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Assessments, Assignments and Attendance
One of the most common methods of assessment is an assignment; it is important you hand in all work on time. Your attendance is expected to be at 100%.

British Values
Easton & Otley College promotes the British Values of Democracy, The Rule of Law, Individual Liberty, Mutual Respect and Tolerance for those with different faiths and beliefs.

Conduct
There is a Code of Conduct and a Student Success Policy which all students are required to follow.

Driving
There is a one way system and speed restrictions in place across both campuses. There is free and ample car parking. You must register your vehicle at enrolment and notify us if you change your vehicle. On the Easton Campus a parking permit will be required.

EDI
Easton & Otley College believe in Equal Opportunities, celebrating Diversity and treats everyone with respect regardless of culture, ability, race, sexual orientation, age, belief or social class.

First Aid
Look out for noticeboards around the college displaying the names of staff who are first aid trained around the college. If there is a First Aid incident, make sure you find the nearest First Aider to the incident.

Guidance
For guidance on travel, finance including bursaries, housing and careers, please contact The Student Centre, which is matrix accredited.
Health
For advice about health and welfare including mental health support, c-card, counselling, giving up smoking, please contact The Student Centre.

Innovation in Learning
At college you will have access to IT facilities, but if you have any suggestions for improvements or any concerns or comments, please speak to your tutor in the first instance.

Join Us
Each campus employs a Student President who is the link between staff and students at the College.

Keep up with News
Keep up to date with all the latest College news via Moodle, the website, liking our Facebook page and following us on Twitter - The Student Centre @StudentsEOC or the College @Eastonotley

Lost Property
Lost property is located at the Sports Centre at the Easton Campus and the Main Reception at the Otley Campus.

Maths and English
Maths and English are essential qualifications for when you progress to studying at a higher level or go into employment.

No Smoking Site
Smoking is prohibited in all of the college buildings. Smoking, including e-cigarettes, are not allowed anywhere on site except in the designated smoking shelters.

Opportunities
This is your college. If you have any suggestions or ideas make sure you speak to your Student Leader.
Prevent
Prevent is part of the Government’s counter-terrorism strategy and Easton & Otley College will respond to any Prevent issues or concerns. Ensuring the safety of our students is of paramount importance.

Quiet Space
If you need some time out to ‘catch your breath’ use our Multi Faith Hubs - JB014 at Easton and M01 at Otley.

Resident - Living in and Studying
On the Easton Campus there are purpose built Halls of Residence with rooms for 122 students. There is a means tested bursary available to support residential students.

Safeguarding
Safeguarding our students is of the utmost importance to us. If you have any safeguarding concerns please use the contact details on the back of your ID card.

Talk to Us
Come to The Student Centre if you have any worries and concerns, whether this be within college or outside of college, come and talk to us. We always have a friendly ear and a cup of tea when needed!

University and UCAS
Easton Campus offers a range of Higher Education courses validated by the University of East Anglia. There are also UCAS drop-ins and support throughout the year.

Voice of You - The Student
We will always listen to you; become a Student Rep, attend meetings, respond to surveys and share with us any concerns, compliments, complaints or feedback.
Work Placements
If you require support with organising your Work Placement, talk to our Work Placement Co-ordinators, who are available at both campuses.

Extra Support
As well as The Student Centre, both campuses have a counsellor, a dedicated Learning Support team and a Learning Resource Centre (LRC).

You and Your Student ID
Please carry your ID Card at all times. If you lose it you can purchase a replacement for £2. You will need to show your ID card on request; repeated failure to do so may result in disciplinary action.

Zone into the VLE (Moodle) and IT Facilities
The VLE is your Virtual Learning Environment. Speak to your tutor or the Innovation in Learning Adviser, for more information on the VLE and other IT facilities.
At Easton & Otley College we are committed to enabling students to fulfil their full potential.

The Study Programme will provide students with:

- A primary qualification in a chosen subject area
- Advanced practical skills
- English and Maths development
- The chance to gain meaningful work experience
- Opportunities to develop employability skills to support future aspirations
- Personal support throughout their Study Programme
- Progression opportunities to apprenticeships, higher education or employment
- Additional qualifications to support progression
- Enrichment opportunities
Student Success Policy

Fitness to Study
Supportive, positive, proactive approach to management of mental health concerns to where possible prevent withdrawal.

Behaviour Management
In order to provide a safe and appropriate learning environment, students that fail to adhere to college expectations will be supported to modify behaviour or further action will be taken.
Work Placement

5 Steps to a successful placement:

1. Finding your placement: Where possible this placement should be found before you enrol, however this isn’t always possible, so don’t panic and see your campus co-ordinator for guidance.

2. Complete the Health & Safety request form.

3. Find your campus drop-in session and collect your work placement log book. This is where you log ALL your placement hours so don’t lose it!

4. Start recording placement hours on Moodle AND in your log books. Your log books require a signature from your employer - this validates your hours.

5. Once you have completed your set amount of recorded hours, re-visit your drop-in session to submit your log book.

For any additional queries or questions, please email the team on workplacements@eastonotley.ac.uk.
Absence

Easton & Otley College expect 100% attendance so that you get the most from your time here and to prepare you for going into the workplace.

If you are unable to come into college you must text before 8:30am using the absence text line, stating your name, student number and the reason for your absence. Notification after this will be unauthorised and show on the register as an unexplained absence and you will be contacted by the college.

Absence line: 07800 006679

When you are employed, excessive absence could mean that you lose your job!
Every Learner Will:

- Have **targets** set to **stretch and challenge** their progress in every lesson and be reviewed.
- Be expected to take **good quality notes** that are **organised effectively** for each individual learner to support revision and/or assessment.
- Actively participate in **student led learning** meeting the individual needs of all.
- Have **high expectations** with regards to own learning and progress.
- Be **challenged** and be aware of **consequences** if they do not attend lessons and are not work ready.
- Understand the importance of **Maths and English** within the **vocational area** and the employment setting.
- Receive **regular, quality, constructive, personal feedback** to allow them to develop timely and clear progress reinforcing their learning.
- Continue to develop their understanding and application of **British Values, EDIT and canonicalisation** to become positive role models in society.
- Be expected to be challenged to work and think independently to develop **higher order thinking skills (HOTS)**.
Every Lecturer Will:

• Be present in the room **at least 5 minutes** before the start of the lesson in order to start on time. CQM to identify where this is not possible.
• Ensure the learning environment is **always fit for purpose** and set up appropriately.
• **(Before the lesson)**, ensure any ALLS understand the ATLAS strategies for the lesson.
• **Welcome every student** into the room and ensure the register is marked at the start of the session while the connect activity takes place.
• **Share SMART aims** of the lesson/learning objectives with the class at the start – it is explained how this lesson relates to those which preceded it.
• **Post the aims** of the lesson/learning objectives on the white board/include on a power point slide/ **display as and where appropriate**.
• **Recap** previous work/last lesson.
• **Always challenge latecomers appropriately** without disrupting the pace of the lesson.
• Ensure that teaching and learning includes a balance of: teacher input / Individual/ small group work/Differentiated tasks/directed questioning that **engages every learner** Differentiated questioning/HOT Questioning/Industry involvement.
• Always provide **differentiated tasks** and activities for all learners.
• Ensure students who receive ALLs are fully integrated into the lesson and the support is as appropriate to their individual needs.
• Include opportunities for **peer assessment** of students’ work.
• **Integrate LILT** e.g. smart-phones for research and the photographing of group work/presentations where appropriate.
• Ensure all learners are **work ready**, prepared correctly for all sessions and taking notes. This includes correct PEP and dressing appropriately for the learning environment **(no muddy boots in classrooms)**.
• Frequently check and provide **individual feedback** on learning throughout the session.
• **Ensure learning objectives are revisited** at least once during the lesson and again at the end of the lesson as part of the summary.
• Ensure opportunities to integrate **English, Maths, Equality & Diversity and British Values** are seized upon.
• **Recap and consolidate** at the end of the session, homework is set where appropriate and the context for the next lesson is explained.
• Always end the session at the allocated time – **students never leave early/pack up early**.
We can provide you with information, advice and guidance on the following:

- Progression
- Careers and employability
- UCAS and Higher Education advice
- Confidential counselling service
- Finance
- Travel
- Student voice opportunities
- Student social committee
- Sexual health and relationship advice and c-card
- Safeguarding concerns
- Signposting for specialist advice from external agencies

The Student Centre can be found at both campuses and is open from 8:30am - 5:00pm Monday to Thursday, and 8:30am - 4:30pm Friday.

You can find us on Twitter by searching @StudentsEOC, or contact us via the email student.services@eastonotley.ac.uk.
Statement of Service

The college is focussed on growing careers and meeting industry needs. The Student Centre has been awarded the matrix accreditation.

Service Aims

Impartial
We provide impartial, unbiased and non-judgemental information, advice and guidance.

Inclusive
We are committed to ensuring the service we provide is accessible and suitable, and meets the needs of all the service users.

Confidential
We abide by the data protection act and treat student information as strictly confidential.

Safeguarding
It is our top priority to ensure students can work and learn in a safe environment.

Professional
The Student Centre staff have the skills and knowledge to correctly meet the needs of students and make appropriate and relevant referrals where necessary.

For more information about matrix:
• www.eastonotley.ac.uk
• Facebook.com/eastonotley
• @StudentsEOC #eastonotley
Are You Worried About Yourself or Someone Else?

Your safety and wellbeing is the most important thing to us. If you are worried about yourself or someone else we want to know.

Do you know who to talk to?

Call, email or come up to The Student Centre and speak to:

- **Safeguarding Officer - Sam Warner**
  Samuel.Wamer@eastonotley.ac.uk
  01603 732326

- **Head of Student Services - Beth Norman**
  Bethany.Norman@eastonotley.ac.uk
  01603 732351

- **Head of Student Services - Jo Riseborough**
  Jo.Riseborough@eastonotley.ac.uk
  01603 731586

**Red Button**

- You can also tell us about something you’re worried about anonymously using the red button on your Moodle / VLE homepage.

Contact Us: student.services@eastonotley.ac.uk
It’s OK To Not Be OK.

Don’t forget that you’re human. It’s perfectly ok to have a bad day or a meltdown. Everyone has bad days and sometimes all you need is to talk to someone, cry it out in order to feel able to refocus on where you are headed.

If you would like to speak to someone, your College wants to listen.

You can drop in to see any of these people:

Your Tutor
A Student Advisor
Safeguarding Officer
Achievement Tutor

If you think your mental health or emotional wellbeing is affecting your ability to succeed and achieve then you may want to consider seeking advice and guidance on what you can do to improve things. Refer to the Wellbeing Guide for guidance on how to access wellbeing and mental health support at home, at college or in an emergency.

If you would like to see the College Counsellor you can refer yourself by emailing lisa-jayne.thomas@eastonotley.ac.uk at Easton or paula.smyton@eastonotley.ac.uk at Otley. Or ask a member of staff to do it for you.

If you’re not sure who you need to talk to, just ask!
Available Services

Pre-enrolment
- Early Enrolment & Get Yourself Sorted
- GCSE Results Advice
- KIT Day

Course Advice Days
- Schools/Taster Events
- Interview

Pre-enrolment

Autumn Term
- Induction - Meet your support teams
- Fresher’s Fair - find out about internal & external support groups and agencies
- L3 YR 2 - HE talks
- Student Finance Guest speaker
- UCAS Drop Ins
- 1:1 sessions

Summer Term
- L3 YR 1 - Thinking about HE talks
- UEA UCAS Convention
- 1:1s with Student Advisers and Apprenticeship team
- What Next? Progression Forms & Careers Advice Referrals
- Travel Finance Accommodation

Graduation

Spring Term
- All FE students Options after my current course
- Student Voice & Social Committee

Winter Term

National Careers & Apprenticeships Week
- Events
- Workshops
- Guest Speakers

Promotion of Options after L3

Careers & Progression, UCAS & HE
- Signposting to specialist agencies
- Counselling
- Safeguarding
- ALL STUDENTS - Bookable 1:1 careers appointments at TSC
- Visit Careers Zone

ALL STUDENTS - Bookable 1:1 careers appointments at TSC
- Visit Careers Zone

Student Voice & Social Committee
- C Card & Sexual Health & Relationships advice

Available Services
The Student Voice

Your opinions and ideas are important to us. There are many ways that you can let us know your thoughts and constructive feedback to help us identify how we can improve the College experience for you and other learners.

You can expect your views to be listened to and responded to.

Your department managers want to hear your point of view about your course and curriculum matters. They will aim to gain your feedback and views in a variety of ways throughout your education with us. This may be in lessons, in the corridor waiting for your next lesson, through student surveys and more formally in focus groups.

In addition to this the college runs a Student Council. Each department will nominate one Student Leader and one Deputy Student Leader to represent your whole department in regular Student Council Meetings.

Student Leaders

- All Student Leaders meet every half term to discuss departmental and cross-college concerns.
- These meetings will have an agenda and minutes will be taken. This will be a progress focussed meeting, raising any cross-college concerns or issues.
- Student Leaders are given training and support to help them make the most of the role.
- Time is allocated in classes and tutorial sessions for Student Leaders to discuss views and ideas with learners.
- Student Leaders are given different coloured lanyards or pin badges to distinguish them from the cohort.
- They may be responsible for a budget to improve the campus for other learners. This can be used during the year for enterprise ideas to increase the fund before deciding on where it will be spent.
• Student Leaders support in the recruitment of roles within the college such as Student President and Student Governor.
• An annual Off-Site Student Conference is held with all Student Leaders from both Campuses.
• There will be an end of year event to celebrate the year and thank students for being involved.

Class Representatives

• One student from each class is chosen as a class representative. Class reps and Student Leaders meet with CQM once every half term to discuss department concerns or issues in a Curriculum focussed group.
• Reps are given adequate time to discuss concerns with class in tutorial sessions with learners.
• CQM book in half termly sessions with Curriculum Admin.
• CQM respond to curriculum based ideas and issues. Cross Campus/college ideas are brought forward to Student Leader meetings via emails to Student Leaders.
Security and Safety

We take your security and safety very seriously, therefore there are a few things that you need to know.

This college has a ZERO TOLERANCE policy towards illegal drugs, substances and knives.

Anyone found to be using, dealing or in possession of illegal drugs or substances, who is found in possession of a knife, or is demonstrating unsuitable or threatening behaviour will be reported to the police. This could lead to arrest and a criminal record for the student in question.

The college will also commence disciplinary action against any such student. Please see Student Success Policy for details.

If you would like to support in dealing with substance abuse and other related issues, please speak to a member of the residential team or a member of The Student Centre.

British Values

Easton & Otley College promotes the British Values of Democracy, The Rule of the Law, Individual Liberty, Mutual Respect and Tolerance for those with different faiths and beliefs to our own.

Democracy - everyone has a voice

Student Council, Student Reps, Student Ambassadors, Student President, surveys and focus groups, Staff Consultation Group, opinion polls.

The Rule of the Law - everyone is subject to rules and laws that are fairly applied

ID badges, disciplinary policy and procedure, Code of Conduct, zero tolerance policy to drugs and alcohol, focus on employability.
Individual Liberty - freedom to make your own choices

Individual electronic learning plans, access to social media, bring your own device schemes, Progress Development Coaches, promotion of themed weeks and national celebration days, access to free confidential counselling, access to the C-Card scheme, compliments and complaints policy.

Mutual Respect - treat everyone as you would like to be treated

Safeguarding, Prevent, anti-bullying workshops, promotion of equality, diversity and inclusion, Code of Conduct.

Tolerance of Different Faiths and Beliefs - celebrate diversity

Cultural celebrations, can cater for a wide range of dietary requirements, Multi-Faith Hub.

Prevent

Prevent is part of the Government's counter-terrorism strategy and Easton & Otley College will respond to any Prevent issues or concerns. Ensuring students are safe at the College is of paramount importance. We have a zero tolerance policy to drugs and alcohol and a stringent Safeguarding and Prevent policy focused on the roles that staff and students have to play in the welfare of young people and vulnerable adults.

Safeguarding

All safeguarding concerns should be reported, you can speak to your tutor, CPD, a member of The Student Centre, or any other member of staff if you have any concerns. You can also email the confidential email studentvoice@eastonotley.ac.uk

Celebrating Diversity

Multi Faith Hub

The Multi-Faith Hubs are available for private prayers, devotions and quiet time. Please keep an atmosphere of silence and respect at all times. You can find them in JB014 at Easton and M01 at Otley.

The Hubs are available for booking for communal prayer, group worship, support groups, etc. All group bookings will be listed and displayed outside the room. To make a booking, please contact the Student Centre team on the appropriate campus.

When using the Multi-Faith Hub please remove your shoes and leave them at the door.

Unless a group booking has been made, the Hub is available for individual use.

Please leave the room as you found it and ensure it is clean and tidy.
Online Safety

Here are our top tips to staying safe online:

- Think about first impressions: how are you representing yourself online? Remember that employers, colleges, friends, and family can see what you post. Everything you do online leaves a digital footprint.
- Personal details, like your address, should be kept private. Use privacy settings to control what people see.
- Don’t start or feed arguments online, and don’t bully. Treat others online as you wish to be treated. If you wouldn’t say it in person, don’t say it online.
- Check information for accuracy, spelling and grammar before posting online.
- Give credit where credit is due. Cite your sources when you repost online.
- Remember to take time to unplug and connect with people face to face.
- Be highly aware of online groups who promote radical ideas or actions. Remember the British Values of tolerance and respect to others, regardless of faith or political motivation.

Stay Connected

Keep up to date with college news and events by following our social media channels.

Join our ‘Easton & Otley Freshers 2019’ group on Facebook to ask questions, meet new friends, gather important information, plus we run exciting competitions and giveaways!
Easton Campus Plan

Easton
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Norfolk NR9 5DX
Tel: 01603 731200
www.eastonotley.ac.uk