

STUDENT HANDBOOK

✓ Lincoln
College
Lincoln/Newark

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.

CONTENTS

02	Your Studies
03	Your Continuing Personal Development
04	Skills Builder: Essential Skills
05	Work Experience and Placements
06	Careers
07	Careers Programme
08	Opportunity Hive
09	Project You
10	English and Maths
12	Examinations
13	Attendance and Absence Reporting
14	Supporting Students
16	Safeguarding and Welfare
18	Digital Skills
20	Where to Eat
21	Our Facilities
22	Library
24	Key Dates
25	Key Contacts

WELCOME MESSAGE

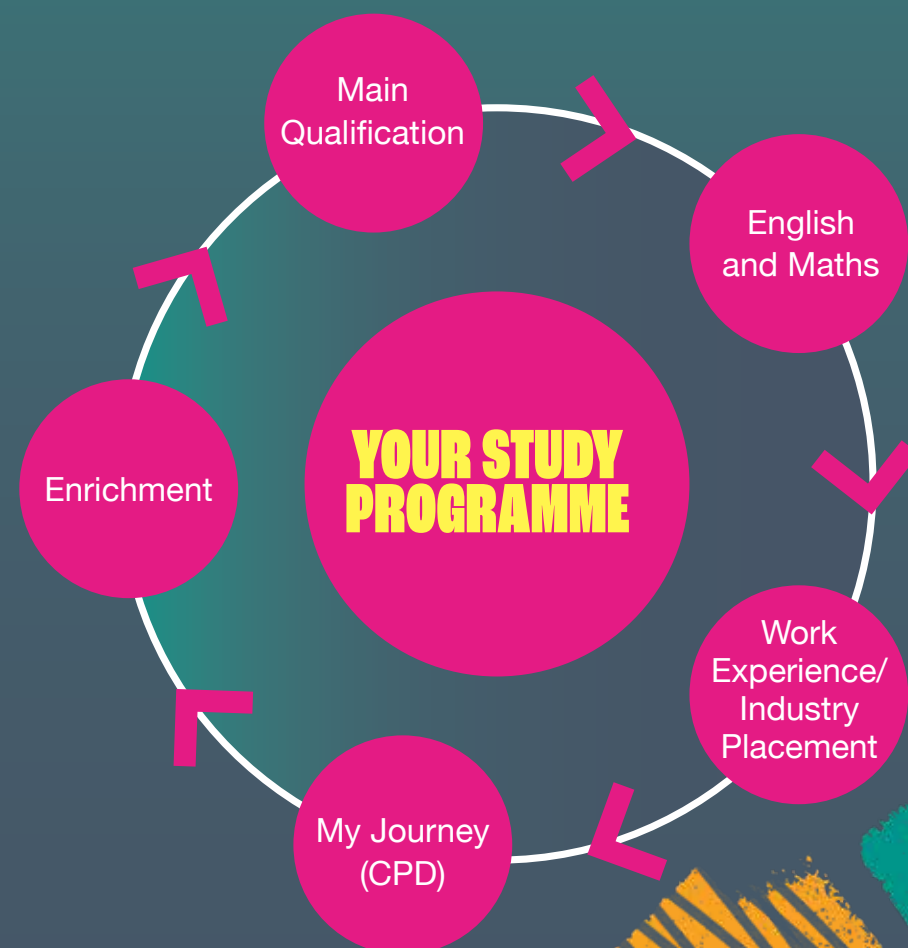
"Whether you are studying at Lincoln, Newark or the ASI, welcome. Congratulations on starting your course. I have a very simple message for you. You never know just what you are capable of achieving until you push yourself to achieve things you currently believe you cannot do. If you are open to learning, with a positive mindset, you will succeed. I wish you every success."



Mark Locking, Principal and CEO

YOUR STUDIES

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



Your Progress Coach

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

YOUR CONTINUING PERSONAL DEVELOPMENT

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

Each strand of the programme will be progressive and pitched appropriate to your 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 transition into adulthood in British society.



My Future

developing an understanding of careers and your post 18 options.



My Health

examining the various elements of health, enabling you to lead a healthy lifestyle.



My Independence

exploring the world of finance and how to manage your money.



My Voice

sharing your views and opinions and learning about the influences your 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 knowledge and skills and discuss your future plans. Your Progress Coach will support you to set targets so you can get the most out of your College experience and reach your 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 your development and growth.

The framework consists of 8 skills which are broken down into a sequence of steps to support your personal development. Each session within the My Journey programme will be mapped in line with the Skills Builder programme to progressively develop your essential skills. Some sessions will have Skills Builder specific activities, whilst others will link content, objectives and outcomes to the essential skills.



You will use Navigate to engage, record and reflect on your progress, recording your continuing personal development, enrichment and extra-curricular activities. You'll also use Navigate to record encounters with employers, work experience and industry placements.

Navigate makes it easy to manage your college journey by providing you with an engaging, mobile-friendly platform that helps you to:

- record all of your college-based tutorials and enrichment as well as any extra-curricular activity whether college based or external
- reflect on your 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 you participate in
- monitor the development of your essential skills, qualities, values, attitudes and interests

Each of these will feed into your personal profile providing you 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 you will discuss your future plans and how work experience may help you reach this goal.

Work experience placements are often a first taste of your career choice and can help you make informed decisions about your future, as well as develop your career confidence.

As part of the T Levels you 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 your skills, knowledge and behaviours within a workplace and to put into practice the specialist knowledge that you will learn on the course.

If you would like to discuss work experience or industry placements, please speak to your Progress Coach or a member of the Work Experience Team on 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 your Progress Coaches and curriculum areas to support you to find suitable work experience, at the right time for you, to develop those all-important employability skills.

We are here to:

- Develop local and national encounters with employers and employees for you to experience
- Support you into safe experiences of the workplace
- Organise events and activities that will help you 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



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



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 you in your 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.



PROGRESS WITH US Career Degrees at Lincoln College University Centre

- Small lecture groups with expert tutors
- Condensed timetables
- Dedicated support
- Travel Bursary and Scholarships
- Study close to home

[lincolncollege.ac.uk /university-centre](https://lincolncollege.ac.uk/university-centre)



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



OPPORTUNITY HIVE



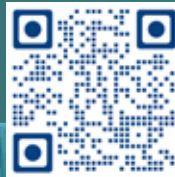
Your next steps start here

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

- 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

You'll 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 you develop new skills, enhance your employability, build social connections, improve your mental health and wellbeing and prepare you 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 you in gaining valuable skills, experiences and insights that will benefit you in both your personal and professional life.

Your self-development is important. We help you to gain a realistic appraisal of your qualities, skills, values, attitudes, interests and aptitudes. This will help you 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 you 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 English and maths skills will continue to be developed as part of all study programmes. If you have not achieved GCSE grade 9-4 (A*-C) in English and/or maths, you 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), you are required to:

- 1. Attend three one-hour lessons per week** – this includes contextualised English and/or maths, tailored to your 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 your timetable in September for full details.
- 2. Complete independent study** using our online learning platform, Century, to reinforce and extend your classroom learning.

GCSE EXAM INFORMATION:

If you have not yet achieved a grade 4 or above in GCSE English or maths, you 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 you, please speak to your English or maths tutor during your 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 you have any questions or concerns about English or maths, please speak to your teacher first. You can also contact the English and maths management team by calling 01522 876000 and selecting extension 6619.

YOU NEED MATHS & ENGLISH

MOCK EXAMS

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



EXAMINATIONS

During your time studying with the College, it's likely you will take some formal exams.

Our Examinations Team organise and manage all the invigilated exams held at the College including GCSEs, A Levels and Functional Skills. The Examinations Team can be contacted if you have any questions or queries about examinations and certificates. There are Examinations Team representatives at 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**.

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 certificates arrive at the College you will be emailed to advise that your certificate is on its way via Royal Mail. Please 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**

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**.

ATTENDANCE AND ABSENCE REPORTING

ATTENDANCE IS CRUCIAL TO YOUR SUCCESS WE EXPECT 100% ATTENDANCE.

- Appointments for the doctor/dentist should be made outside of lesson times wherever possible
- Check the College calendar for term dates to help with planning holidays. Exams and tests take place throughout the year. Maths and English exam dates are included in this handbook to help with your planning
- Keep us informed of your contact email and mobile number, so we can continue to keep you updated
 - Absences must be reported as soon as learners know they will be absent
- If you are going to be late to College, please contact us to advise the time you will arrive and the reason for the lateness
 - Please log your absence before 8.45am on each day of your absence
- You will need to provide your name, Student ID, course, and the reason for your 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 offer various forms of support, both in and out of the classroom. They can meet you to find out what type of support you would benefit from which could include:

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

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

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
01522 876225

Financial Support for Further Education Students

The Financial Support Team is here to help provide you with information and advice about the different types of financial support that you can apply for. We can do this either in person or through the means of contact shown below. Please do not hesitate to contact us to see if you 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

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 welfare at the heart of all they do. To support this there are a number of areas within Student Services you 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

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 needs and connect you 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 you 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**

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 you safe, you must wear your 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 you to meet with a member of the team and discuss any issues impacting on you. This is done in private, and the focus is very much on your thoughts and feelings and can relate to anything that is causing you concern or worry. The team can offer you advice and guidance or refer you 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 you support and guidance if you are struggling with your mental health which can happen to any of us at any time. The team are very much focused on getting you the right support as quickly as possible and identifying where the best place is to receive support. It may be that you just need that initial reassurance and guidance on how to help yourself or you 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**

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**

CONFIDENTIAL

DIGITAL SKILLS

Lincoln College Student Computer Account

Your username is your student ID number.

Once you have completed your enrolment you will be sent your login details via text. Please look out for this, follow the instructions and keep it safe.

When you start College you will be provided with further information and details about using the College digital learning platforms.

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



Microsoft Office 365

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



Student Email - Using Microsoft Outlook

Your email address is your Student ID Number@student.lincolncollege.ac.uk. Your College email account is accessed through Office 365. You will receive important information to your email, so it is vital that you check it regularly. Download the Outlook App to your smartphone so you can easily check your College emails wherever you are.



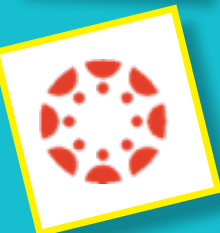
Microsoft Teams

Microsoft Teams allows you to connect to online content and classes. You can use video calling for remote classes and share files between groups. Microsoft Teams allows you to stay connected with your classmates and tutors. Teams can be accessed through Office 365 or you can download the Teams App.



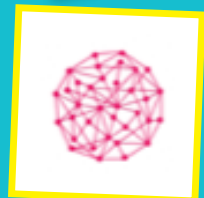
Microsoft OneDrive

Microsoft OneDrive is a cloud-based file storing system where you can store your College work while you are studying. You can access OneDrive through Office 365 and retrieve your work wherever you are studying.



Canvas Virtual Learning Environment (VLE)

The College VLE is called Canvas. Canvas is our learning platform providing access to your course materials, assessments and communication about your course and College. Download the Canvas App to have your course materials at your fingertips.



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.



Individual Learning Plan (ILP) and ePortfolio

ProPortal is your online individual learning plan for you to review your learning, set targets and monitor your progress.

Details of how to access your ProPortal account will be discussed with you in your first few weeks.



Smart Assessor

Smart Assessor is an online portfolio system used for apprenticeships. The platform is used by apprentices and their assessors to collect evidence of achievement against criteria relevant to their specific apprenticeship standard and or qualifications. Once enrolled, login details will be sent via email.



Navigate

You will use Navigate to engage, record and reflect on your progress recording your continuing personal development, enrichment and extra curricular activities. You'll also use Navigate to record encounters with employers, work experience and industry placements.

Studying off Campus

You can access the College resources off campus – simply go to the College website www.lincolncollege.ac.uk and click on Students. From here you can access most of the College digital learning platforms. You will need to enter your username and password to log into these platforms when you are off campus. Your username is usually your Student ID number, but when logging into Microsoft, please use your student email address. Your password will remain the same.



www.lincolncollege.ac.uk/my-college

Digital Skills Helpdesk

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

Visit the Digital Skills Helpdesk in the Library

Tel: **01522 876234**

Email: digitalskills@lincolncollege.ac.uk

Digital Skills Live Chat and website

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



Printing

You will have a printing and photocopying allowance for each year.

There are multi-functional devices (MFDs) on campus which enable you to print, copy and scan. There are MFDs in each library and student accessible MFDs in other locations across campuses.

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

You 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

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 your packed lunch.

Enjoy a free Stokes hot drink on us, collect from the CornerHouse Canteen, Deans Coffee Shop, NG24 Canteen or ASI Coffee Shop by using the voucher below. We look forward to seeing you soon.



OUR FACILITIES

Look after yourself

Deans Sport and Leisure

At Deans, we believe in providing an active experience that enhances your wellbeing and enriches student life. Our fitness suite is designed to help you stay in shape, whether you are working out independently or joining one of our vibrant fitness classes.

As a student, you will enjoy free gym membership during the college term, giving you 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



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

Find our Sessions Restaurant pages on Facebook and Instagram.



THE LIBRARY

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

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. You can also use your 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 you find the books, journals and magazines you need. You can borrow 10 items at a time.

Library webpages

Our Library pages can be found at <https://lincolncollege-uk.libguides.com> and will provide you with all the information you need to support your studies whilst you are here at College.

You'll have access to:

- **Online Library Catalogue** to search for books and eBooks
- **Discover More** is our advanced online search tool providing you with further access to a wide range of resources, eBooks and thousands of full text eJournal articles
- **Live Chat** so you can talk to a member of the Library team online during Library opening hours
- **Subject Guides** where you can find many useful resources that have been carefully selected for you and your 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



To access your Library Account, visit our Library webpage then click on the My Account link in the top right-hand corner of the page and log in with your usual College login details.

Visit our Library webpage to view our Using the Library help pages and the Digital Skills FAQs

LIBRARY INFORMATION ADVISERS

Our team of friendly Library Information Advisers are on hand to help you with your studies. If you already know who your Adviser is, click on their profile within our library webpages to find their contact information. If you are unsure which Library Information Adviser covers your area, search for them 'By Subject'.

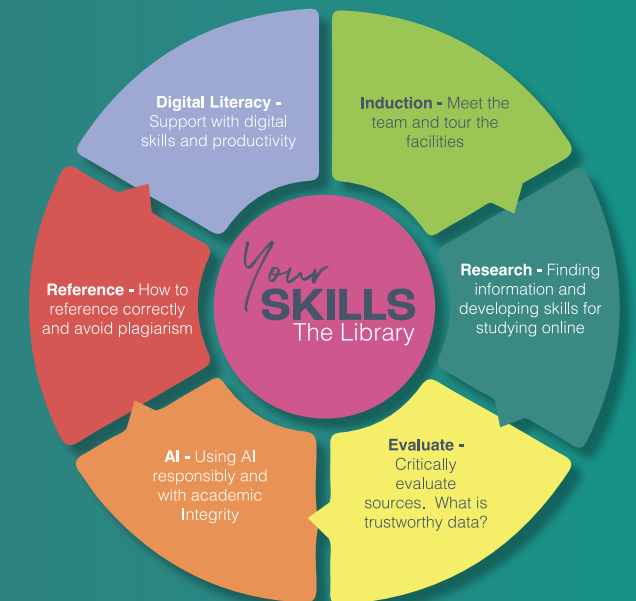
You can also book a provisional meeting with your Library Information Adviser via the Meet the Team page. Appointments can be made up to seven days in advance.

What services do we offer?

The Library Information Advisers (LIAs) are here to support your studies, offering assignment assistance from planning to completion.

We are available for group workshops but students can also make appointments to see an Adviser on a 1-2-1 basis for more in-depth support.

LIAs can provide support for the following topics:



Contact the Library team - Tel: 01522 876232 | Email: library@lincolncollege.ac.uk

SCAN TO VIEW STUDY SKILLS
SUPPORT PAGES



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



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

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

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

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

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

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

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

www.lincolncollege.ac.uk/contact-us



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.facebook.com/lincolncollegeuk)

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

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

 030 030 32435

 www.lincolncollege.ac.uk

 enquiries@lincolncollege.ac.uk

