

Student Handbook



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Welcome to College

Whether you're studying at Rotherham College, Dearne Valley College or North Notts College I hope you have a successful and enjoyable time with us this year. Whichever College you attend, we will work with you to ensure you achieve your full potential during your time with us.

This handbook will help you to get to know our Colleges and hopefully answer any questions you may have while you're a student with us, including where you can find help on campus and the range of different services that we have on offer, including our fantastic facilities and enrichment activities, all designed to make your experience as rewarding and enjoyable as possible.

Please don't hesitate to speak to your class tutors, Student Support or any other member of staff for more information you may need.

I wish you every success in your studies and future career.

Jason Austin

Chief Executive / Principal



Support for Students

Student Support

Student Services is the place to come if you need impartial advice and guidance to ensure that you get the most out of your time at college. We have a team of professional and friendly staff who can offer help and support in any area relevant to your progression at college and your health and wellbeing.

Careers Education, Information, Advice and Guidance

On each campus we have a Careers Lounge where you can get support, information, advice and guidance to help you make important choices about your future.

In the Careers Lounge you can:

- Talk through your ideas about your future career and aspirations
- Get support with progression routes such as apprenticeships, traineeships, college/university courses, jobs and volunteering.
- Get help with completing job application forms and updating your CV
- Practice your interview skills

Virtual Careers Lounge

In addition to the Careers Lounge on each campus, we also offer a Virtual Careers Lounge. The Virtual Careers Lounge offers webinars and live chat functions to help you with your next steps.

Check the Careers Lounge timetable for opening times and virtual support.

UCAS

We offer support to those students looking at progressing to Higher Education by providing:

- Workshop sessions on course searches, applications and personal statements
- Support with financial applications
- Workshops to prepare for student life, budgeting and getting the most out of Higher Education
- Support with decision making and looking at options. Speak with your Careers Team for more information.

Financial Support and Advice

We provide a range of financial support to learners who are eligible. This could include a contribution towards meals, equipment, travel, fees and childcare. We advise learners to complete our online application, available on our college websites or student portal under financial support.

Work Placement

As part of your study programme, you will have regular contact with Work Placement Officers, who will work with your tutors to support you to access and prepare for work experience opportunities. This will include specialist guest speakers, industry challenges and skills building tasks, all of which are designed to give you the knowledge and experience to be successful. All students are required to complete work experience activities and for many, this will include work placements. Work placements can range from one week to 45 days over the course of the year, depending on the course you are studying.

All students are encouraged to find their own work placements, however support is provided by Work Placement Officers if required. Work Placement Officers have good relationships with our Employer Academy partners and can help you find a placement to meet your needs.

You will be asked to record all of your work experience and enrichment activities on your online Navigate profile. This is a system which will help you identify the skills you need to develop and which will evidence your learning and progress.

To guarantee a safe working environment whilst on placement, the college will carry out health and safety checks on every employer and make sure that you are provided with the correct personal protective equipment (PPE).



Support for Students

Mentors and Welfare Officers

Our Mentors and Welfare Officers provide information, support and advice on a vast range of issues including:

- Living a safe and healthy lifestyle
- Bullying
- Homelessness
- Mental health
- Resilience
- Confidence
- Safeguarding

We can also help you to solve any issues by putting you in touch with external agencies that provide advice and support appropriate to your needs.

Counselling Services

We hope that your time at college will be happy and trouble-free, but we realise that anyone can have personal problems that can interfere with studies. The Counselling Service exists to help and support you through difficult times and offers a private and confidential service where you are free to discuss any issues such as abuse, anxiety, exams, loneliness, phobias, relationship problems, sexuality, work, money and many more.

You may ask a Tutor, Mentor or Safeguarding Lead to make a counselling referral on your behalf.



Additional Learning Support

If you have an Additional Learning Support (ALS) and/or SEND requirement, we have a dedicated and specialist support team who can work with you to create a bespoke ALS plan.

We support a variety of students linking to a wide range of learning difficulties and disabilities, as well as medical and/or health conditions, including Dyslexia, Dyspraxia, Dyscalculia, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), social, emotional, mental health concerns and specific physical or sensory needs (i.e. visual and hearing impairment).

Our aim is to ensure we do everything we can to help you access student life, have a positive and comfortable learning experience and ultimately, to be able to achieve on your course. Our dedicated and specialist support teams will support you by assessing your ALS requirements, including any exam access arrangements (subject to evidence being provided) you may need and agreeing a support plan with you to ensure you are able to make the most of your chosen learning opportunity.

Some of the ways in which we may be able to support you include reasonable adjustments to teaching and learning, one-to-one or shared in-class support, out of class support/group workshop sessions, assistive technologies and specialist support from teachers of the deaf/blind services - whichever accommodates your needs best.

We pride ourselves on the specialist knowledge and expertise we have within student support services and work closely with external professionals to ensure you get the right levels of support to help you succeed. Please discuss your individual support needs with us at any time throughout your application or interview, or by contacting us at any point throughout your course.

Areas for Reflection

We have a space for reflection at each site. These are locked in between use, the key can be collected from reception.

Studying with Us

College Life

College isn't all about work, and we offer a fantastic enrichment programme of activities, clubs and teams that will enhance your skills, help you to become more employable, and ensure that your time at college is as enjoyable as it is valuable.

Speak to your Tutors, the Personal Development Coordinators and Mentors for more information about the activities on offer and how you can become involved.

A full programme of activities and online booking information is available via the Student Portal.

Student Union

The Student Union is another great forum to represent your peers and influence cross-college decision making. The Union helps plan and contribute to college events as well as supporting a variety of cross college initiatives on behalf of all students.

If you are interested in any of the opportunities above, please speak to the Personal Development Coordinators for more information on how to get involved.

The Libraries

Our libraries are at the heart of your learning experience. There is one at each of our Campuses where you can high quality physical and digital resources. Each library offers a wide range of academic books, journals and online resources, to support you with your studies as well as books, DVDs or CDs to make the most of your free time.

So whether you're planning to drop in and work on your coursework, take some time out to read, or request specialised help in research, referencing or academic writing, our team of friendly and experienced staff are always on hand to help you.

Other services include:

- Drop-in and bookable PCs
- Quiet study
- Individual and group study areas
- Access to our digital library resources (also accessible from home)
- Laptops and Chromebook loans
- Mobile Phone charging cables
- Printers

Join the Student Ambassador Team

Would you be interested in representing your college to share your experiences with future students? This role will include attending events, guiding visitors around college and going out to schools to provide information that provides a relatable insight into life as a college student. This is a flexible role, fitting around your studies at college and allowing you to gain key communication skills.

To find out more, please speak to our Recruitment and Events Team by: emailing schoolevents@rnngroup.ac.uk or phoning **01909 559294**.

Having Your Say

Your views are very important as they help us to make improvements to your course and to the colleges as a whole. No matter how big or small your suggestions or concerns are, we welcome your feedback and input. Throughout the year, you will have regular opportunities through student surveys to provide your feedback about your course and college experience. This information is used to help us make improvements and we'll feed back to you about the actions we have taken.

For general suggestions or concerns please speak to a member of staff in the first instance.

Teaching and Learning

We are committed to supporting all of our learners to reach their full potential and as part of this, all students will receive a Target Aim Grade (TAG) during their first few weeks at college. This grade is an aspirational grade which staff will support you to achieve. Alongside this, we work closely with employers to understand the skills they need in the workplace and with your tutors, you will have the opportunity to practice and develop essential employability skills during your time with us. We will support your progress throughout the year in formal reviews where you will set and monitor your own targets.

Equality and Diversity

To the best of our ability, we will make college services and facilities accessible to everyone. If you have a disability or learning difficulty you can get information and advice from the Additional Learning Support Team (ALS) or Student Services.

Support with College Work

We will work with you to see if you need any extra help in order to succeed on your course. Appropriate support is available to all students.

Studying with Us

Enrichment

Our enrichment programme is available on each college campus and is tailored to meet the needs and interests of students every year. The programme provides access to a wide range of activities that will enhance your CV and give you additional skills alongside your main programme.

You will be able to choose from activities such as: football, table tennis, dodgeball, online gaming, community activities, specialist masterclasses, The Student Union and many more.

You will be able to suggest enrichment activities throughout the year by speaking with your tutor or Student Support.

To find out more about the DISCOVER programme on your campus, please visit the Student Portal.

Academy of Sport

You also have the opportunity to become a member of our Sports Academy (based at Dearne Valley College), which enables you to combine your studies with high-level sport whilst at college.

We currently have academies in:

- Basketball
- Men's Football
- Low Ropes Activities
- Netball
- Women's Football
- Land and water-based outdoor pursuits including Dragon Boat Racing

All activities are subject to running based on viable group sizes, email: carmen.vine@rnngroup.ac.uk for more information.

You will train within college hours and benefit from a team of professional Coaches, participate in college, regional and national leagues, and also benefit from some of the highest-quality sporting facilities in the region. We will provide you with the best environment to develop your sporting talents whilst furthering your education.

We have Health and Activity Leads at all of our colleges, who will work with you to increase participation and raise awareness of healthy lifestyles. We also have a gym at North Notts College and Dearne Valley College which are open to both staff and students.

We host our annual Fresher's Fair for all students at the beginning of the year, where you can find out about and sign up for our wide range of clubs, teams and activities. The more involved you become, the more you can influence improvements within college. Becoming involved in college decisions also looks great on UCAS applications and your CV.

Facilities

We have an excellent range of facilities that you can take advantage of whilst you are a student.

Each college has a salon that offers hairdressing services and beauty therapy treatments. Other facilities include a restaurant at Rotherham College as well as fitness suites at North Notts College and Dearne Valley College.

Our students, alongside our fully qualified and experienced staff, invite you to be pampered in our impressive, state-of-the-art salons. They offer a whole range of hairdressing, nail services and beauty therapy treatments at fabulous prices, using both professional products and equipment on members of the public.

IT Facilities

All our students are given their own personal login details for our cross-college computer network. Your account will give you your own personal email address and virtual space to store any work securely while you're on campus. It will also allow you to access the internet to help you with your studies and for social use during your breaks.

You will be provided with an email address and password by your tutor. If you forget your password your tutor or a member of library staff will be able to help.

IT Use

Your account is there to support you with your studies but it can also be used outside of class time on any of the social PCs in our libraries. Every time you sign into your account you are agreeing to abide by our student Acceptable Use Policy (AUP) which details what is and isn't allowed – both sensibly and legally – so always remember to only use the systems appropriately.

Failure to comply with the policy can lead to disciplinary action, so make sure you read the full details on the student portal before logging on for the first time. All use of our IT services are monitored by our IT Department as a legal requirement.

Wi-Fi

We have a free wireless network available for students to use while on campus on mobile devices and laptops. To access the service you will need to enter your college username and password. If you have any problems using the service please contact a member of IT support.

College High Expectations

Attendance

Good attendance is vital to your success, and at our Colleges we expect and encourage 100% attendance and punctuality from you. Missing your classes, work placements or other college commitments could mean that you fall behind and fail to achieve your potential.

If you can't attend or are running late, you must contact your Curriculum Admin Office before you are due in class. During Welcome On-Board Week you will be given an absence card with your contact number on, but if this has been misplaced the main switchboard can divert you.

When absences are not reported and your tutor is not aware why you are not in lesson, you will be given an 'absent' mark and your overall attendance percentage will suffer.

Payments from our financial support fund may also be stopped in the event of poor attendance so it is important to always keep us informed of any absences.

Appointments and holidays are discouraged during term time as they can affect your achievements; you could fall behind with your lessons and even ultimately have difficulties finishing your course.

If you have a medical condition, which is certified with a medical note and you need to take time for appointments, please present this to the curriculum office and they will be able to adjust your marks so this does not affect your attendance.

Please remember absences, even informed absences, will affect your overall attendance record and may result in reduced financial support payments.

Dress Code / Uniform

Rotherham College, North Notts College (Worksop and Retford Campuses), Dearne Valley College and University Centre Rotherham are places of learning and training for young adults and adults developing their skills ready for the workplace, to re-enter the workplace or enter a new workplace. Although we are not a school environment, we ask that you follow our guidelines with regard to a dress code shown below which have all been considered with regard to a work-ready, professional focus.

Some areas / departments may require an industry dress code or uniform to ensure your safety and that of others including areas such as hair and beauty, construction, engineering and vehicle technology.

Hoods, Beanies, Hats

Hoods, beanies, hoodies and hats are NOT to be worn in classrooms/learning spaces.

Beanies can be worn if learners are undertaking practical work outside college buildings in subject areas relating to construction.

Clothing

We ask you not to wear items that expose significant amounts of flesh:

Skirts, dresses and shorts including athletic shorts that are exceptionally short.

Strapless, sleeveless, backless, midriffs, transparent tops unless worn underneath a cardigan or jumper.

Clothing should not cause offence to others nor display alcohol, drug or sexual references or any offensive/discriminatory messages.

College High Expectations.

During your first weeks at college, you will be introduced to the College High Expectations so that you understand the positive and professional behaviours expected when learning in college, online or when working with employers.

The below section will tell you exactly what this means and what we expect of you now

that you're a student here. Breaking any of the rules will not only negatively affect your experience at college but that of your fellow students too.

When you sign your name at the bottom of your enrolment form you are not only joining your course but you are agreeing to comply with our College High Expectations.

Students must:

- Attend all of their timetabled lessons regularly and punctually, where this is not possible they must inform their Curriculum Admin Office before they are due to start class
- Demonstrate positive attitudes and behaviour
- Hand in assessments/assignments on or before the deadline date
- Behave in a way which respects the needs and wishes of everyone who may learn, teach or work within the community of the colleges
- Engage in tutorial sessions to develop personal, social and employability skills
- Respect the property of the college and of its staff, other students and visitors
- Familiarise themselves with the college's health and safety rules and always behave in a way which protects their own safety and the safety of others
- Do their bit to keep the college and all its areas clean and tidy at all times
- Declare any criminal convictions – certain convictions can affect your future employment prospects and we will need to know all the details as soon as possible in order to prepare you for your career
- Update your contact details if they change, to ensure we can make contact when needed

Failure to adhere to these guidelines could result in disciplinary action being taken against you.

College High Expectations

Safeguarding for all

We are dedicated to promoting and providing an environment that is safe and secure for everyone whether they are staff, students or visitors. As one of our students, you have a responsibility to behave appropriately at all times and report any concerns regarding the wellbeing of yourself and other students. Our Safeguarding team takes an active stance to keep you free from abuse and harm and can support you on a number of issues relating to this.

If any of the above issues are affecting you or someone you know, talk to a member of staff. If you would like to talk to someone please contact a member of the Student Services team or email:

safeguarding@rnngroup.ac.uk

Bullying

We take bullying, no matter how it is conducted, very seriously. No one has the right to make you feel unhappy or threatened during your time at college. When an individual or a group target someone using a mobile phone, the internet or a social networking site it is classed as cyberbullying and what you may not know is that under the Malicious Communications Act of 1988, it was made an offence to send an electronic message with the intent to cause distress or anxiety. This includes communication that is indecent, offensive, a threat or false. It is important to keep yourself safe online, ensure you change your permission settings so only friends can access what you share, only add people you know and report any inappropriate posts via the social media site. Your Progress Tutor will give you more tips on how to keep safe online.



Health and Safety

As a College we work with all stakeholders to ensure their health, safety and wellbeing whilst on our premises. We do this by having suitable health and safety procedures and management arrangements in place across all our sites.

We all have a duty to work together to make sure that you are safe whilst you are here but it is also your responsibility to make sure that you conduct yourself appropriately at all times. You can find the full Health and Safety Policy and procedures on the student portal so please make sure you read it thoroughly.

All students will receive an induction which will include relevant health and safety information. Where appropriate in some curriculum areas, inductions will also include additional and specific occupational information. We also work with relevant authorities and to Government guidance to protect staff Students and visitors against COVID 19.



Things You Need to Know

Lanyards

Every college student will be given their own student ID card and lanyard. Staff and visitors are also expected to wear lanyards at all times.

Your lanyard must be worn at all times so that we can identify all students, staff and visitors in college, ensuring that we can provide a safe college environment. The lanyard policy will be enforced by college security, tutors and all other college staff.

Please be aware that the following charges will apply for temporary and replacement lanyards:

Temporary lanyard – £2.00

This will be refunded when the temporary lanyard is returned.

Replacement lanyard £5.00

This is non-refundable and all proceeds will go to the College's charity of the year.

Data Protection and Confidentiality

We believe you should always know the reasons why we collect your personal data, how we use it, and who we share it with.

You should also have meaningful control over your data that is in our care and to this end we provide contact details and privacy notices for you to use and refer to.

As part of our ongoing commitment to transparency, there are continued improvements and changes to the Group's documentation, some of which may happen whilst you are with us. You will be informed of these changes should they affect you.

You need to be aware that:

* We won't always need consent to use your personal information, for example, if we need it to meet regulatory requirements. We will tell you this when we collect your data.

- Sometimes, we may need you to expressly consent, for example, if we are collecting data relating to your health. Again, we will tell you this when we collect your data.
- You can request to see what information we hold about you or ask us to put incorrect data right.
- You will be able to ask us to erase some of the information that we hold about you.
- We will provide you with clarity and transparency about how we use your data.
- There will be focus on the controls we have in place for your data.

The RNN Group may use your name and email address to inform you of our future offers and similar products or services. This information is not shared with third parties and you can unsubscribe at any time.

If at any point you believe the information we process about you is incorrect, you can request to see this information and even have it corrected or deleted. Simply email dsar@rnngroup.ac.uk outlining your specific requirements.

General enquiries regarding the way we collect, handle and dispose your personal data can be addressed to our Data Protection Officer, simply email dpo@rnngroup.ac.uk with your enquiry.

If you wish to raise a complaint about how we have handled your personal data, please email complaints@rnngroup.ac.uk with full details of your issue.

More information in regards to the RNN Group's accountability and transparency framework can be found at www.rnngroup.ac.uk/IG.

Student ID Cards

Your student ID card is vital to access the facilities within college. As well as helping staff to recognise you as a student, you will also use your ID card to purchase food and beverages, to access the college's printing facilities and give you access to the buildings that have access control.

College Photography

It is important that we are able to convey real student life to the wider public so that prospective students, parents and employers get a flavour of the college.

Our marketing platforms include promotional literature, outdoor advertising, the college website, photography and video footage used on college social media accounts including Facebook, Twitter, YouTube, Instagram and so on. We will ONLY use information about you with your consent.

Car Parking

We have free parking at Dearne Valley College and North Notts College.

Rotherham College's Town Centre campus does not have any onsite parking facilities but there are a number of public car parks in the area including Percy Street and Drummond Street.

Insurance

Our colleges will not accept responsibility for loss or damage to personal possessions or for personal injuries whilst you are in college or engaged in college-related activities elsewhere, except where legal liability is established. You should ensure that you take due care at all times and that you have adequate insurance in place.

Good Hygiene

Preventing the spread of germs is the single most effective way to slow the spread of diseases such as flu. You should always:

- Wash your hands regularly with soap and hot water or use a sanitiser gel
- Clean surfaces regularly to get rid of germs
- Use tissues to cover your mouth and nose when you cough or sneeze
- Place used tissues in a bin as soon as possible





“ THERE ARE LOTS OF GREAT COURSES TO CHOOSE FROM AND IT’S A GREAT LEARNING EXPERIENCE.”

Ryan Wintindale - Level 3 Computing
Former student at Wales High School

“ TUTORS ARE FRIENDLY AND SUPPORTIVE, AND LESSONS ARE FUN.”

Cole Sargeson - Level 3 Games Animation
Former student at Rawmarsh Community School

“IT’S A GOOD COLLEGE WITH GREAT OPPORTUNITIES AND KNOWLEDGEABLE TUTORS.”

William Beaton - Access Science
Former student at Dinnington High School

“ I HAVE CREATED A CLOSE CONNECTION WITH MY TUTORS, MEANING I CAN CONFIDENTLY ASK THEM QUESTIONS, NO MATTER HOW BIG OR SMALL.”

Alfie Perkins, - Level 3 Sports Coaching

“ EVERYONE HAS BEEN EXTREMELY WELCOMING, MAKING NEW FRIENDS HAS BEEN EASY.”

RYAN ROBERTSON, SUPPORTED INTERNSHIP

“ AFTER FAILING MY GCSE ENGLISH IN SCHOOL, I WAS GIVEN EXTRA LESSONS AT COLLEGE, WHICH ENABLED ME TO PASS THE EXAM.”

Jessica Chesters - Level 3 Childcare and Education

“ALL THE TUTORS HAVE BEEN BY MY SIDE SINCE DAY ONE AND HAVE REALLY HELPED ME GROW AS AN INDIVIDUAL.”

Christopher Robinson, Level 2 Bricklayer Apprentice

Term Dates

Rotherham College, North Notts College and Dearne Valley College

Autumn Term

4th September - 22nd December 2023

Autumn Half Term

23rd October - 27th October 2023

Christmas Break

25th December - 5th January 2024

Spring Term

8th January - 28th March 2024

Spring Half Term

12th - 16th February 2024

Easter Break

29th March - 12th April 2024

Summer Term

15th April - 28th June 2024

May Day Bank Holiday

6th May 2024

Summer Half Term

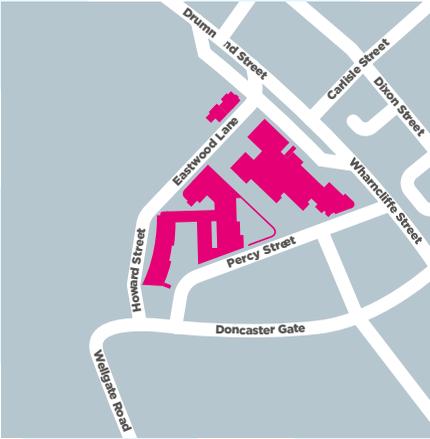
27th May - 31st May 2024

Summer Holiday

1st July - 30th August 2024



Contact us



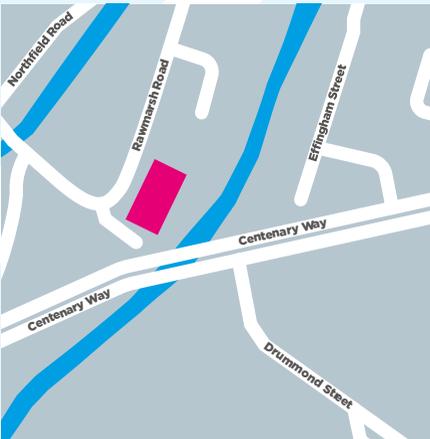
Rotherham College

01709 722777
info@rotherham.ac.uk
www.rotherham.ac.uk



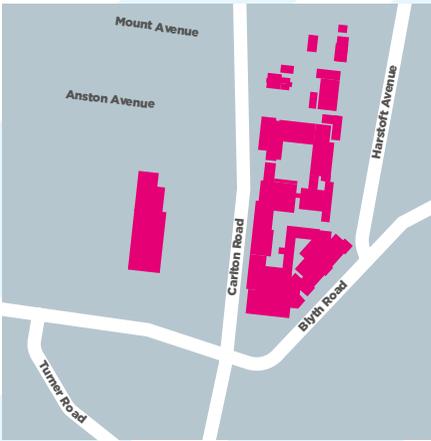
Town Centre Campus

Eastwood Lane
Rotherham
S65 1EG



Construction Centre

Rawmarsh Road
Rotherham
S60 1RU



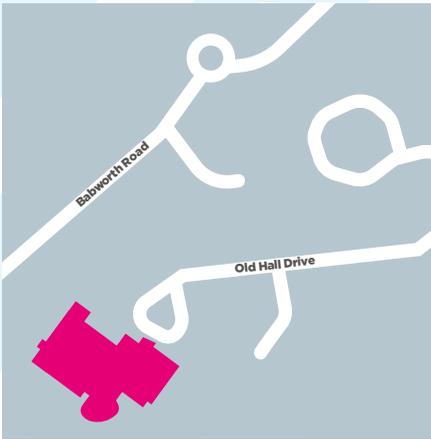
North Notts College

01909 504500
contact@nnc.ac.uk
www.nnc.ac.uk



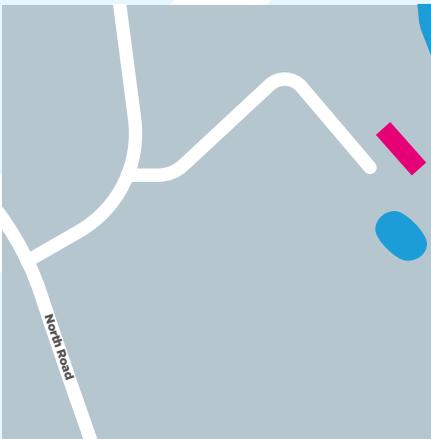
Worksop Campus

Carlton Road
Worksop
S81 7HP



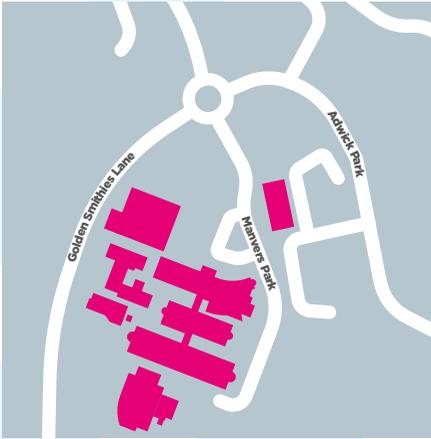
Retford Campus

Retford Education Centre
Old Hall Drive
Retford
DN22 7EA



Idle Valley

North Road
Retford
DN2 8SG



Dearne Valley College

01709 513355
learn@dearne-coll.ac.uk
www.dearne-coll.ac.uk



Dearne Valley College

Manvers Park
Rotherham
S63 7EW



Manvers Boathouse and Café

Station Road
Rotherham
S63 7DG

Travelling to College

We also have a number of student only bus routes making it easier to get to Rotherham College and Dearne Valley College from a range of areas. Each service will run first thing in the morning arriving at College in time for the first lesson and will return at the end of the College day.

For those studying at North Notts College we also have a mini bus service that travels between Retford and our Worksop campus. Tickets are available from Student Services.

There is a small charge of £1.95 per journey or multiple travel passes can be purchased for a discounted price. Students may be eligible for funding to pay for their journey to and from College.

For more information on our Student Bus Service and details on how to book once enrolled, please visit:

Rotherham College

[CLICK HERE](#)

North Notts College

[CLICK HERE](#)

Dearne Valley College

[CLICK HERE](#)

College transport, made easy

Dearne Valley, Rotherham and North Notts College's student transport service

Save Money

Affordable rides with multipass booking options to save even more.

Share the love

Could this benefit another student?

Let them know about this service, it could make a big difference to their day.



For how to book tickets



Book your tickets here



Student Bus Services

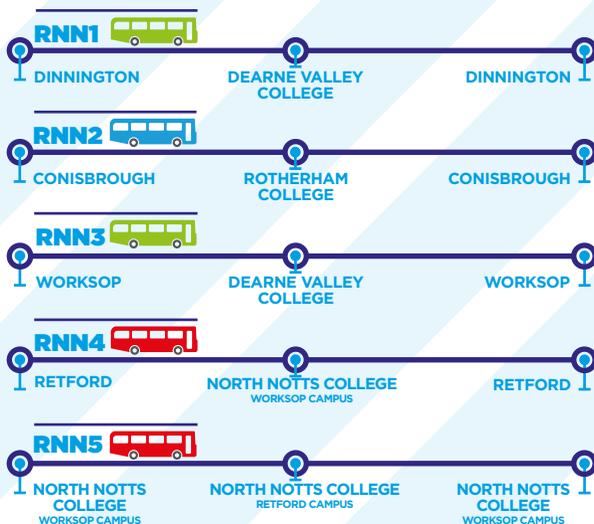
Our student only bus routes make it easier to get to college from a wide range of areas.

Each service will run first thing in the morning getting you into College for your first lesson and will return at the end of the College day.

There is a small charge per day or multiple travel passes can be purchased for a discounted price.

You may be eligible for funding to pay for your journey to and from College, more information on Financial Support can be found here.

Please note our bus timetables are subject to change.



Scan the QR code to view full bus timetables



Keep up-to-date with activities going on around College by liking our social media accounts.

Rotherham College

Facebook: Rotherham College
Twitter: @RotherhamColl
Instagram: @rotherhamcoll
YouTube: Rotherham College

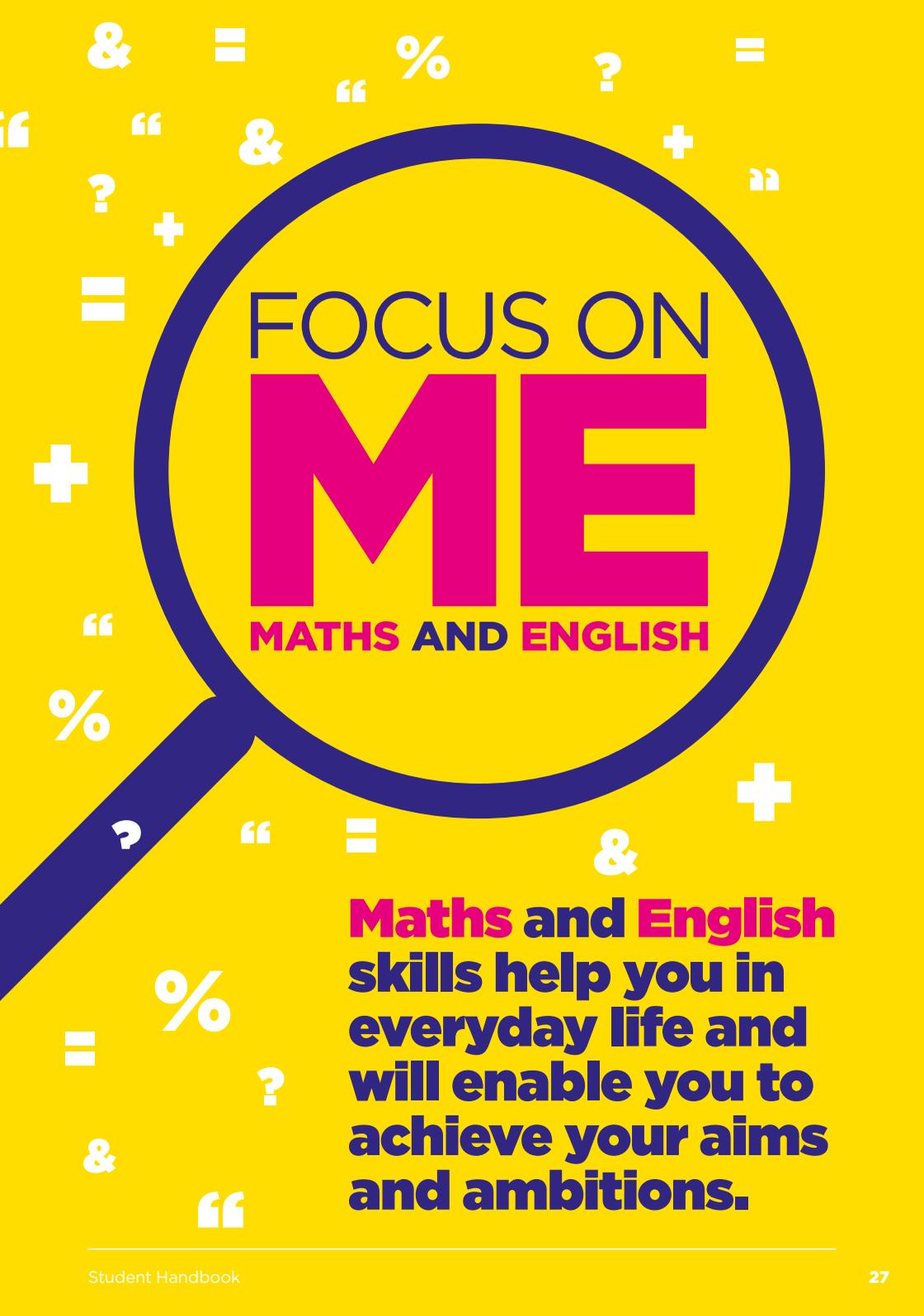
North Notts College

Facebook: North Notts College
Twitter: @NNC_Worksop
Instagram: @northnottscoll / @nnc_retford
YouTube: North Notts College

Dearne Valley College

Facebook: Dearne Valley College
Twitter: @DVCollege
Instagram: @dvcollege
Youtube: Dearne Valley College





FOCUS ON
ME
MATHS AND ENGLISH

Maths and English skills help you in everyday life and will enable you to achieve your aims and ambitions.

