

**Northern
College**



Student Handbook 2023-24

Introduction

Welcome to Northern College. We hope you are as excited as we are to begin our journey together. This handbook aims to give you important information that you will need throughout your time with us.

At Northern College, all our students are adults with a range of experiences and ambitions. Whether you are studying for the first time since school, attending a short course to gain a qualification for work or looking to make a career change by studying a new subject, we will work and support you to reach your goal.

Emma Beal
Principal and Chief Executive

To find out more about our College Leadership Team visit:

www.northern.ac.uk/about-us/leadership-governance/



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Shared Responsibilities for Success

To offer an environment where everyone can thrive and do their best, we ask all our students to be aware of their responsibilities in relation to learning, behaviour and the 'Shared Responsibility for Success' expectations.

What you can expect from us:

- We will be flexible, responsive and supportive of your requests
- We will help you to choose the right courses for you, at the right time
- We will provide a safe and pleasant environment
- We will celebrate your achievements and listen to your views

What we provide:

Northern College values each student as an individual and as a commitment to this responsibility will provide;

- Information on courses, fees, services and support
- Support on how to apply and any entry requirements
- Information and advice on progression on to other courses, both here and at other learning establishments
- Set targets for you which are challenging but achievable; whilst checking that you have understood
- Take time to understand and assess any additional learning support you may need
- Access to a range of enabling technology; if required
- Access to a fully equipped Library and Learning Support Centre
- Access to self-service cafeteria and residential accommodation if appropriate
- Recreational facilities and enrichment activities
- A caring and supportive environment
- Responsive staff
- Protection of your personal information in line with Data Protection Act and GDPR requirements
- Help you fulfil your potential as a student
- Ensure we work with you to support your learning and personal development
- Make sure you have a safe, clean and welcoming environment in which to study

What we expect from you:

- You will take responsibility for your own learning and behaviour
- You will take pride in your work and act upon the advice given
- You will respect the College buildings, environment and its good name
- You will give honest and constructive feedback
- You will treat everyone with respect and be considerate of all College users

What you have to do:

To help you succeed on your course at Northern College and prepare you for your next steps into further or higher education or employment. It is expected that you will:

- Follow all College policies and procedures
- Attend all classes and tutorials
- Arrive in good time for the start of all sessions
- Bring all necessary equipment to class
- Use IT and electronic devices responsibly and respectfully
- Follow assessment guidelines and avoid plagiarism and cheating
- Behave in a way that shows respect for others and their right to learn
- Respect other people's views and opinions
- Avoid the use of swearing and bad language
- Report any issues relating to safety, safeguarding
- Ask for help when you need it and take the support offered
- Complete all work to the best of your ability and within the timescale agreed
- Play an active part in promoting Equality, Diversity and Inclusion by:
- Refuse to take part in behaviour which degrades or makes others feel uncomfortable
- Report inappropriate behaviour

Student Support

Student ID cards

All students will be issued with an ID card and lanyard. The ID card will allow access into the Main House and is used to access free College meals where eligible. All students, staff and visitors are expected to wear their lanyard and ID at all times whilst on campus to ensure the safety of everyone at our College. Lost cards may incur a renewal charge - please contact Reception for further details.

Student Services

Becoming an adult student can be extremely rewarding and brings unique challenges. Challenges that our Student Support Services team are experienced in.

We can support you with many things including:

- Emotional wellbeing.
- Finance and funding support to help you study.
- Careers and progression.
- Assessing any additional learning needs you may have.

Visit: [www.northern.ac.uk/student-life/support for more information](http://www.northern.ac.uk/student-life/support-for-more-information)

Fees, funding and finance

If you need advice about course fees, funding support and Advanced Learner Loans visit www.northern.ac.uk/courses/fees-funding/ for more information.

You can also visit staff in Student Services (behind reception) who can help you.



Study Support

The Library

The library is always staffed during opening hours and can help you find the resources you need to succeed in your studies. We offer a range of curriculum related resources, including text and e-books, online and subscription journals, and additional learning resources. We also offer the use of computers, printers, scanners, a study area for you to work in with charging points and a swap shop donations bookshelf.

Visit www.northern.ac.uk/student-life/library/ for opening hours and further information.

Advantage

Student Advantage is one of the key pieces of software that you will use whilst studying at Northern College.

The application enables students to view course details, timetables, attendance, meeting notes and their own Individual Learning Plan (ILP) which helps students by allowing them to easily access their individual progress against personalised goals.

Teams for Education (T4E)

The College uses T4E as its virtual learning environment. T4E provides you with space to collaborate as well as storing all of your class materials and information. For help and support using T4E and other online resources at College, please speak to your tutor.

ICT Support

ICT support is available from:

- Your Tutor
- Library, Learning and Support Centre
- Emailing: it@northern.ac.uk
- Dial extension 6666 from any internal telephone
- In-person at the ICT department between 8.30am - 4.30pm (Monday to Friday and the Saturdays we are open).
- All ICT users are obliged to abide by the Northern College ICT User Policy which you can access here:

www.northern.ac.uk/about-us/policies/policies-and-key-documents/

Health and safety

Smoking

Smoking and the use of vapes is only allowed in the external designated areas on the College site. There is an external smoking shelter at the side of the Wollstonecraft Building, and at Wentworth Court ground floor by the side of the steps leading to/from the courtyard. Anyone found smoking or using vapes in College buildings will be subject to disciplinary action.

Drugs and alcohol

The College has zero tolerance to drugs and alcohol on campus. Any student found to be in possession of drugs or alcohol on College premises will be subject to a disciplinary and may lose their place on a course.

Any behaviour which is linked to the consumption of drugs or alcohol will also be subject to disciplinary.

Support for students with drug or alcohol related issues can be found with Student Support Services who can be contacted on 01226 776000 or you can speak to someone at reception.

Bullying and harassment

We are proud of our reputation as a caring College and as such have a zero tolerance to bullying and harassment. This means that we are committed to supporting students who feel that they may be the victim of bullying or harassing behaviours. Bullying can take many forms and can be verbal, physical or online. It is important that students report it immediately to their personal tutor or someone in Student Support Services so action can be taken. Students who are found to be bullying and harassing others will be disciplined in line with the Student Disciplinary process.

Prevent

The Prevent duty forms part of safeguarding and is about keeping safe from extremism and radicalisation and supporting individuals from being drawn into terrorism. This is underpinned by the key British values which are: democracy, rule of law, individual liberty, mutual respect and tolerance of those of different faith and beliefs.

It is important that all our students understand how these British values are relevant to their lives. You will have opportunity within class to discuss, debate and learn about British values.

If you notice anything in College or at home which worries you in relation to radicalisation or extremist behaviours, contact the Safeguarding Team in Student Support Services on 01226 776000 or email safeguarding@northen.ac.uk

Safeguarding

It is important to us that all our students feel safe and are safe. The College takes its safeguarding responsibility seriously and is committed to keeping all its students safe and well. In order to safeguard all our students, we:

- Ask all guests to sign in
- I have site security 24 hours, seven days a week
- I have security locks on all our buildings
- I work with local community Police teams
- I support students to raise any concerns they may have
- I train our staff in safeguarding and Prevent
- I ask all our students, staff and visitors to wear lanyards
- I ask for respectful behaviour and not tolerate bullying or misuse of drugs and alcohol I have Safeguarding Officers
- I ensure we have a duty manager on call 24/7

If you have concerns for yourself or any other student, please contact Student Support Services on: 01226 776000 or email safeguarding@northern.ac.uk.

Between the hours of 5pm and 8.30am, please contact Site Security via 6303 from a college phone or 01226 776000 from a mobile.



Residential Study

Dining Hall service and opening hours

The catering service opens for breakfast, lunch and an evening meal together with morning and afternoon refreshment breaks. The Dining Room is located in the Main House. The College make a particular effort to cater for all special medical/religious dietary requirements so please inform the Catering Manager if you have one. You must use your student ID at the till in the Dining Room when you collect your meals.

If you are eligible to stay residentially your evening meal and breakfast will be included. Non residential students will be able to purchase food and drink from the Dining Hall. During the general opening hours snacks are available as well as a microwave if you wanted to bring your own food.

General opening hours

- Monday - Thursday 8.15am - 6.00pm
- Friday 8.15am - 3.30pm

Food service

- Breakfast 8.15am - 9.15am
- Lunch between 12.00pm - 1.15pm
- Dinner 5.00pm - 6.00pm

Weekend opening times

- Friday 8.15am - 6.00pm
- Saturday 8.15am - 6.00pm
- Sunday 8.15am - 1.15pm

Residential Guidelines

To make sure that everyone feels welcome and has a positive experience whilst staying residentially it is important to read our Residential Guidelines.

These can be found here

www.northern.ac.uk/app/uploads/2023/08/Residential-Guidelines.docx

Out of hours contact information

Whilst studying and staying residentially for assistance outside of opening hours, dial 01226 776000 or 6303 from a college telephone.

Travelling to College

We are based in Wentworth Castle about 10 minutes away from Barnsley town centre and we have plenty of free on-site parking.

Our address is:
Northern College
Wentworth Castle
Stainborough
Barnsley
South Yorkshire
S75 3ET

We also have our own bus service straight from Barnsley Interchange, Stand 14, bus service number 34. It runs throughout the day to the College and back to town.

The timetable can be viewed on this website
www.northern.ac.uk/contact-us/find-us/

For taxi services, you may wish to try: A1 Ace Taxis - 01226 288888, Dodworth Direct - 01226 200100, Blueline - 01226 244444

Follow us on social media

Keep up-to-date by following us on social media:

Twitter: [@NorthernCollege](https://twitter.com/NorthernCollege)
Facebook: ['Northern College'](https://www.facebook.com/NorthernCollege)

