



HELPFUL GUIDE

FOR PARENTS/CARERS



South Tyneside College

WELCOME



First of all, a warm welcome to South Tyneside College.

This handbook has been designed to give parents clear information about the day-to-day procedures at the college, as well as act as a useful reference guide.

We believe that studying at the college should be a fully rounded experience and have everything in place to support young people to achieve their goals. We want to make sure your loved ones leave us with the confidence, attitude, knowledge and skills to progress. That's why we ensure every student has a programme in place which offers a qualification combined with work experience and a team of staff for everything from travel and finance, to dedicated mental health and wellbeing support.

If anything is unclear or you need further information about something, please don't hesitate to contact us.

Mandy Morris

Principal of South Tyneside College

LIFE AT COLLEGE

Everything we do at South Tyneside College is focused on the student experience and we have invested heavily in supporting learners to succeed.

WE BELIEVE THAT COMING TO COLLEGE SHOULD BE MORE THAN JUST A QUALIFICATION

Getting that all important qualification is, of course, important. However, that's just part of the whole college experience.

An essential part of studying with us is participating in meaningful work placements, giving students the opportunity to put their skills and knowledge into practice. But its more than that. Work placements are organised by the college with employers in mind, giving learners an insight into their chosen career, while preparing them for real working life. It's also a great confidence boost, by introducing students to a new network of people.

All of these things combined with state-of-the-art facilities make our students more appealing candidates to employers and - as well as looking great on a CV - highlights their employability skills to employers.

We have a strong network of employers that we work with so we can ensure all students get a work placement that really benefits their long-term goals. Our trusted employers are also fully aligned to our work placement policy which means you can be sure that progress is being monitored, in a rewarding and safe environment. Students going out on work placements will be fully briefed on their placement and will receive a pack full of useful information to support them along the way.

FOR MORE INFORMATION ON WORK PLACEMENTS AND HOW THEY WORK, PLEASE CONTACT BUSINESSENGAGEMENT@TYNECOAST.AC.UK

PASTORAL SUPPORT

All full-time students are allocated their own Personal Development Coach, who will work with them closely to monitor their progress, meeting at least once a term. Coaches can also arrange any form of additional learning support, provide information and advice and just be on hand for a friendly chat! All students will participate in group tutorial sessions with their classmates on a weekly basis which will cover key personal development and welfare topics.

All students will participate in Personal Skills Development sessions with their classmates on a weekly basis as well as attend weekly Preparation for Work sessions with a dedicated Preparation for Work Coach - all of which are important to get them ready for the world of work.

We also have a team of Wellbeing Advisors who will support students every step of the way. They can provide 1-1 mentoring support if required or if they need someone to talk to.

ADDITIONAL LEARNING SUPPORT / SEND

We provide support for students with a range of additional Special Educational Needs and Disabilities including:

- Learners with EHCP's
- Physical Difficulties
- Learning Difficulties
- Specific learning difficulties such as dyslexia, dyspraxia, and ADHD
- Autism / Aspergers
- Visual Impairment
- Hearing Impairment
- Medical conditions
- Mental Health

The Types of support that may be available from the ALS include:

- Confidential Needs Assessments
- Personal Care
- Lunch / Break Support
- In-Class
- Specialist Equipment and Assistive Tech
- Adaptions of Resources
- EAA's
- Dyslexia

Support is tailored to each individual learner.

PROGRESSION & REVIEW

Our Progression and Review Weeks are designed to look at individual student performance across all areas as well as provide students with the opportunity to participate in a range of interesting and fun events.

During review weeks, we organise workshops covering employability topics, hold employer fairs where students can talk first hand to employers and invite motivational speakers and industry experts to come in and speak to students about their experiences.

CAREERS AND STUDENT FINANCE

Learners will be offered a 1-1 careers appointment with a qualified Careers Advisor. The team will organise careers events and activities throughout the year including ones for parents to attend throughout the year. Student financial support is available. For example, free school meals, childcare and travel (eligibility criteria applies) and information, advice and guidance on whether a learner qualifies can be found in the Student Services Hub.

WHAT WE EXPECT FROM STUDENTS

We ask all students to remain respectful while on campus and abide by our onsite rules to keep everyone safe and well.

These include:

- Being polite and considerate to other students, staff and visitors at all times.
- Arriving on time and attending all timetabled classes
- Behaving responsibly - avoiding shouting, swearing, spitting or offensive behaviour
- Avoiding the involvement or use of alcohol, drugs or other substances
- Treat college premises and property with respect
- Wear an ID card and lanyard at all times while on campus
- Adhere to the college's rules and regulations (available from the course tutor and Moodle)

ABSENCES

If a student is unavoidably absent from college and are aged 16-18, either the individual or parent/carer should inform student services on **0191 427 3900**.

If a student needs to be absent from college, we ask for this to be reported within 24 hours via our 24-hour voicemail centre on **0191 427 3517**. Please leave your full name, D.O.B, date and reason for your absence when making the call.

UNACCEPTABLE CONDUCT

To protect students and staff, the college retains the right to remove anyone from the premises whose behaviour is deemed unacceptable, and to remove anyone who has no legitimate reason for being on campus.

Students **MUST** wear their ID badge and lanyard at all times when on college premises.

They will be asked to show proof of identity when not wearing their lanyard.

The college also has a Student Disciplinary Procedure in place to deal with learners who have behaved inappropriately or unacceptable. A copy of this is available on our website, from a course leader or student services.

OUR PROMISE TO YOU

Now we have the formalities out of the way - this is our promise to you...

Our **INTENT** is that:

We provide a curriculum that develops the knowledge, skills and behaviours that you will need in order to take advantages of the opportunities and experiences that prepare you for your next stage in education, training or employment.

We will **IMPLEMENT** this by:

Providing expert lecturers with industry knowledge in their subject, and a dedicated team offering specialist tutorial and pastoral support and careers advice and guidance.

The **IMPACT** will be:

Learners will leave us with the skills, knowledge, confidence and qualification(s) to achieve the career they've worked so hard to get - leaving us ready to dive straight into employment or further study.

HOW WE WILL KEEP YOU INFORMED

We host regular parents evenings to keep you up-to-date with student progress and development so you can have extra reassurance that your child or children/peers reach their full potential.

If you have any queries at all, you can contact the college at any time for support and advice and our team will be on hand to support and advise.





SAFEGUARDING

We're committed to safeguarding anybody using our services. That's why it is important for any visitors to sign in and out of reception.

If you or a student have a safeguarding concern, please contact a Safeguarding Officer by speaking to a member of staff, or via our Student Services Team on **0191 427 3900** or by emailing **sos@tynecoast.ac.uk**. Students will be notified of the college's safeguarding procedure during induction.

ENRICHMENT AND WELLBEING

At South Tyneside College, we have a wide range of enrichment and wellbeing programmes for students to take full advantage of.

This include a variety of sports clubs and activities including:

- Boxing
- Football
- Rugby
- Running
- Boxercise
- Fitness Training

It's the perfect way to get fit and have fun!

The college also provides Wellbeing Advisors and a Counsellor who can support learners on their journey. They can help with stress, anxiety or issues that are impacting upon their time at College. They can also help with working on life skills such as work-load management and time management.

We also give students the opportunity to celebrate important days throughout the academic year including Mental Health Awareness Week, LGBTQ+ week, Black History Month plus much more.

The enrichment activities will also include off-site trips and visits as well as charity fundraising events to support our local community.

1861 Lifestyle Centre Gym

All STC students are given the opportunity to join our fitness centre on campus, with prices starting from £6 per month. For full details before taking up a membership, please contact **lifestyle.centre@stc.ac.uk** or by calling **0191 427 3782**.

Students can also get involved in college life through our student ambassador programme – to help with events throughout the year.

For more information, get in touch with our School Liaison team, **sl@tynecoast.ac.uk**

IMPORTANCE OF ENGLISH AND MATHS

Regardless of the study programme, all students who have not yet achieved a grade 4/C or above, will be placed on the right English and maths programme for them. This could be GCSE English and maths or Functional Skills, and all learners will receive dedicated support throughout to get the results they need for their future career.

For GCSE exam dates, please check our website for full info.

TERM DATES 2022-2023

Autumn Term

5th September - 23rd December 2022

Half Term

24th October - 28th October 2022

Christmas Holiday

26th December - 6th January 2023

Spring Term

9th January - 31st March 2023

Half Term

20th February - 24th February 2023

Easter Holiday

3rd April - 14th April 2023

Summer Term

17th April - 30th June 2023

Half Term

29th May - 2nd June 2023

The end date for the summer term may differ between curriculum areas.
Please speak to your lecturer for confirmation.

COLLEGE CONTACTS

MAIN RECEPTION: 0191 427 3500*

*First point of call to get in touch with curriculum

STUDENT SERVICES: 0191 427 3900 | info@stc.ac.uk

ADDITIONAL LEARNING SUPPORT: als@tynecoast.ac.uk


SAFEGUARDING: sos@tynecoast.ac.uk


WELLBEING ADVISORS/COUNSELLORS: wellbeing@tynecoast.ac.uk


CONTACT US

Call us on **0191 427 3500** or
email us at **info@stc.ac.uk**


To find out more, **visit www.stc.ac.uk**

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