch: Monday to Friday 12.00pm - 1.15pm

Light Bites and Bar Snacks: Monday to Wednesday 12.00pm - 1.30pm

Evening Opening Hours*

Fine Dining: Wednesday 6.00pm - 7.15pm

Evening Contemporary Cuisine: Thursday 6.00pm - 8.00pm

*Term time only

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

The students are completing nationally recognised qualifications and are supervised at all times.



Keep Fit and Healthy

Deans Sport and Leisure

All students are entitled to discounted offers at Deans Sport and Leisure (Lincoln Campus). Deans relaxed and friendly facilities are there to give you an active experience you'll enjoy. You can join in with a range of sports, work out in our Fitness Suite or relax with a spa treatment - we've got the best facilities available.

Deans Opening Times

Mon - Fri 6.30am - 10.00pm

Sat 8.30am - 6.00pm

Sun 8.30am - 4.00pm

www.deans-sport.co.uk

Where To Relax

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. Alternatively, pick up an opening times bookmark from a Library Help Desk.

Borrowing, Renewing and Returning Items

You can borrow 10 items at a time (HE students can borrow 20 items). If you need your items for longer than the date stamped on the label inside the cover, you can renew items by logging into your Online Library Account at <https://lincolncollege.on.worldcat.org/discovery>. Alternatively you can phone **01522 876232**, email library@lincolncollege.ac.uk, visit a Help Desk, or text **07860 023960**. Items must be returned to a Help Desk every third renewal. You can return items to any of our Libraries.

Bookable Study Areas

Our Libraries provide areas for individual and group study. Lincoln and Newark also have bookable group and quiet study areas. Just ask a member of staff to book a study space.

RENEW BY TEXT

Text your student ID and the title of the items you want to renew to 07860 023 960

"The Library is a perfect environment for me to study."

Study Skills Support

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

- locating information for your assignments
- referencing

To find out more go to Moodle > The Library > Library Basics > Learning Advisers. We also have a selection of study skills guides online at Moodle > The Library > Study Skills.

Using the Computers

Students have access to computers and laptops for use within the Library. The computers in the Library are bookable for up to 2 hours at a time (for a maximum of 4 hours per day). You can book a PC up to 2 weeks in advance from the Library Moodle home page, under Library Basics > Book a PC. You can also use your own laptop or mobile device and WiFi hotspots are available across campus including in the Libraries. For more information, just ask a member of staff.

Finding Subject Resources

Resources are arranged in colour-coded zones. You can use the Online Library Catalogue to check your Library account, search for books, periodicals and DVDs, access eBooks, and renew your items both on and off campus at <https://lincolncollege.on.worldcat.org/discovery>.



DISCOVER YOUR RESOURCES



Discover More is an online search tool on our Moodle pages that provides access to the best quality information to support you whilst you're at College. You will have both on and off campus access to a variety of eResources, a wide range of eBooks and thousands of full-text eJournal articles. You can also visit your subject zone Moodle > The Library > Your Zone.

Assignment and Coursework Preparation

There are photocopying and scanning facilities in each Library. Please observe the copyright guidelines on display. To give your assignments a professional finish, we have a range of equipment you can use such as a laminator and comb binder. A selection of stationery items can be bought from the main Help Desk.

Library News and Information

News and information about the Library services, resources and facilities is displayed on the digital signage in the Libraries.

Follow us on Twitter [@LincolnCollLib](https://twitter.com/LincolnCollLib) and check out the My Lincoln College app for useful information, resources updates and support from the Library staff at Lincoln, Gainsborough and Newark.

Plagiarism

When submitting your work, you are taking responsibility that what you are handing in, is your own. You also need to make sure you are acknowledging the sources of information used. By taking these valuable steps you are protecting the integrity and reputation of both yourself and the qualification being delivered.

Referencing

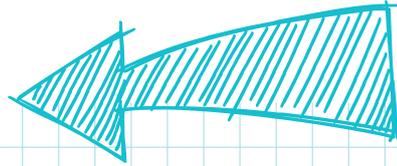
If you need help when referencing your work, contact the Library Team to arrange an appointment with one of our friendly and experienced Learning Advisers.

TurnItIn

TurnItIn is a tool used by the College to support you with the submission of your assignments. Submit your work online through TurnItIn and receive quick and valuable feedback to help you get the most out of your studies.



DIGITAL LEARNING



Logging On for the First Time

You will need to log on to a College computer to activate your computer username and password. The first time you log on to a College computer you will be prompted to accept the College Internet, Email and Computer Acceptable Use Policy.

Your username is your student ID number. Your initial password is your date of birth in a 6 digit format e.g. DDMMYY. You will then be prompted to create your own password. Your password will expire every 4 months and you will need to change it prior to the expiry date when you log on to a College computer.

Support is available from IT to help if you encounter any difficulties when you log on to the computers for the first time. Library, Student Common Room and teaching staff are also able to provide assistance.

Virtual Learning Environment (VLE)

The College VLE is called Moodle. It is accessible wherever you have internet access at <https://moodle.lincolncollege.ac.uk>.

Once you have logged on to Moodle you will be able to access information about the College and your course. You will need to self-enrol onto your course(s) to access the course content provided by your tutors. You can find your courses by clicking on the menu icon to open the navigation panel on the left hand side of the screen.

Individual Learning Plan (ILP)

Your progress and learning is all recorded on your Individual Learning Plan through ProPortal. You will be introduced to your ILP during the first few weeks at College. You will need to use ProPortal on a regular basis to review your learning, set targets and monitor your progress. You can access ProPortal from the top menu within Moodle.

Office 365 and Free Office 2016

All College students have access to Microsoft Office 365 providing you with access to your College email account, MS Office programmes (e.g. Word and PowerPoint) as well as online storage for your College files through OneDrive. You can access Office 365 wherever you have internet access. Once you've logged into Office 365 you can download a free copy of Office 2016 onto your own PC/laptop too!

MOODLE APP

Use Moodle on the go by downloading the official Moodle app!

Saving Files

All students have a personal document drive on the College network where your files can be saved. We also recommend that you save files to your Office 365 OneDrive. You have 1TB of storage on OneDrive which you can access at College and at home. To access your files from home, the College recommends that you save files to your cloud storage in OneDrive.

IT Support

You will find IT information and support on Moodle > IT Help Links > IT Help Information. There are a number of IT step-by-step guides available. You can also contact the IT Help Desk: call **01522 876275** or email **ithelpdesk@lincolncollege.ac.uk**.

A direct link to IT information and support is also available through the My Lincoln College app.

The College does not allow the use of memory sticks on College computers/laptops

Student Email

All students have a College email account which is accessed through Office 365. You will receive important information to your College email, so it's vital that you check it regularly.

Your student email address is: **studentIDnumber@student.lincolncollege.ac.uk**

You can download the Outlook App to your Smartphone, so you can easily check your College emails wherever you are.

The My Lincoln College app also links through to your emails.



Studying Off Campus

You can access the College resources off campus – simply go to **www.lincolncollege.ac.uk**, click on My College and log in to Moodle with your College email address and password.

You can also access Office 365 from My College, providing you with access to your College email account and online Office applications.

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

Information about how to use Microsoft Remote Access is available on the IT Help Links pages on Moodle. You can also contact IT or the Library if you would like any further information.

Printing Allowance

You will have a printing and photocopying allowance for each academic 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 the campuses.

You can view your printing and photocopying balance through the My Lincoln College app.

YOUR COLLEGE

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 you can relax and take advantage of our free facilities. You'll have the opportunity to get involved in various activities, and if you 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 and are able to offer a wide range of services including:

- **Sexual health advice**
- **Help and advice for you 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**

Please contact youthworker@lincolncollege.ac.uk for more information on activities available at your campus.

LEARNER VOICE

Your views are really important to the College, so there are many opportunities for you to contribute your feedback and ideas to help us to improve the student experience.

Surveys

Look out for student surveys during the year; these include our First Impressions Survey in the Autumn Term and the Learner Voice survey during the Summer Term. These surveys help us to improve what we're doing, so it's really important that as many students as possible participate and tell us their views.

Students' Union

All students are automatically members of the College SU, which is affiliated to the National Union of Students. The NUS runs a national student discount scheme called TOTUM; as a student you are able to purchase a TOTUM NUS card which entitles you take advantage of a wide range of discounts available online and from major retailers. Find out more at www.totum.com

Are you studying as an apprentice? There is a discount scheme just for you – Apprentice Extra.

Find out more and apply online at: www.apprenticeextra.co.uk

The SU represents all students and apprentices, ensuring that the College listens to your views through Class Representatives and the Student Councils.

Class Representatives

Each class selects one or two students to represent their views to the College. This is a great opportunity to contribute to improving the learner experience and to develop your own skills. The Class Reps are responsible for gathering feedback from their class and discussing this with the teachers and managers in their curriculum areas.

Student Council

The Student Council meets regularly throughout the year. Student Council members for each curriculum area attend to represent the views of students for a range of courses. The Student Council members actively work with the College staff to take ideas forward and contribute to improving College life.

Getting involved with learner voice activities is a great way to contribute to College life and will help you to develop personal skills such as communication, team work, organisation and time management.

Keep up to date with the Students' Union by following us on social media; just search for Lincoln College Students' Union or email su@lincolncollege.ac.uk

PAY IT FORWARD

What is Pay It Forward?

The movement started from the book and the subsequent film of the same name. This focused on the idea that when people undertake small acts of kindness but don't expect anything in return, this leads to a positive and caring society. We encourage our students to Pay It Forward through volunteering and carrying out small acts of kindness to others.

Take up the Pay It Forward Challenge

You could...

- Volunteer your time for a local charity
- Help someone in need
- Return someone's shopping trolley
- Start a conversation with someone you don't usually speak to
- Offer to carry someone's bag
- Support your local community e.g. litter pick, mend a bench, plant flowers
- Give up your seat on the bus/train for someone else



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 11

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

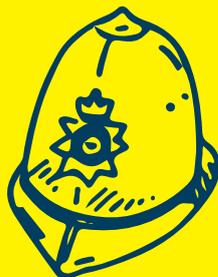
Emergency Out of Hours Contact Numbers

Lincolnshire Children's Care Services | 01522 782333

Nottinghamshire Children's Care Services | 0300 4564546

Police | 101 | 999 in an emergency

Samaritans | 08457 909090





Detailed accessibility guides to the College can be found on the DisabledGo website at www.disabledgo.com/organisations/lincoln-college

If you require this publication in a format that better suits your needs, please ring 01522 876220.





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

 @lincoln_college

 lincolncollegeuk

 030 030 32435

 lincolncollege.ac.uk/youtube

 lincolncollegeuk

 www.lincolncollege.ac.uk

 lincolncollege.ac.uk/LinkedIn

 lincoln_college

 enquiries@lincolncollege.ac.uk