

# PARENT CAREER HANDBOOK



2025/26



# BE READY... TO LEARN

*Your ABC - The key to your success*

## ATTENDANCE

- Attend all your timetabled lessons
- Arrive promptly with the right equipment to learn
- Inform College promptly about unavoidable absences
- Remain resilient in challenging situations and know when to ask for help.

## BEHAVIOUR

- Show kindness and respect to all students and staff
- Wear your lanyard and student ID card around your neck at all times whilst at College
- Demonstrate professional behaviour by meeting expectations around conduct in academic and workplace settings, showing respect, responsibility, and readiness for future employment
- Be the best version of yourself, by speaking and acting appropriately
- Always use appropriate and mature language at College. Avoid swearing, this is not professional behaviour
- Treat the College environment and facilities with respect.

## COMMITMENT

- Accept responsibility for your own learning
- Engage in your learning and work positively towards your targets
- Embrace being a part of the College community; look for opportunities to participate and develop your own skills
- Complete all your work on time and to the best of your ability
- Be proactive; use College digital platforms and regularly check your College emails and messages.

Our Learner Conduct Procedure is in place to promote and maintain high standards of conduct in personal behaviour, attendance and progress amongst learners and to ensure fair treatment for all learners in relation to conduct sanctions.

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## WELCOME MESSAGE

"I wish you a very warm welcome to the College, whether your young person is studying at Lincoln, Newark or the ASI and we congratulate them on starting their course. I have a very simple message for them. With determination, hard work and effort, and a mindset that is open to new experiences and learning, we can achieve great things together."

**Mark Locking, Principal and CEO**



# PARENT AND 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.

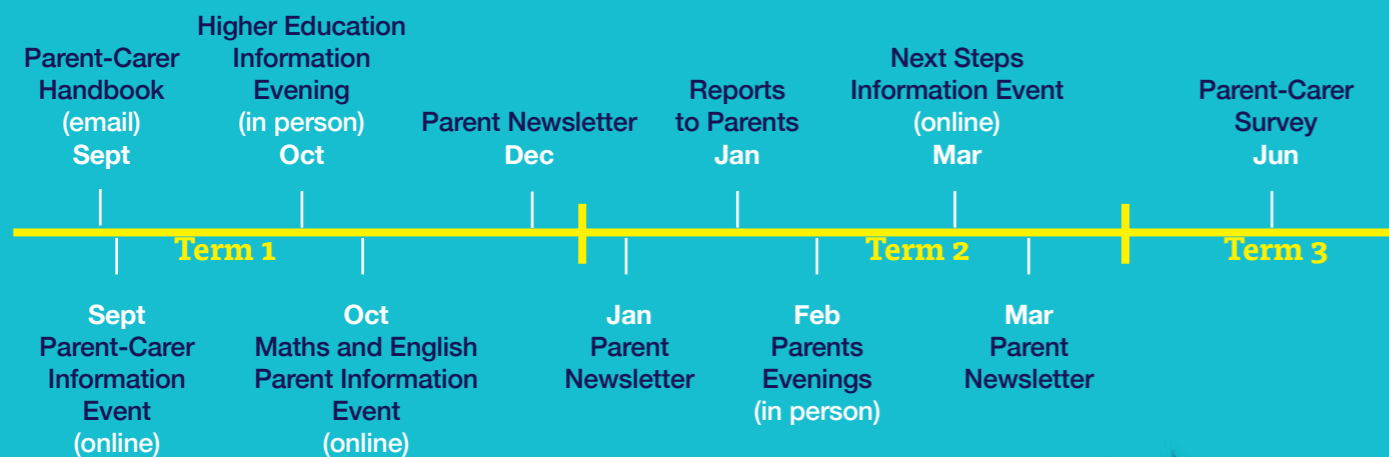
If your young person has an Education and Health Care Plan we involve parents/carers in all meetings and discussions regarding their education up to and including the age of 24.

If your young person has provided your mobile telephone number, 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.

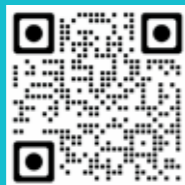
Each learner has a Progress Coach. You can contact your young person's Progress Coach if you would like to discuss any aspect of their study programme.

## Parental Engagement Timeline 25-26



## How to contact the College

Our Admin Teams can be contacted to arrange communication from Progress Coaches, Lecturers, Curriculum Leads or Assistant Principals. Our Admin Team details can be located on our website or you can phone our switchboard.



Please also see key contact information at the end of the handbook.

Parents are expected to communicate with staff, students and other parents in a respectful, courteous and constructive manner. Please see further details in our Parent Conduct Policy on our website.



# 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.

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](mailto: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 Student Recruitment team or email [studentrecruitment@lincolncollege.ac.uk](mailto:studentrecruitment@lincolncollege.ac.uk).

## ProPortal

You can monitor your young person's attendance and progress through Parent ProPortal.

Once your young person has enrolled, you can request a login to access Parent ProPortal. Simply go to the College website and click on 'Students'. From here you can access Proportal 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.

proportal

# THEIR STUDIES

Preparing young people for the world of work is at the heart of our study programmes. Our aim is to support your young person to develop their knowledge and skills so they can make a successful transition into the world of work or Higher Education.



## Progress Coaches

Every student is assigned a Progress Coach who delivers the Continuing Personal Development (CPD) programme and meets with your young person for their individual Progress Reviews once each term. Progress Coaches are there to support your young person to make good progress and will often be the first person they can contact with any problems or questions.

# THEIR CONTINUING PERSONAL DEVELOPMENT

My Journey is delivered by your young person's Progress Coach through a weekly group session, supporting their development and preparing your young person for their next steps. The programme aims to develop their understanding of society, adulthood, employment and career development, each contributing to their growing character.

Each strand of the programme will be progressive and pitched appropriate to your young person's level and age. It will also be linked with the College's Project You - You Matter enrichment programme, along with the internationally recognised Skills Builder framework.



## My Understanding

exploring current affairs and develop understanding of the topics impacting your young person's transition into adulthood in British society.



## My Future

developing an understanding of careers and post 18 options.



## My Health

examining the various elements of health enabling them to lead healthy lifestyles.



## My Independence

exploring the world of finance and how to manage money.



## My Voice

sharing views and opinions and learning about the influences their voice can have on society.

The five strands of My Journey are all underpinned by My Progress which will provide an opportunity to reflect on your young person's knowledge and skills and discuss future plans. Your young person's Progress Coach will support them to set targets so they can get the most out of their College experience and reach their full potential.



## MY JOURNEY Your Continuing Personal Development



# SKILLS BUILDER: ESSENTIAL SKILLS

## Communication



Listening



Speaking

## Creative Problem Solving



Problem Solving



Creativity

## Self-Management



Adapting



Planning

## Collaboration



Leadership



Teamwork

Skills Builder is an internationally recognised organisation promoting essential skills to young people to help unlock learning, boost academic outcomes and promote resilience and self-belief. In the workplace, the framework is used by employers to support both personal and professional development as well as improving leadership skills. Essential skills are highly transferrable, supporting development and growth.

The framework consists of 8 skills which are broken down into a sequence of steps to support your young person's personal development.

Each session within the My Journey programme will be mapped in line with the Skills Builder programme to progressively develop essential skills. Some sessions will have Skills Builder specific activities, whilst others will link content, objectives and outcomes to the essential skills.



Your young person will use navigate to engage, record and reflect on their My Journey progress, recording their continuing personal development, enrichment and extra-curricular activities. Students will also use Navigate to record encounters with employers, work experience and industry placements.

Navigate makes it easy to manage your young person's college journey by providing them with an engaging, mobile-friendly platform that helps them to:

- record all of their college-based tutorials and enrichment as well as any extra-curricular activity whether college based or external.
- reflect on their understanding of and share opinions on tutorial topics
- add photos and documents and other supporting evidence to the activities
- prepare for placement, evidence activity and receive feedback from employers
- easily evidence the employer-led activities they participate in
- monitor the development of their essential skills, qualities, values, attitudes and interests

Each of these will feed into their personal profile providing them with valuable evidence to share with employers and universities.

# WORK EXPERIENCE AND INDUSTRY PLACEMENTS

## Work Experience and Industry Placements

All students are supported by the Work Experience team, Progress Coaches and curriculum areas to achieve a minimum of 30 hours external work experience per academic year. During induction your young person will discuss their future plans and how work experience may help to reach this goal.

Work experience placements are often a first taste of their career choice and can help students make informed decisions about their future, as well as develop career confidence. As part of the T Levels your young person will undertake an industry placement which consists of 315 hours or 45 days over the 2-year course in an employer setting (750 hours for T Level in Childcare and Education). This is to develop skills, knowledge and behaviours within a workplace and to put into practice the specialist knowledge that your young person will learn on their course.

If they would like to discuss work experience or industry placements, they can speak to their Progress Coach or a member of the Work Experience Team on [workplacement@lincolncollege.ac.uk](mailto:workplacement@lincolncollege.ac.uk)

## Work Experience and Industry Placement Team

Work experience support and advice is available for all of our students 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 and curriculum areas to support to find suitable work experience, at the right time for your young person, to develop those all important employability skills.

### We are here to:

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

Visit our website at:

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

**Tel: 01522 876297**

**01522 876000 Ext.6121**

**Email: [Workplacement@lincolncollege.ac.uk](mailto:Workplacement@lincolncollege.ac.uk)**



# CAREERS *YOUR OPPORTUNITIES*

## Careers Guidance Service

Personal one-to-one careers guidance is available for all our students. Our fully qualified and experienced careers guidance practitioners provide impartial advice and guidance. Careers Guidance appointments are available throughout the year.

Our Careers Guidance Advisers can help with:

- Career planning and career decisions
- Researching career opportunities
- Next steps after College
- Researching Higher Education options including UCAS
- Job search and application advice

Book an appointment: [https://lincolncollege-uk.libwizard.com/f/careers\\_appointment](https://lincolncollege-uk.libwizard.com/f/careers_appointment)



Our service has achieved the nationally recognised Matrix standard for excellence in the delivery of information, advice and guidance. The College also holds the national Quality in Careers standard achieved through the Career Mark approach.

Our careers website includes information to support your young person in their career planning and decision making. This includes Career Coach which provides information about different career choices, skills needed, salaries and job vacancies.

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



## CONTACT US:

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



## NOT SURE WHERE TO START OR HAVE A QUESTION ABOUT APPRENTICESHIPS?

Contact the Apprenticeship Recruitment Team to help get you started.

Call: 01522 876284 or Email: [apprenticeships@lincolncollege.ac.uk](mailto:apprenticeships@lincolncollege.ac.uk)



# CAREERS PROGRAMME 25-26

You can find further information about our Careers Programme on our dedicated careers website



	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
<b>Individual Support</b>												
Careers Guidance meetings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Right learner, right course		✓	✓									
Progress Reviews		✓	✓			✓	✓			✓	✓	
Opportunity Hive		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
<b>Continuing Personal Development</b>												
My Journey		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Skills Builder Essential Skills		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Project You Enrichment		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
My Future Plans		✓	✓							✓	✓	
<b>College wide events</b>												
National Apprenticeship Week							✓					
Industry week								✓				
College skills competitions								✓				
Careers Expo								✓				
<b>Experiences of workplaces</b>												
Work experience and extended industry placements		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
<b>Career Encounters</b>												
Encounters with employers		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Workplace visits		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Virtual encounters		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
<b>Careers and Labour Market Information</b>												
College Careers website	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Career Coach		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
My Journey		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Employer Encounters		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Careers Expo							✓					
<b>Careers and Labour Market Information</b>												
HE Fair			✓									
Encounters with universities			✓	✓	✓					✓	✓	
Higher Education Benefits										✓	✓	
UCAS		✓	✓	✓		✓						
UCAS Support in the Opportunity Hive		✓	✓	✓	✓							
UCAS Discovery Lincoln										✓		



# OPPORTUNITY HIVE



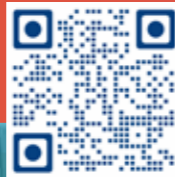
## Your young person's next steps start here

The Opportunity Hive is an integral part of My Journey supporting your young person in their next steps. Our specialist staff from Careers, Work Experience, Apprenticeships and Progress Coaches are on hand to help.

- Find and secure relevant work experience
- Career plan and discuss your next steps
- Find the latest job and apprenticeship opportunities
- Get expert help to create a standout CV
- Practice and get ready for interviews
- Advice about progression to university and support with your UCAS application.

Your young person can find the Opportunity Hive at the back of Deans Café in Lincoln. At Newark, the Opportunity Hive is in the Newark Learning Zone with a pop-up Hive in the ASI Café.

Information about the Opportunity Hive services is available at:  
<https://lincolncollege-uk.libguides.com/opportunity-hive/home>



# Project YOU PROJECT YOU

The Project You team at the College deliver the You Matter enrichment programme. It's designed to supplement academic learning by providing experiential learning opportunities, hands-on practice and exposure to new ideas and perspectives through our enrichment activities.

Our aim is to help your young person to develop new skills, enhance their employability, build social connections, improve their mental health and wellbeing and prepare them for the future.

## You Matter themes focus on:

- Mind
- Body
- Soul
- Community
- Money
- Recognition



By participating in You Matter, the Project You team will assist your young person in gaining valuable skills, experiences and insights that will benefit them in both their personal and professional life.

Your young person's self-development is important. We help them to gain a realistic appraisal of their qualities, skills, values, attitudes, interests and aptitudes. This will help them to make informed choices and relate well to others.

Promoting healthy lifestyle choices is an integral part of You Matter. We offer a range of enrichment activities that will support your young person to develop awareness of health-related issues, both physical and mental.

## Project YOU offers a range of activities including:

- Breakfast club at Lincoln from 8:00am
- Problem solving activities
- Arts and crafts
- Extracurricular clubs
- Safe space to be able to enjoy your down time
- Lifestyle workshops
- Trips - we may offer to help fund a reward and recognition trip for your group



# ENGLISH & MATHS

Your young person's English and maths skills will continue to be developed as part of all study programmes. If your young person has not achieved GCSE grade 9-4 (A\*-C) in English and/or maths, they will continue to study these subjects while at College.

## YOUR COMMITMENT TO ENGLISH AND MATHS

As part of our refreshed and focused approach to English and maths, all students are expected to actively engage in their learning through a combination of scheduled lessons, online study, and additional support opportunities.

**For each subject (English and/or maths), your young person is required to:**

- 1. Attend three one-hour lessons per week** – this includes contextualised English and/or maths, tailored to their vocational area and level of study. Students are grouped based on their prior achievement and in-year assessment to ensure they receive the most appropriate support and challenge. Please refer to their timetable in September for full details.
- 2. Complete independent study** using our online learning platform, Century, to reinforce and extend their classroom learning.

## GCSE EXAM INFORMATION:

If your young person has not yet achieved a grade 4 or above in GCSE English or maths, they will be entered for the summer exams in May and June.

Students who narrowly missed a grade 4 last year may also be eligible for a November resit. If this applies to your young person, they can speak to their English or maths tutor during their first meeting in September. Learners taking a November resit must attend additional intensive revision sessions to prepare.

We currently enrol students onto GCSE English language (Pearson 2.0) and GCSE Maths (Eduqas). You can find additional information and resources in the links below:

**ENGLISH LANGUAGE 2.0 (9-1) FROM 2021 | PEARSON QUALIFICATIONS**



**EDUQAS | GCSE | MATHEMATICS | SPECIFICATION AT A GLANCE**



## ENGLISH AND MATHS SUPPORT

Our English and maths teams offer a wide range of support through dedicated hubs at both Lincoln and Newark campuses. Specialist staff are available for one-to-one and small group sessions to help you succeed.

If your young person has any questions or concerns about English or maths, please encourage them speak to their teacher first. They can also contact the English and maths management team by calling 01522 876000 and selecting extension 6619.

# YOU NEED MATHS & ENGLISH

# ATTENDANCE AND ABSENCE REPORTING

## ATTENDANCE IS CRUCIAL TO YOUR YOUNG PERSON'S 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 young person's contact email and mobile number, so we can continue to keep them updated
- Absences must be reported as soon as learners know they will be absent
- If your young person is going to be late to College, they need to contact us to advise the time they will arrive and the reason for the lateness
- Your young person must log their absence before 8.45am on each day of their absence
- They will need to provide their name, Student ID, course, and the reason for their absence

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

**These can be updated via Proportal**



## Scan for absence reporting

<https://discover.lincolncollege.ac.uk/absence-and-lateness-reporting>

# SUPPORTING STUDENTS

## Additional Learning Support

The Assessment and Support Team are on hand to support students with Special Educational Needs and/or Disability. They can meet your young person to find out what type of support they would benefit from which could include:

- Specialist equipment, e.g. Dictaphone, lumbar supports, coloured overlays, reading pens
- Access Arrangements for exams, e.g. extra time, separate room, reader, scribe
- Out of class support to help your young person with their studies and for pastoral support
- Strategies to support your young person in the class, such as extra time

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

The College also 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.

For more information:  
[studentservices@lincolncollege.ac.uk](mailto:studentservices@lincolncollege.ac.uk)  
01522 876225

## Financial Support for Further Education Students

The Financial Support Team is here to help provide learners with information and advice about the different types of financial support that they can apply for. We can do this either in person or through the means of contact shown below. Students can contact us to see if they are eligible for any of the following:

- Home to College Transport support, including information about rail and bus passes
- Meals support
- Help with course essential Uniform, Equipment and Book costs
- Help with course essential Trips and Visits (other rules may apply)
- Help with Exam Resit Fees, UCAS Fees and Travel to a Maximum of 2 Higher Education Interviews
- 16-18 Extended Bursary
- 16-19 Care To Learn Childcare Support
- 20+ Childcare Support
- 19+ Advanced Learner Loans

For more information:  
[financialsupport@lincolncollege.ac.uk](mailto:financialsupport@lincolncollege.ac.uk)  
01522 876000

Visit our Student Services pages  
<https://lincolncollege-uk.libguides.com/SS/>



## Therapy Dogs

Our Therapy Dogs, Betty and Margot, are still in their 18-month training process to get them qualified as therapy dog ambassadors. They are a vital and much loved part of the team!



# BRITISH VALUES OUR VALUES



DEMOCRACY

THE RULE OF LAW

INDIVIDUAL LIBERTY

RESPECT AND TOLERANCE



# SAFEGUARDING AND WELFARE

Lincoln College puts your young person's welfare at the heart of all they do. To support this there are a number of areas within Student Services they can connect with:

- The Safeguarding Team
- Assessment and Support Coordinators for Mental Health
- Counsellors

## Safeguarding

Safeguarding are there to support and advise both staff and students where there are concerns that someone is being abused, maltreated or there is some impairment to their health and development. These could be issues related to physical or sexual abuse as well as bullying, cyberbullying, drugs and alcohol, domestic abuse or peer on peer abuse amongst other issues.

The Safeguarding Team are contactable on the Single Point of Contact (SPoC) on:

**07580 975854** or

**[safeguarding@lincolncollege.ac.uk](mailto:safeguarding@lincolncollege.ac.uk)**

Calls and emails are monitored 8.30am to 4.30pm Monday to Friday.

## Counselling

Counselling referrals can be arranged through the Student Services team, who will assess your young person's needs and connect them with the most appropriate support. In addition, 24-hour assistance is available through our Student Assistance Programme, which can, if suitable, offer short-term, solution-focused support (6 weeks). This service is designed to help your young person manage challenges such as significant life events, emotional difficulties, or mental health concerns including anxiety and depression.

## SAFEGUARDING & MENTAL HEALTH

Contact the Safeguarding Team for help and advice

Call **07580 975854**

Or email **[safeguarding@lincolncollege.ac.uk](mailto:safeguarding@lincolncollege.ac.uk)**

All staff, students and visitors are expected to wear **lanyards and IDs** whilst on our campuses. This is so that we can be clear who is welcome and part of our community. In order to keep students safe, students must wear their lanyard at all times.



## Single Point of Contact

The SPoC is there to ensure that staff and students have a clear line of communication with the teams and that concerns are recorded properly and allocated to a member of staff.

This ensures that concerns aren't missed and that any referral or enquiry can be given to the right person to respond.

## Drop In service

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

## Assessment and Support Coordinators for Mental Health

The Assessment and Support Coordinators are able to offer your young person support and guidance if they are struggling with their mental health which can happen to any of us at any time. The team are very much focused on getting the right support as quickly as possible and identifying where the best place is to receive support. It may be that your young person just needs that initial reassurance and guidance on how to help themselves or they may need longer term support which is available internally or externally to College. The Assessment and Support Coordinators are available by either accessing the Drop In services or contacting the Single Point of Contact (SPoC) on **07580 975854** or **[safeguarding@lincolncollege.ac.uk](mailto:safeguarding@lincolncollege.ac.uk)**

The Safeguarding and Welfare 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](mailto:safeguarding@lincolncollege.ac.uk)**

CONFIDENTIAL

# 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 are delivered daily, catering for everyone's requirements.

## The CornerHouse (Canteen)

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

**Monday to Friday 7.45am-2.15pm**

## Deans Coffee Shop

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

**Monday to Friday 7.45am-3.00pm and Friday 7.45am-3.00pm**

## NG24 (Canteen)

NG24 at Newark offers Costa Coffee, freshly cooked food including daily specials, sandwiches and sub rolls and confectionery items.

**Monday to Friday 8.00am- 1.45pm**

## ASI Coffee Shop

ASI Coffee Shop offers freshly cooked food including daily specials, sandwiches and sub rolls and confectionery items.

**Monday to Friday 8.00am-1.45pm**

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

We also have a Student Wellbeing Hub at Lincoln with kitchen facilities, perfect for relaxing with a packed lunch.



# NG24

# OUR FACILITIES

## Look after yourself

### Deans Sport and Leisure

At Deans, we believe in providing an active experience that enhances wellbeing and enriches student life. Our fitness suite is designed to help students stay in shape, whether working out independently or joining one of our vibrant fitness classes. Students can enjoy **free gym membership** during the college term, with access to our facilities between **9:00am and 4:00pm, Monday to Friday**. It's the perfect way to stay fit, de-stress, and have fun while studying.

**[www.deans-sport.co.uk](http://www.deans-sport.co.uk)**



### AURA

Visit our city centre based hair and beauty academy. This is a commercially run salon with qualified stylists. We offer 10% student discount on all of our services with a valid student card/lanyard.

### Opening Times

Level 3 Students – Monday 9.00am – 5.00pm

Qualified Stylists - Tuesday – Wednesday 9.00am – 5.00pm,

Thursday 9.00am – 6.00pm, Friday 9.00am - 5.00pm, Saturday 9.00am – 3.00pm

Call **01522 576447**

# AURA

### 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 find us on facebook.

## Sessions Restaurant (at Lincoln)

Lincoln College Sessions Restaurant offers a high-quality dining experience in a city centre location. Enjoy fine dining in our 40 cover dining area, relax in the bar or grab a hot drink and pastry and enjoy the fresh air in our alfresco courtyard. All meals are prepared by our students using locally sourced ingredients. The students are completing nationally recognised qualifications and are supervised at all times.

### Sessions House is open daily Monday – Friday (Term time only)

- 10.00am-2.00pm for coffee and pastries (eat in or take away)

- 12.00pm-1.15pm lunch (2 and 3 course options available)

- 12.00pm-1.30pm bar snacks and light bites

### Wednesday and Thursday Evening Fine Dining and Chef Taster Menus

Tables available from 6.00pm - booking is recommended

To book please call **01522 876343** or email [sessionsrestaurant@lincolncollege.ac.uk](mailto:sessionsrestaurant@lincolncollege.ac.uk)

**Find our Sessions Restaurant pages on Facebook and Instagram.**



# THE LIBRARY



Our spacious and well-equipped Libraries are designed to provide a safe, supportive and stimulating environment for independent study. The Library opening times can be found at <https://lincolncollege-uk.libguides.com>. Students have access to computers and laptops to use within the Library. They can also use their own laptop or mobile device with WiFi hotspots available across campus.

The resources in the Library are arranged in colour-coded subject zones to help students find the books, journals and magazines they need. Students can borrow 10 items at a time.

We're here to help! A team of experienced Library staff are always on hand to help students find resources for their studies. Our Library Information Advisers offer study skills workshops including: locating information for assignments, referencing and careers resources.

Our Library web pages can be found at <https://lincolncollege-uk.libguides.com> and provide students with all the information they need to support them with their studies whilst they are here at College. Library web pages provide access to:

- **Online Library Catalogue** to search for books and eBooks
- **Discover More** is our advanced online search tool providing further access to a wide range of resources, eBooks and thousands of full text eJournal articles
- **Online Live Chat** for learners to talk to a member of the Library team during Library opening hours
- **Subject Guides** where learners can find many useful resources that have been carefully selected for their course
- **Book a Study Skills** appointment with a Library Information Adviser
- **Guidance and FAQ's** on borrowing items, click and collect, IT and Printing and much more.

Visit our library webpages to view our **Using the Library** help pages and the **Digital Skills FAQ's**

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



# DIGITAL SKILLS

WiFi hotspots are available across campuses. Students 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.



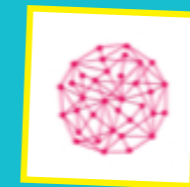
### Microsoft Office 365

All College students have access to Office 365. This provides access to their College email account, Office programmes (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.



### Navigate

Students will use Navigate to engage, record and reflect on their My Journey progress, recording continuing personal development, enrichment and extra curricular activities. Students will also use Navigate to record encounters with employers, work experience and industry placements.



### Smart Assessor

The college's e-portfolio system is called Smart Assessor. It is used to collect evidence of knowledge, skills and behaviours on our apprenticeship and work-based programmes.

### Studying off Campus

Students can access the College resources off campus by simply going to the College website [www.lincolncollege.ac.uk](http://www.lincolncollege.ac.uk) and clicking on **Students**

### Digital Skills Helpdesk

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

Tel: **01522 876234**  
Email: [digitalskills@lincolncollege.ac.uk](mailto:digitalskills@lincolncollege.ac.uk)  
Digital Skills Live Chat and website  
<https://lincolncollege-uk.libanswers.com/digitalskills>



# EXAMINATIONS

During your young person's time studying with the College, it's likely they 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 students have any questions or queries about examinations and certificates. There are Examinations Team representatives at both 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](mailto:exams@lincolncollege.ac.uk)**.

All students 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. Students are able to apply to Student Services for support with the payment of any fees.

Once your young person's certificates arrive at the College they will be emailed to advise that their certificate is on its way via Royal Mail. Students must ensure that all contact details are kept up to date with the Student Recruitment Team. These can be updated via ProPortal.

## Access Arrangements

Exams Access arrangements can be organised for examinations, but this is dependent on a student's individual need and how they currently normally work within each class. This is to ensure that students have fair access to their exams, whilst not compromising their integrity. Some concessions available could be but not exclusive to: Extra Time, Reader, Scribe, Word Processor, Coloured Paper, Coloured Overlay, Reading Pen, etc.

If a student has had access arrangements in the past at a previous establishment or feel they would benefit from access arrangements in their exams, students need to have a conversation with their course tutors to discuss the support within that class and the tutor will help in completing an application form to apply for access arrangements within their examinations.

It is important to note that Access Arrangements for exams are not automatically transferred from previous settings and students with EHCPs still need to have a conversation with their tutors so that an application can be made and tutors ensure that students are provided with the support they need within class.

If you have any questions then please contact us via phone **01522 876225** or email **[accessarrangements@lincolncollege.ac.uk](mailto:accessarrangements@lincolncollege.ac.uk)**

## FAQS

### How can I contact the College to discuss my young person?

Please contact our Admin Teams who can put you in touch with the relevant staff member.

**<https://discover.lincolncollege.ac.uk/school-admin>**



### Will my young person need to study GCSE Maths and English?

If they haven't achieved grade 9-4 in maths and/or 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. See page 15.

### Is there support for students with applications, CVs etc?

Yes, we have a Careers Guidance Team available to support all learners. See page 10 for more information. Students can also visit the Opportunity Hive for support. See page 12.

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

Parents evenings are held in February for you to speak with your young person's tutors. Please refer to the Parental Engagement timeline on page 4.

### 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, Your Space or our outdoor seating areas.

### Can my young person access online College resources off campus?

Learners can access College resources from home, including the College Canvas, Office 365, ProPortal, Navigate and the Library resources. Full details on page 23.

### My young person has had access arrangements for exams at School. Can they receive these at College too?

Exam arrangements granted in school or any other educational setting are not automatically transferred to the College. See page 24 for full details.

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

Learners can contact our dedicated Digital Skills Helpdesk in person, by email or telephone. See page 23.

## EXAM TIPS

- Arrive at least 30 minutes before your exam
- Bring a black pen
- Remember that all smart devices are banned from exam rooms. This includes mobile phones, smartglasses and all watches.
- Bring your lanyard and student ID card

If you have any queries about exams, contact the Examinations Team **[exams@lincolncollege.ac.uk](mailto:exams@lincolncollege.ac.uk)**.

## IMPORTANT GCSE ENGLISH AND MATHS EXAM DATES

**Mock Exam Dates**  
10-12 February 2026

**Summer Exam Series**  
GCSE maths Paper 1 – Thursday 14 May 2026  
GCSE English Paper 1 – Thursday 21 May 2026  
GCSE maths Paper 2 – Wednesday 3 June 2026  
GCSE English Paper 2 – Friday 5 June 2026



## Scan for absence reporting

**<https://discover.lincolncollege.ac.uk/absence-and-lateness-reporting>**

# KEY DATES

## COLLEGE CALENDAR 2025/26

**Autumn Term 1: Mon 1 September – Fri 17 October**

**Autumn Half Term: Mon 20 October – Fri 31 October**

**Autumn Term 2: Mon 3 November – Fri 19 December**

**Christmas Holiday: Mon 22 December – Fri 2 January**

**Spring Term 1: Mon 5 January – Thu 12 February**

**Spring Half Term: Fri 13 February – Fri 20 February**

**Spring Term 2: Mon 23 February – Wed 1 April**

**Easter Holiday: Thu 2 April – Fri 17 April**

**Summer Term 1: Mon 20 April – Fri 22 May**

**May Bank Holiday – Mon 4 May**

**Summer Half Term: Mon 25 May – Fri 29 May**

**Summer Term 2: Mon 1 June – Fri 26 Jun**

## PARENT/CARER EVENINGS

**LINCOLN – WEDNESDAY 4 FEBRUARY 2026**

**NEWARK – WEDNESDAY 11 FEBRUARY 2026**

**ASI - THURSDAY 12 FEBRUARY 2026**

# KEY CONTACTS

College Switchboard | 01522 876000

Digital Skills Helpdesk | 01522 876234 | [digitalskills@lincolncollege.ac.uk](mailto:digitalskills@lincolncollege.ac.uk)

Examinations Team | 01522 876227 | [exams@lincolncollege.ac.uk](mailto:exams@lincolncollege.ac.uk)

Library | 01522 876232 | [library@lincolncollege.ac.uk](mailto:library@lincolncollege.ac.uk)

Special Educational Needs and Disabilities Team |  
01522 876225 | [studentservices@lincolncollege.ac.uk](mailto:studentservices@lincolncollege.ac.uk)

Student Services | 01522 876220 | [studentservices@lincolncollege.ac.uk](mailto:studentservices@lincolncollege.ac.uk)

Safeguarding | 07580 975854 | [safeguarding@lincolncollege.ac.uk](mailto:safeguarding@lincolncollege.ac.uk)

[www.lincolncollege.ac.uk/support/safeguarding-and-mental-health](http://www.lincolncollege.ac.uk/support/safeguarding-and-mental-health)

## Emergency Out of Hours Contact Numbers

Lincolnshire Children's Care Services | 01522 782333

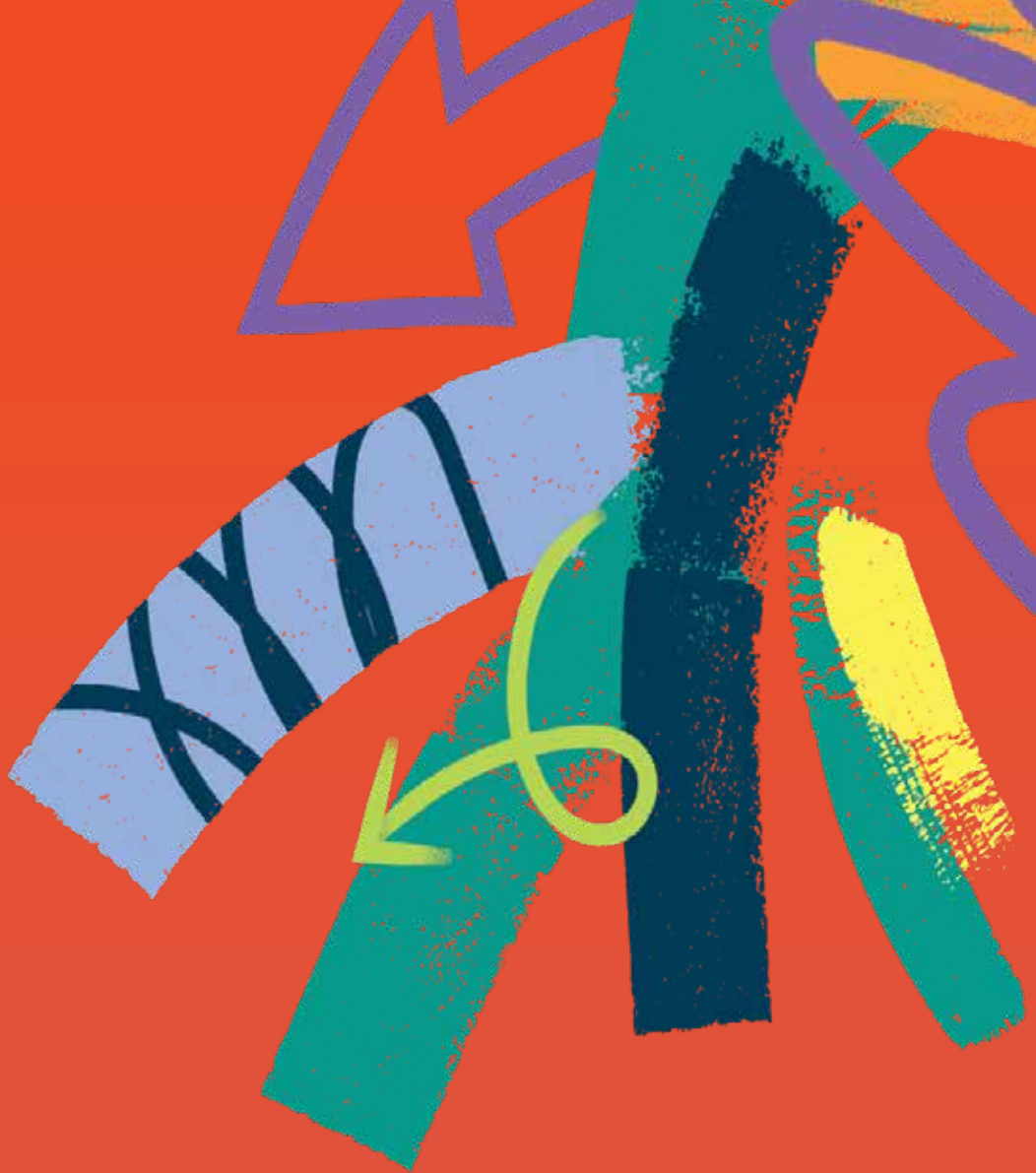
Nottinghamshire Children's Care Services | 0300 4564546

Police | 101 | 999 in an emergency

Samaritans | 08457 909090



**Scan for 'Contact Us' details and  
reception opening times**



## LINCOLN

Monks Rd, Lincoln LN2 5HQ

**lincolncollege.ac.uk**

For advice call: **030 030 32435**

## NEWARK

Friary Rd, Newark NG24 1PB

**lincolncollege.ac.uk**

For advice call: **01636 680680**

## AIR & SPACE INSTITUTE (ASI)

Great North Rd Newark, NG24 1BL

**asi-newark.co.uk**

For advice call: **01636 680680**

 @lincoln\_college


 [lincolncollege.ac.uk/youtube](https://www.lincolncollege.ac.uk/youtube)

 [lincolncollege.ac.uk/LinkedIn](https://www.lincolncollege.ac.uk/LinkedIn)

 [lincolncollegeuk](https://www.lincolncollegeuk)

 [lincolncollegeuk](https://www.lincolncollegeuk)

 [lincoln\\_college](https://www.lincoln_college)

 030 030 32435

 [www.lincolncollege.ac.uk](https://www.lincolncollege.ac.uk)

 [enquiries@lincolncollege.ac.uk](mailto:enquiries@lincolncollege.ac.uk)

