



PARENT / CARER HANDBOOK



2021/22



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“WELCOME MESSAGE”

“Whether your young person is studying at Lincoln, Gainsborough or Newark College, 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

GAINSBOROUGH – TUESDAY 18 JANUARY 2022

LINCOLN – WEDNESDAY 26 JANUARY 2022

NEWARK – TUESDAY 1 FEBRUARY 2022

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 **January and February** will provide the chance for you to meet with them to discuss academic progress.

Further information, the date and format of the Parent/Carer Information event will be emailed to parents closer to the start of term.

RESPECT FOR ALL

Our Expectations

- 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
- Accept responsibility for their own wellbeing
- 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



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.

DIGITAL SKILLS

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

Lincoln College Student Computer Account

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



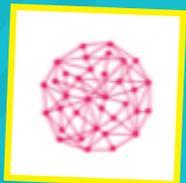
Microsoft Office 365

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



Canvas Virtual Learning Environment (VLE)

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



Century

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



My Career

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

Studying off Campus

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



www.lincolncollege.ac.uk

Digital Skills Helpdesk

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

Tel: **01522 876234**

Email: digitalskills@lincolncollege.ac.uk

Digital Skills Live Chat and website

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



STUDY PROGRAMMES

All students aged 16-18 (and up to and including aged 24 if they 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.

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

Improve your
TOMORROW
TODAY!

CAREERS *Work Experience*

Work Experience and Industry Placements

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

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

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 over 45 days.

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

Work experience and Industry Placement Team

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

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

We are here to:

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

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



Tel: 01522 876297

Email: Workplacement@lincolncollege.ac.uk



Ready - Set - Learn



CAREERS

Continuing Personal Development

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



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

A Study Programme also features a range of enrichment activities such as; encounters with employers, visits to workplaces, skills competitions, encounters with universities and higher education providers, trips to exhibitions, trade shows and fairs.

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

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

Progress Reviews and My Future Plans

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

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

DREAMS can come **TRUE**

CAREERS *Their Future*

Careers Guidance Service

Personal one-to-one careers guidance is available for all our 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. We welcome parents/carers to join their young person for a careers guidance interview.

Our dedicated Careers website provides information to support learners and parents.

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



Our website includes information to support parents and their young person in their career planning and decision making. Our website includes **Career Coach** which provides information about different career choices, skills needed, salaries as well as job vacancies. Career Coach is accessible to parents and carers.

CONTACT US:

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



LINCOLN COLLEGE CAREERS GUIDANCE PROGRAMME 2021-22

The intent of the Careers Programme for our 16-18 Study Programme learners is to enable our learners to develop their personal skills, behaviours, attitudes and resilience to be a productive member of society. We intend to support them to develop their career management and employability skills so they can make a successful transition into the world of work or higher education. Our learners will experience a range of encounters which meet their individual needs including; encounters with employers, work experience, social action projects, encounters with higher education and apprenticeships, insight into the local labour market and personal careers guidance.

This programme provides an overview of the range of careers guidance activities taking place across the College.

The Careers Guidance Team and the Work Experience and Industry Placement Team are also holders of the Matrix Standard for the provision of information, advice and guidance (IAG).

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Continuing Professional Development Programme												
Set for Learning		●	●	●	●							
Set for Work and Career						●	●	●				
Set for Next Steps									●	●	●	
Core Employability Skills												
My Career - Skills Pulse			●			●			●			
Communication		●	●	●	●	●	●	●	●	●	●	
Creative Thinking		●	●	●	●	●	●	●	●	●	●	
Leadership		●	●	●	●	●	●	●	●	●	●	
Problem-solving		●	●	●	●	●	●	●	●	●	●	
Resilience		●	●	●	●	●	●	●	●	●	●	
Teamwork		●	●	●	●	●	●	●	●	●	●	
Social Action Projects		●	●	●	●	●	●	●	●	●	●	
National Citizen Service		●	●	●	●							
Overseas trips/exchanges							●	●	●	●	●	
Career Aspirations												
My Future Plans		●	●			●	●			●	●	
Progress Review – Term 1		●	●	●	●							
Progress Review – Term 2						●	●	●				
Progress Review – Term 3									●	●	●	
Encounters with Employers												
Virtual encounters with employers			●	●	●	●	●	●	●	●	●	
Employer engagement with learners*			●	●	●	●	●	●	●	●	●	
Engagement with employer workplaces*			●	●	●	●	●	●	●	●	●	
Skills Competitions – intercollege, regional & national				●	●	●	●	●	●	●	●	
Industry shows & exhibitions*		●	●	●	●	●	●	●	●	●	●	

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

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Experiences of Workplaces												
Virtual work experience			●	●	●	●	●	●	●	●	●	
Work experience and extended industrial placements			●	●	●	●	●	●	●	●	●	
Industry Placement Adviser Engagement		●	●	●	●	●	●	●	●	●	●	
Progression to employment, apprenticeships, further study												
National Apprenticeship Week							●					
National Careers Week								●				
Careers Fairs*								●				
STEM : Females into Engineering												●
Mock Interviews*							●	●	●	●		
Progression to Higher Education												
Progression to HE Canvas course		●	●	●	●	●	●	●	●	●	●	●
Introduction to HE Options			●	●	●							
Researching HE options						●	●	●				
Writing personal statements									●	●	●	
Recap on personal statements		●	●	●								
Student Finance							●	●	●			
Transition to HE									●	●	●	
UCAS Exhibitions*							●	●				
Encounters with HE providers*		●	●	●	●	●	●	●	●	●	●	
Support from College Widening Participation Team		●	●	●	●	●	●	●	●	●	●	●
Careers Guidance Adviser Support		●	●	●	●	●	●	●	●	●	●	●
Careers Information, Advice and Guidance												
Pre-entry Schools Liaison activities*		●	●	●	●	●	●	●	●	●	●	●
Pre-entry taster days (Rand Farm and Brook House Farm)*						●	●	●	●	●		
1-2-1 Careers guidance (pre-entry)*	●	●	●	●	●	●	●	●	●	●	●	●
Careers advice at Open Days*			●	●		●		●		●	●	
Information & advice when course offer is made*				●	●	●	●	●	●	●	●	●
Careers advice during enrolment and induction	●	●	●									
Parents evenings*						●	●					
1-2-1 Personal Careers Guidance with a qualified Careers Adviser*	●	●	●	●	●	●	●	●	●	●	●	●

TRAINING
FOR THE
FUTURE

CAREERS PROGRAMME FOR APPRENTICES 2021-22

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

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

The Careers Guidance Team and the Work Experience and Industry Placement Team are holders of the Matrix Standard for the provision of information, advice and guidance (IAG).

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



APPRENTICES

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

Employment

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

English & Maths

An essential element of our student apprenticeship programme is gaining relevant English and maths in order to reach the gateway for end point assessment. Functional Skills English and maths will be delivered appropriate to the sector demand.

Progress Reviews

Learners will be allocated an assessor who will monitor their progress throughout their apprenticeship.

We use an ePortfolio to access resources, record timesheets and off-the-job training.

Supporting 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 learning.

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

ATTENDANCE AND ABSENCE REPORTING

Communication
is **King**

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 their planning
- Learners must keep us informed of their contact email and mobile number, so we can continue to keep them updated
- Absence must be reported as soon as they know they will be absent
- Learners must contact their School Admin Team before 8.45am on each day of their absence
- Learners will need to provide their name, Student ID, course, Progress Coach and the reason for their absence

Please ensure that their 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**

**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
A LEVELS, ACCESS TO HE, BUSINESS, CREATIVE ARTS, SPORT AND SERVICE SECTOR**

sheaadmin@lincolncollege.ac.uk | 01522 876331

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

piadmin@lincolncollege.ac.uk | 01522 876348

SUPPORTED EDUCATION

supportededucation@lincolncollege.ac.uk | 01522 876225

All Newark student absences

newarkenquiries@lincolncollege.ac.uk | 01636 652158

All Gainsborough student absences

gainsboroughadmin@lincolncollege.ac.uk | 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 their relevant School Admin Team.

SUPPORTING LEARNERS

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 Advanced Learner Loan information, contact us at advancedlearnerloans@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 to arrange an appointment with an Assessment and Support Coordinator. This service is confidential.

Email us assessmentofficer@lincolncollege.ac.uk or call us 01522 876225.

BE THE
BEST
VERSION OF
YOU

LEARNER WELLBEING

Mental Health

The College takes a coordinated approach to mental health from promoting health and wellbeing to engaging with external services to offer support when times are difficult. It is fair to say that we will all struggle with our mental health at some time in our life and students are no different.

Within College, we have resources to support students through the:

- Youth and Wellbeing Team
- Progression Coaches
- Mental Health First Aiders
- Assessment and Support Team
- Mental Health Co-ordinators
- Counsellors
- Safeguarding



Students can access support through the Safeguarding and Mental Health Single Point of Contact (SPOC) by calling **07580 975854** or emailing safeguarding@lincolncollege.ac.uk.

Students can also seek support through Main Reception where they can be seen as part of the “drop in” service when they can be seen by a member of the Assessment and Support Team for advice and support. Students can also speak with any member of staff who can contact Safeguarding and Mental Health on their behalf.

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. 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. 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. 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 learners 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](https://www.instagram.com/lcyouthandwellbeing) and on Twitter [@LincolnCollyawt](https://twitter.com/LincolnCollyawt).

Lincoln College Assistance Dog

Meet Freddie the Faculty Dog!

Freddie is a Therapy Dog in training. Freddie is a Labradoodle puppy and he joined the College when he was 9 weeks old in November 2020. Freddie has been busy getting socialised and experiencing what life at the College is like at all of our campuses. Students enjoy playing with Freddie, taking him on walks and giving him cuddles. Freddie has also started to spend time in lessons with students and can then you feel more relaxed before an exam. If learners would like to meet Freddie or find out more about him, then why not email him freddie@lincolncollege.ac.uk and you can also follow him on Instagram [@freddiethedoglc](https://www.instagram.com/freddiethedoglc).





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.

The Safeguarding and Mental Health Single Point of Contact is available for advice and guidance in relation to any student.

This confidential service is open to anyone who has concerns about a student and is contactable on 07580 975854 or safeguarding@lincolncollege.ac.uk

Confidential

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



OUR FACILITIES



Where to Eat

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

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

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

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

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

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

Sessions Restaurant at Lincoln

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 there to give students an active experience they'll enjoy. Learners can join in with a range of sport, work out in our Fitness Suite or relax in the spa.

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

Monday-Friday 6.30am-9.00pm Saturday-Sunday 8.00am-4.00pm

The Salon

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

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

The Library

Our spacious and well-equipped libraries are designed to provide a safe, supportive and stimulating environment for independent study.

We're here to help! A team of experienced Library staff are always on hand to help learners find resources for their studies.

Our Library Information Advisers offer study and information skills workshops including; locating information for assignments, referencing and careers resources.

Learners have access to our Library webpages, LibGuides. LibGuides provides the best quality information to support them whilst they are studying at College. LibGuides provides access to:

- **Online Library Catalogue** to search for books, periodicals and DVDs and also renew items
- **Discover More** is our advanced online search tool providing learners with further access to a wide range of resources, eBooks and thousands of full text eJournal articles
- **Live Chat** so students can talk with a member of the Library team online during Library opening times
- **Subject Guides** where students will find many useful resources that have been carefully selected for learners and their course.



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



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 1 October 2021 for any re-sits including GCSE maths and English. For any other exams, the deadline to apply is 19 November 2021. The application form can be obtained from the Main 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 Canvas to find out the venue of the exam
- Arrive at least 15 minutes before the exam
- Bring a black pen
- Remember that mobile phones and 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.

IMPORTANT GCSE ENGLISH AND MATHS EXAM DATES

November Resit Dates

GCSE English Language - Paper 1 (Creative Reading and Writing)
– Mon 1 Nov 2021

GCSE English Language - Paper 2 (Writers' Viewpoints and Perspectives) – Wed 3 Nov 2021

GCSE Maths - Paper 1 (Non-calculator) – Tue 2 Nov 2021

GCSE Maths - Paper 2 (Calculator) – Thu 4 Nov 2021

GCSE Maths - Paper 3 (Calculator) – Mon 8 Nov 2021

Mock Exams

Week 1 – Mon 28 Feb 2022

Week 2 – Mon 7 Mar 2022

May/June Exam Dates

GCSE English Language - tbc

GCSE Maths - tbc

BRITISH VALUES OUR VALUES

DEMOCRACY

THE RULE OF LAW

INDIVIDUAL LIBERTY

RESPECT AND TOLERANCE



KEY DATES

College Calendar 2021/22

Autumn Term 1: Mon 6 September – Thu 21 October

Autumn Half Term: Fri 22 October – Fri 29 October

Autumn Term 2: Mon 1 November – Fri 17 December

Christmas Holiday: Mon 20 December – Tues 4 January

Spring Term 1: Wed 5 January – Thu 10 February

Spring Half Term: Fri 11 February – Mon 21 February

Spring Term 2: Tues 22 February – Fri 1 April

Easter Holiday: Mon 4 April – Tue 19 April

Summer Term 1: Wed 20 April – Fri 27 May

May Bank Holiday – Mon 2 May

Summer Half Term: Mon 30 May – Fri 3 June

Summer Term 2: Mon 6 June – Thu 30 Jun

PARENT/CARER EVENINGS

GAINSBOROUGH – TUESDAY 18 JANUARY 2022

LINCOLN – WEDNESDAY 26 JANUARY 2022

NEWARK – TUESDAY 1 FEBRUARY 2022

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 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 14 and 15.

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 7-11 for more information.

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

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

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

A wide range of help and support is available through Student Services. See pages 16-19 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 22 for full details.

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

Learners can contact our dedicated Digital Skills Adviser by email or telephone. See page 5.

OUR RECEPTIONS

Our Reception Team provide a friendly and welcoming service to our learners and visitors. If your young person has an appointment with one of our Student Support services, please report to Reception and the team will check you in.

They also provide information and signposting to the services available at College.
The Team will be happy to assist learners to find the service that meets their needs.

Our Reception Team provide a point of contact for Student Services and Careers Guidance support.

studentservices@lincolncollege.ac.uk | 01522 876220

Reception Opening Times

Lincoln Main Reception

Term time

Monday-Thursday 8.00am - 5.30pm
Friday 8.00am - 4.30pm



Non term time

Monday-Friday 8.00am - 4.30pm

Newark Reception

Term time

Monday 8.00am - 5.00pm
Tuesday-Thursday 8.00am - 7.00pm
Friday 8.00am - 4.30pm

Non term time

Monday-Friday 8.00am - 4.30pm



Gainsborough Reception

Term time

Monday-Thursday 8.30am - 5.00pm
Friday 8.30am - 4.30pm

Non term time

Monday-Friday 8.30am - 4.30pm

REALISE YOUR POTENTIAL

KEY CONTACTS

College Switchboard | 01522 876000

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

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

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

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

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

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

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

Digital Skills Helpdesk | 01522 876341 | digitalskills@lincolncollege.ac.uk

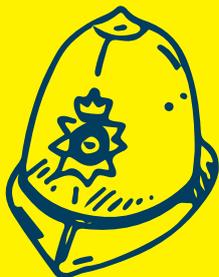
Emergency Out of Hours Contact Numbers

Lincolnshire Children's Care Services | 01522 782333

Nottinghamshire Children's Care Services | 0300 4564546

Police | 101 | 999 in an emergency

Samaritans | 08457 909090



ADULT EDUCATION



LEVEL 2 ONLINE COURSES ELIGIBILITY CHECK LIST

To receive full funding you must:

- Be over the age of 19
- Be a resident of England
- Be a British Citizen or have been living in the EU for purposes other than study (if you have had a student visa within the last three years you will not be eligible for funding)
- Have not completed this course or a similar course previously (refresher courses cannot be funded or if you have a qualification that is a similar course at a higher level)
- If you are aged between 19 and 23 then you must already possess a full Level 2 qualification or equivalent (five GCSEs at grade C or above, NVQ, apprenticeship, A Levels or a National BTEC).

ONLINE TRAINING COURSES

FULLY FUNDED ONLINE TRAINING



Upskill your workforce at zero cost

Build our online training into your health and wellbeing strategy

We have a wide range of fully-funded Level 2 online training courses that can add real value to your staff. Why not train your whole workforce in recognising mental health problems, safeguarding or lean management principles or chat to our staff about promoting the courses in your business

Business Courses

- Certificate in Lean Organisational Management Techniques (online) level 2
- Certificate in Team Leading (online) Level 2
- Certificate in Principles of Customer Service (online) Level 2
- Certificate in Understanding Retail Operations (online) Level 2
- Certificate in Principles of Business Administration (online) Level 2
- Certificate in Warehousing and Storage (online) Level 2
- Certificate in Equality and Diversity (online) Level 2
- Certificate in Information, Advice and Guidance (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 the Safe Handling of Medication in Health and Social Care (online)
- Certificate in Understanding Behaviour that Challenges (online) Level 2
- Certificate in Behaviour that Challenges in Children (online) Level 2
- Certificate in Understanding Autism (online) Level 2
- Certificate in Understanding Nutrition and Health (online) Level 2

Health and Social Care Courses

- Level 1 Award in Mental Health Awareness (online)
- Certificate in Awareness of Mental Health Problems (online) Level 2
- Certificate in Understanding Children and Young People's Mental Health (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
- Certificate in Principles of Working with Individuals with Learning Disabilities (online) Level 2
- Certificate in the Principles of the Prevention and Control of Infection in Health Care Settings
- Certificate in Understanding the Care and Management of Diabetes (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 Special Educational Needs and Disabilities (online) Level 2
- Certificate in Self Harm and Suicide Prevention (online) Level 2
- Certificate In Mental Health First Aid & Mental Health Advocacy in the Workplace Level 2

Level 3 Courses

Level 3 Course (Some of our L3 Courses are Funded)

- Level 3 Certificate in Autism (online)
- Level 3 Certificate in Mental Health (online)

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

 lincolncollegeuk

 030 030 32435

 lincolncollege.ac.uk/youtube

 lincolncollegeuk

 www.lincolncollege.ac.uk

 lincolncollege.ac.uk/LinkedIn

 lincoln_college

 enquiries@lincolncollege.ac.uk