

## *Student Handbook*



**2022-2023**

## **Introduction**

We are delighted to welcome you to London Brookes College. At London Brookes College we can assure you that we constantly strive to provide excellence in our delivery of teaching and learning. We are committed to your success and provide outstanding support to help you achieve.

We hope this handbook will give you all the essential information you need while you are with us. If you should require any further help, advice or guidance then do not hesitate to ask a member of staff who will be pleased to help you.

Best wishes for your success from all the staff at London Brookes College.

***If you would like a large print version of this handbook please contact the Vice Principal.***

## **Attendance and Absence**

All students are expected to maintain excellent attendance in all classes. In the first instance any absence will be considered as 'unauthorised'. Parents will receive a text from the college Management system immediately following the entry of unauthorised absence on the roll. Absence will only be authorised provided the student has completed a 'Authorised Absence form', and has provided supporting evidence. For under 16s a letter from a parent/guardian is essential. The reason for absence must conform to the categories listed below. It is the students' responsibility to seek approval from the Vice Principal. In all circumstances the student must complete the 'Authorised Absence form' either in advance or on the first day of returning to the course.

### **Authorised absences:**

- Medical or dental appointments that cannot be arranged outside classtime, must be notified in advance. Evidence such as an appointment card or letter will be required to authorise this absence.
- Emergency medical/dental appointment. Evidence such as an appointment card or letter will be required to authorise this absence.
- Any student who is unwell and requires a period of time at home or in hospital to recover from illness or an operation will be required to provide evidence such as a hospital appointment card or hospital letter to explain the nature of the illness.
- In the case of absence due to illness or hospital operation a student can only claim a maximum of 10 days in any one academic year. If a medical condition requires longer than this London Brookes College would need confirmation from the doctor.
- A religious holiday if notified in advance.
- Attendance at a family funeral if notified in advance.
- University visit or career/job interview if notified in advance.

Please note:- Sponsored international students must have a minimum attendance in line with UKVI requirements. Students are expected to arrive promptly for all classes.

## **Important Dates**

- Operational Hours Monday - Friday 9:00am to 5:00pm [Registration, applications, bookings, payments complaints, and all other operational and support services]
- Teaching/Training Hours Monday - Friday 9:00am to 6:00pm
- College term dates and holidays are available on the student notice board

## **Additional Support**

Facilities available to all students at London Brookes College include:

- Access to emergency First Aid
- Advisers
- Teaching rooms
- Library/quiet study area
- Kitchen
- Computer Room

- WiFi Access
- Examination rooms

### **Examination Concessions**

Assessments for examination concessions are arranged through the Vice Principal. The VP will contact the Examinations Officer and/or the examination boards with details of students requesting special examination arrangements for example:

- Extra time
- A reader
- A communicator
- A scribe
- Enlarged scripts/print
- Computers

### **Assessment Malpractice: Plagiarism, Cheating and Copying**

Plagiarism means copying from published sources (including the internet) without acknowledgement.

Cheating includes copying work from others, or getting someone else to do the work for you. Copying includes allowing your work to be copied by others.

You must ensure that all the work produced in assignments is your own. Work must not be copied from other students or from any other person.

You must not produce assignment work in collaboration with other students unless this is allowed as part of the assignment and clearly indicated by the tutor. Quotations from published sources (including books, newspapers, magazines or the internet) must be clearly indicated in the assignment.

All cases of suspected plagiarism, cheating or copying will be investigated and, if proven, the student will be subject to London Brookes College's Disciplinary Procedure. Awarding bodies may also impose their own sanctions and penalties, including disqualification.

### **Careers Information and UCAS Guidance**

The Vice Principal will provide dedicated support for your UCAS application including advice on personal statements and choice of courses/ universities.

**Additional resources can be accessed via the internet.**

**We can also help you:**

- Consider your career plans
- Decide on your further and higher education choices
- Plan and complete application forms, CVs and Higher Education personal statements

### **Data Protection**

While you are at London Brookes College we will collect various pieces of personal data about you, all of which are necessary to meet the Awarding Body requirements, for the analysis of statistical data or for health and safety reasons. London Brookes College's Data Protection Policy is available on the London Brookes College website.

### **Disciplinary Procedure**

Disciplinary action is occasionally necessary in cases of poor attendance at lessons, failure to complete and submit work, including meeting coursework deadlines, inappropriate behaviour etc. The Disciplinary Code applies to all students during their time with London Brookes College. Depending on the circumstances, the disciplinary process may commence at any stage. Serious breaches of discipline may result in you being asked to leave London Brookes College immediately. To obtain a copy of the Student Disciplinary Procedure, visit the London Brookes College website [www.londonbrookescollege.co.uk](http://www.londonbrookescollege.co.uk)

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### **Dress Code**

London Brookes College expects students and staff to dress appropriately and ensure that their dress does not cause offence to others. All students are required to carry photo ID card at all times whilst on the London Brookes College premises.

### **Emergency Closure**

If London Brookes College has to be closed for an unforeseen emergency we will make every effort to inform you as early as possible; please ensure we have your correct contact details. If your details change please notify administration team immediately.

### **Equality**

Everyone is entitled to receive support to achieve their potential regardless of their age, ethnicity, disability, gender, religion, sexuality or social grouping. You are entitled to be treated with respect and in return, you are expected to respect others.

### **Policy Statement**

London Brookes College supports and promotes the principle of equality of opportunity in all aspects of its work. All reasonable steps will be taken to ensure that all applicants and students are treated equally and fairly, irrespective of age, disability, gender, marital status, sexual orientation, race, nationality, culture and religion or belief.

### **Equality Means Saying no to Bullying**

If you are picked on by others (students or staff) in any way – for example: hurtful name-calling, or jokes, unwanted physical contact, threats, texts or emails – seek help from our staff. We have a published Equality & Diversity Policy on our website [www.londonbrookescollege.co.uk](http://www.londonbrookescollege.co.uk)

### **Equality and Fairness**

Equality is about treating everyone fairly by giving them an equal chance to succeed. This does not mean treating everyone the same, because some people need more support if they are going to be able to study e.g. someone with a disability may need to have specialist equipment in order to study; others may need linguistic or emotional support.

### **Policies and Procedures**

Some of the differences between us are obvious, for example the colour of our skin or a visible disability. Some are not visible – it can be difficult to tell someone's religion or whether they have a psychological issue simply by looking at them. Differences mean that each of us can make our own unique contribution to London Brookes College. Diversity gives us the opportunities to encounter, respect and celebrate difference.

### **Harassment and Bullying**

Sometimes people reject those they see as 'different' treating them unfairly and with disrespect. London Brookes College will not tolerate bullying and is prepared to take disciplinary action against those who bully. If you are bullied or witness someone being bullied, talk to your tutor. To find more information on how London Brookes College deals with bullying, look on our website for the Prevention of Bullying and Harassment Policy and Disciplinary Procedures.

### **Examinations**

#### **Registration and Fees**

All learners will be charged initial Awarding Body registration fees. Late examination entries, re-sits or changes in your entry may result in a charge which will require payment before an Awarding registration is processed.

Please regularly check the Exams notice-board and our website for information relating to Examinations including exam rules and regulations.



Where possible, London Brookes College seeks to ensure accessibility for those with mobility problems. Please ensure that we know what your needs are so that we can make all reasonable adjustments to help you to attend and succeed in your exam.

### **Fire Drill**

As part of your induction, the college fire drill will be explained and you will be shown the fire exits. London Brookes College has a fire drill every term and all have to participate in evacuating the college building. During this whole time remain silent and follow procedures.

In the unlikely event of a fire taking place you should not put your own safety at risk; if it is safe to do so and there are appropriate fire extinguishers available, attempts to put the fire out may be made only after raising the alarm. In almost all cases you should immediately evacuate the building. If you have difficulty in evacuating the premises unaided, you will be given special instructions. Please ensure that you:

- Close doors behind you
- Assemble at the designated assembly point
- Keep well clear of the buildings and access route for emergency vehicles
- In the event of a fire you must not re-enter the building until authorised to do so.

### **First Aid**

London Brookes College has First Aiders who can administer simple medical help. Should you require first aid assistance, contact the administrator who will locate a qualified First Aider. If you require hospital treatment, transportation will be arranged and your next of kin informed. It will be their responsibility to arrange for your collection from hospital and transport home.

### **Health and Safety**

The health and safety of learners is of fundamental importance to London Brookes College. We believe that learners are entitled to a safe, healthy and supportive environment. In addition, we consider that safe learning is essential to maximise each learner's experience and achievement. Please help us by identifying and reporting any safety hazards immediately to a member of London Brookes College staff.

London Brookes College's [Health and safety Policy](http://www.londonbrookescollege.co.uk) can be found on the London Brookes College website [www.londonbrookescollege.co.uk](http://www.londonbrookescollege.co.uk)

### **Home Address/Contact Details**

If you change your home address, landline, mobile or email address whilst you are attending London Brookes College please notify the administration team immediately.

### **IT Facilities**

London Brookes College has computer and internet/ wifi facilities for your use while you are studying with us.

### **Monitoring Network Activity**

You should be aware that all network activity is monitored by our staff. Under certain circumstances, for reasons of security, your network files, internet access, browsing and email may be intercepted or viewed. London Brookes College uses automated antivirus checking on all incoming web pages and emails.

### **Learner Support Services**

- Careers Information
- Photocopying/Printing
- Course information
- Study facilities

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### **Mobile Phones**

These must be switched off & submitted at the reception before going in the classroom. When in an examination mobile phones should be switched off, and handed to the invigilator at the start of the examination.

### **Money and Valuables**

Please note that London Brookes College works hard to ensure it is a safe and secure environment for students and staff alike. Theft or damage to property is rare, but it is advised that students and staff are properly insured and careful over the security of their property. London Brookes College does not accept responsibility for the theft, loss or damage of any personal property of students, staff or visitors which is brought on to London Brookes College premises or other premises which we are using in the delivery of our services.

### **Refreshments**

London Brookes College provides a small kitchen and a lounge where drinks and food can be consumed.

### **Personal Safety**

You have the right to feel safe at London Brookes College. Other people should not hurt or abuse you in any way. Other people should not threaten to hurt or abuse you. However, to ensure your safety, your responsibilities include:

- To respect other people's rights to safety
- Not to hurt or abuse others
- Not to threaten to hurt or abuse others

London Brookes College is here to support you and help make your place of learning safe. If you need to talk to someone about your own safety, contact us by email on [info@londonbrookescollege.co.uk](mailto:info@londonbrookescollege.co.uk) or phone confidentially on the numbers available on our website. For further details, please see the 'Policies and Reports' section within the London Brookes College website [www.londonbrookescollege.co.uk](http://www.londonbrookescollege.co.uk)

### **Student Codes of Conduct**

#### **Learning**

Our business at London Brookes College is for all students to learn and achieve. Any behaviour that compromises self learning and/or that of others is not acceptable.

#### **Respect**

All our relationships at London Brookes College are based on mutual respect. Any behaviour which demonstrates a lack of respect is unacceptable and will be dealt with seriously.

#### **Safety**

The college and its staff must work within a safe and secure environment. Any behaviour which compromises this safety and security are not acceptable.

#### **In the Classroom**

- Be on time or early. Attend all classes and communicate reasons for any absence to the college, either before or on the day, of absence.
- Meet all course requirements such as assessment deadlines, completion of tasks/activities set as independent learning activities outside lessons.
- Switch off your mobile phone in class.
- Behave appropriately in class to ensure that lessons are not disrupted.
- Do not eat or drink in any classroom.

#### **Around London Brookes College**

- Treat all London Brookes College staff and fellow students with respect and courtesy at all times
- Remember that students with restricted mobility have right of way (at all times)

- Remember that smoking is not allowed on college premises
- Remember that bad language, or slogans which may cause offence, are not permitted
- Remember that students under the influence of drugs or alcohol will be asked to leave the premises
- Remember that students should not misuse any London Brookes CollegeIT facilities

London Brookes College operates a 'self-clear' policy in that all litter should be put in the bins provided.

To protect the learning environment, London Brookes College takes seriously any breaches of this code and will follow the Student Disciplinary Procedure if this happens. Furthermore, the London Brookes College Student Disciplinary Procedure will be used in cases where students are involved in:

- Theft of any kind
- Threatening behaviour or assault
- Bullying or harassment including by text or email
- Damage to property (college and personal property)
- Possession and/or use of alcohol
- Possession and/or use of illegal substances
- Cheating, plagiarism, forgery and gambling
- Inappropriate access to web material deemed unsuitable.

## **Surveys**

Students have the opportunity to provide feedback about London Brookes College in a variety of ways. Any general concerns or constructive suggestions can be emailed to [info@londonbrookescollege.co.uk](mailto:info@londonbrookescollege.co.uk) or reported through the use of the Comments, Complaints and Compliment Slip. In addition, surveys occur throughout the year to enable you to tell us your opinion on various aspects of our work.

## **Timetables**

Timetables are subject to the discretion of London Brookes College. Should timetable changes be needed for any reason during the course of the year you will be notified as soon as it is possible for us to do so.

## **Tutorial Support**

Your Teacher / Form Tutor will discuss your progress with you and help you renew your academic targets and plans.

*Best wishes for your success from all the staff at London Brookes College.*

## *Helpful Tips for Learning*

### **Get organised for study**

*Plan a timetable for completion of coursework:*

*Plan to complete coursework a week ahead of submission date.*

*Be realistic about deadlines you set yourself*

*Decide your priorities and stick to them.*

*Make sure set task requirements are clear to you.*

*Complete one task before moving on to another.*

*If a task is large and complicated then tackle it in smaller “chunks”.*

*If there is a major crisis in your personal life, let your tutor know so that work can be re-scheduled if necessary.*

### **Look after your health**

*Be warned! Coffee, alcohol and smoking all contribute to stress feelings.*

*Avoid taking non-prescription drugs.*

*Allow time to eat properly.*

*Try to keep a well-balanced diet.*

*Develop a regular exercise programme.*

### **Learn to relax**

*Take frequent five minute breaks away from study to do something different.*

*Spend some time alone each day doing nothing.*

### **Relaxation strategies**

*Relaxation techniques can help you by providing mental, emotional or physical release:*

#### **Mental**

*Doing a different type of mental exercise may be just what is needed:*

*If you have any knowledge of the classic techniques of yoga, meditation, then use them – or find out about them.*

*Focus on a fantasy journey.*

*Focus on an object in the room, for example a lighted candle. See the object and think only of that.*

*Focus on breathing: breathe deeply in through the nose, and out through the mouth in a regular rhythm, gradually allowing your breathing to adjust to its own depth.*

#### **Emotional**

*Learn to identify the way you respond when you are under stress:*

*Express those feelings appropriately, perhaps through writing or talking to others.*

#### **Physical**

*Exercise is valuable because it helps to reduce the levels of stress. You don't need to be a great athlete to keep fit. You could try a brisk walk and a hot bath or a massage or aromatherapy session.*



## **TERM DATES 2022-2023**

### **Autumn Term**

<i>Induction day:</i>	<i>Thursday 1<sup>st</sup> September</i>
<i>Start term:</i>	<i>Monday 5<sup>th</sup> September–Friday 21<sup>st</sup> October</i>
<i>Half term holiday:</i>	<i>Monday 24<sup>th</sup> October - Friday 28<sup>th</sup> October</i>
<i>Second Half:</i>	<i>Monday 31<sup>st</sup> October- Friday 16<sup>th</sup> December</i>
<i>Christmas holidays:</i>	<i>Monday 19<sup>th</sup> December – Monday 2<sup>nd</sup> January</i>

### **Spring Term**

<i>Start Term:</i>	<i>Tuesday 3<sup>rd</sup> January –Friday 10<sup>th</sup> February</i>
<i>Half term holiday:</i>	<i>Monday 13<sup>th</sup> February –Friday 17<sup>th</sup> February</i>
<i>Second Half:</i>	<i>Monday 20<sup>th</sup> February –Thursday 6<sup>th</sup> April</i>
<i>Easter holidays:</i>	<i>Friday 7<sup>th</sup> April – Friday 14<sup>th</sup> April</i>

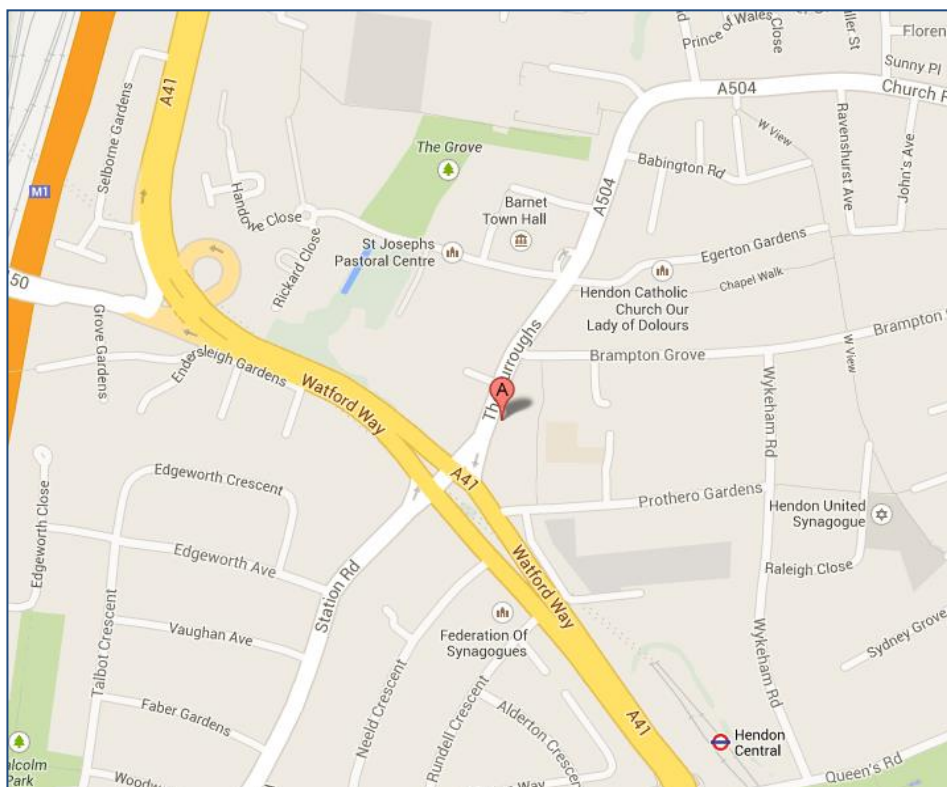
### **Summer Term**

*Monday 17<sup>th</sup> April- Friday 30<sup>th</sup> June*

*\*INSET days on Monday 3<sup>rd</sup> October and Monday 5<sup>th</sup> December*

*\*Lessons for some subjects will run as normal up until the day before the individual subject exam, others will finish mid-May. To will be informed by your subjects tutor in due course.*

## *How to Find Us*



*Burroughs House, 42 The Burroughs, Hendon, London, NW4 4AP*

*Hendon Central Station on the Northern Line is about 5mins walk from the college.*



*The college can be reached via the following bus routes: 83, 113, 143, 183, 186, 324 and 326.*



*Hendon Station on the Thames Link is nearby, serving Radlett, St. Albans, London King's Cross and Croydon.*

*Checked on 1<sup>st</sup> March 2023 by Yashpreet*