

Student Handbook

What you need to
know for 2021-2022



SHREWSBURY
COLLEGES GROUP

Autumn Term

6 September -
22 October 2021

2 November -
17 December 2021

Spring Term

5 January -
18 February 2022

28 February -
8 April 2022

Summer Term

25 April - 27 May 2022

6 June - 15 July 2022



YOUR DETAILS

Student Name	
Student ID	
Student email address	



WELCOME

Welcome to Shrewsbury Colleges Group. I am delighted that you have chosen to study at SCG and am looking forward to working with you in 2021-22.

The last year has been challenging for so many of us. I am delighted that our students rose to these challenges last year and that the class of 2021 was incredibly successful, in gaining qualifications, developing new skills and in securing university places, apprenticeships and high-quality jobs. I am sure that the coming year will bring new challenges for us all. I am equally sure that you will rise to these challenges, supported by the dedicated staff at Shrewsbury Colleges Group. All our staff are committed to ensuring that you enjoy your time with us, that you are successful, and that the college environment remains safe.

We are a busy community with over 4,000 students and staff. This provides real educational benefits to you as a student at the college. As the largest college in Shropshire, we offer the widest choice of courses, as well as an unrivalled breadth of enrichment opportunities and high-quality student support.

You are now a member of this college community. As well as the benefits you will enjoy there are also responsibilities. As a college we ask all our members to

always behave with respect. All students and staff need to show respect for each other, the college environment and for themselves. This means a high standard of behaviour and dedication to your studies. It also means recognising the need to take responsibility for your health and well-being and for others through following college guidance which aims to keep everyone safe.

Shrewsbury Colleges Group is here to help you on the next steps to being successful in your life. We will challenge you to be the best you can be, and we will support you on this journey. This Handbook is designed to help your transition into college by providing you with some of the information to help you enjoy and succeed while at college.

Further information is also available on www.scg.ac.uk as well as on Moodle, our Virtual Learning Environment. As a full-time, part-time, apprentice or HE student, all the services are available to you.

I hope you will find that this year at SCG enriches you as a person, challenges you as an individual and enables you to go on to succeed in whatever you choose to do.

Best wishes,

James Staniforth
Principal and Chief Executive

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USEFUL NAMES & CONTACT DETAILS

Position	Name	Telephone	Email
Progression Specialist / Student Support Tutor			
Teachers / Assessor			
Agency contact			

SHREWSBURY COLLEGES GROUP

OUR VISION

Where every student makes
outstanding progress

OUR MISSION

- Provide outstanding academic and vocational education and training in order that all students progress to university or employment
- Be a local centre of excellence for higher education
- Be the college of choice

OUR STRATEGIC GOALS

To deliver a high-quality impactful student experience

- Provide a broad curriculum which meets individual, local, regional, and national needs, including implementing new national initiatives
- Implement our 'safest college' strategy
- Ensure that the complementary curriculum prepares students for the world of 2025, in terms of employability and in terms of citizenship, with a particular focus on diversity, equality and safety
- Ensure excellent student outcomes for young people, adults, apprentices, and students with high needs
- As a consequence of the above, to achieve 'good' or better outcomes from Ofsted

To create a strong culture and reputation

- Build a strong connected workforce, enjoying excellent leadership, professional development, recognition and reward, which ensures that our values are put into practice
- Ensure that our target groups understand the purpose and performance of the college through effective marketing and branding
- Meet the needs of local stakeholders through collaboration and partnership
- Contribute locally, regionally, and nationally to system and community leadership, sharing and learning from best practice

To build capacity to meet the growth in demand

- Set and meet targets for recruitment across all curriculum types
- Implement an estates strategy which enhances the single college ethos and meets the demand for 20% additional places
- Develop new facilities for construction, digital health, STEM, creative arts and for students with additional support needs
- Manage growth so it is sustainable, affordable and maintains stakeholder confidence in the college's financial performance

To innovate and shape the future

- A digital strategy focusing on student and staff skills, a digital curriculum, and innovative ways of delivering, drawing on the lessons of remote education
- A flagship digital development, in terms of a digital centre and/or a new partnership to meet local needs
- Continued investment in key business systems and workflow, enhancing efficiency and management information, health and safety as well as environmental sustainability





ATTENDANCE

EXAMINATIONS

In order to achieve the best grades and outcomes on your course, your attendance is essential. We expect you to achieve 100% attendance. Please refer to the term dates on page 2 to plan your holidays and use your timetable to effectively schedule appointments.

Attendance is a crucial aspect of some of the scholarship and bursary funds, and for university references.

Reporting absence - if you are unwell, please inform us by 10 am on the day by using the absence@shrewsbury.ac.uk email address telling us your name, student ID, and the reason for your absence.

Text messages will be sent to parents/carers of students aged 16 and 17 at the end of each day if we haven't been informed of your absence.

If you require access arrangements (extra time or a reader or scribe) for your exams, you must let your tutor or Progression Specialist know as the **deadline for applications is 3 December 2021**. This will ensure we can arrange your support in time for your exams. Don't forget if you change your address, you must let us know, or your exam could be invalid. All exam timetables for academic students can be found on Moodle. If you start your course later in the year, please tell us straight away about any exam needs.

Academic Misconduct

Plagiarism, cheating, collusion, and attempting to obtain an unfair academic advantage are forms of academic misconduct and are entirely unacceptable for any student. Please go to Student Services or visit the college website to view this policy and any other college policies.



STUDENT SERVICES

Student Services are based in the Common Room at Welsh Bridge Campus, the Quiet Study Area at English Bridge Campus and The Hub at London Road Campus.

We can help with:

- **Travel to college**
- **Free Meals**
- **Financial Support**
- **Health & Wellbeing Services**
- **Advice & Guidance**

Art Materials
are available at
English Bridge

Stationery can
be purchased at
each Reception

College Health & Wellbeing Services:

- **Counselling:** Help with grief, family problems, bullying and general mental wellbeing
- **Condom Distribution Scheme:** available at Student Services
- **Cognitive Behaviour Therapy:** Help with anxiety, depression, panic, anger and low self-esteem*
- **Home Group:** Homeless and housing issues
- **NHS Diabetic Nurse** (by appointment only)
- **Young Carers** - support for you to study.

* You can go and see Student Services and one of the team will be able to help you or signpost you to the right place.



FINANCIAL ASSISTANCE

Guaranteed Bursary

It is worth £1,200 per academic year (pro-rata for part-time courses)

- You must be enrolled on a full or part-time course
- You must be under 19 years of age on 31/08/2021.

To be eligible you must be in one of the categories below:

- In care
- Leaving care
- In receipt of Income Support in your own right
- In receipt of both Employment Support Allowance (ESA) and Disability Living Allowance (DLA)
- Bursary payments will be made direct to students every week based on your attendance (minimum 90%), behaviour and work completed
- We will require a letter from your Local Authority or Social Worker to confirm your looked after/leaving care status
- If you are in receipt of Income Support, we will need to see your benefit entitlement letter showing how much you receive
- If you are in receipt of both ESA and DLA, we will need to see both your entitlement letters.

For more details regarding the financial help at Shrewsbury Colleges Group



STUDENTS IN CARE AND CARE LEAVERS

You are eligible for extra help to support your education if you are in the care of your local authority or a care leaver, whether you are living with foster carers or in supported board and lodgings or living independently post 18. You may also be eligible if you have been in the care of your local authority but have now returned to live with your family.

Benefits to young people with looked-after backgrounds include:

- Additional support and guidance
- A range of financial support packages (bursaries)
- Regular 121 meetings with a designated teacher to discuss any issues arising and to ensure that you can benefit from the same opportunities as all other students
- Regular communication with your local authority and carers, and attendance or reports provided for any educational meetings or reviews as required.

Care to Learn (Childcare support)

You may be eligible if you meet the following:

- You must be enrolled on a full or part-time course at Shrewsbury Colleges Group
- You must be under 20 years of age at the start of your course (**on 31/08/2021**)
- You must choose an OFSTED registered childcare provider
- You may be able to claim travel expenses from Care to Learn if you have to travel extra distance to your child's provider. Apply to Care to Learn by contacting them on **0800 121 8989**.

Need more information?

For more details please talk to Student Services.



EQUALITY & DIVERSITY

Shrewsbury Colleges Group celebrates and values the diversity brought to it by all members of the community. It is committed to providing a supportive, creative, and inspiring environment, which enables all members of its community to thrive.

We believe everyone should be equally valued and treated with respect and dignity. We are committed to creating a positive learning and working environment, free from discrimination, harassment, or victimisation. Equality, diversity, and inclusion are at the heart of everything we do.

The college Equality and Diversity Committee monitors our commitment with a diverse membership comprising of senior management, teaching and support staff, students, and other stakeholders. If you are interested in becoming a student member please contact The Agency.



Multi-Faith & Meditation Room

We have a Multi-Faith & Meditation Room, please speak to Student Services if you would like to use this room. We ask that you book a time to use

the room so we can monitor use. Please ensure you use this facility alone.

Gender Neutral Toilets

We have a number of gender neutral toilets available across all three campuses.



Learning Support

You may need some help with your course, and we can offer support with:

- Settling into college
- Talking through any issues that are affecting your learning support needs
- Making adjustments so that a disability does not hold you back
- Specific learning difficulties like dyslexia
- Essay planning, assignment writing, revision skills, exam techniques
- Developing independent study skills
- Assistive technology

There are several opportunities for you to tell us about any support needs you may have: on the application form or at enrolment, at any time during your course and by talking to your Student Support Tutor or Progression Specialist.

Support Workshops

Your Progression Specialist / Student Support Tutor will refer you for further support if needed or please contact us on als@scg.ac.uk

Learning Resource Centres

You will find our vibrant student Learning Resource Centres, with their friendly teams, print and online resources, computers, laptops and WiFi access, a great place to study, do your research and get help with your independent learning.

Opening Times

The Learning Resource Centres are open from:

London Road Campus:

Monday to Thursday, 8.30am-7pm
Friday 8.30am-4pm.

English and Welsh Bridge campuses:

Monday to Thursday, 8am - 5pm
Friday 8am - 5pm.

**Look out for
information
during the year
about opening times
during holidays at
each campus**

Bring your own device

If you wish to use your own equipment in the college, for the protection of everyone, all equipment brought into the college must:

- Be of safe construction
- Be suitable for the task
- Be safe in the area where it will be used
- Portable electrical equipment must be tested before it can be used in the college. (When equipment passes the tests, a barcode and label are added to say when it needs re-testing.) This is a free service provided by the college for your safety.

Please contact Student Services for more information.

Remember you are responsible for the security of your own device whilst at college.



Assistive Technology

The college has an Assistive Technologist who provides assistive technology to students who would benefit from using it. For example, it could be as simple as providing an ergonomic pen, reader pen or showing the student a range of apps and software, which could help them to become more independent.

Most subject areas have laptops for students to use for written tasks, however, students are welcome to bring in their own devices. We encourage students to use a suite of apps called

MyStudyBar. It has lots of apps which can help with independence in the classroom. For example, there are text to speech, proof-reading, coloured overlays, and mind mapping tools within it. It can be downloaded for free onto any laptop or computer. Talk to Student Services to find out more.





SOCIAL MEDIA AT COLLEGE

Many courses have course Facebook pages which provide up-to-date communications about your course. Your teacher will explain how these work and ask if you want to sign up. All college Facebook course specific pages are private, and this will be explained to you.

USE OF SOCIAL MEDIA

During your time at college, think about what you put on any social media platforms. Many employers look up people who apply for jobs, so stop and think about whether your profile picture is appropriate.

DO



- **Consider your clothing**
- **Consider the background**

DON'T



- **Look messy or unkempt**
- **Underestimate how your social media is perceived**

WHAT TYPES OF MESSAGES DO YOU POST?

- **Are they friendly?**
- **Are they controversial?**
- **What sort of language is being used?**
- **What images are being shared?**

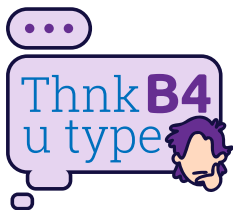


TOP TIPS FOR ONLINE SAFETY

Top tips for online safety can be found at the Safe Internet www.safeinternet.org.uk

PROTECTING YOUR REPUTATION

- Think before you post
- Don't give in to pressure. Once you've posted something you lose control
- Know where to get help and where to report concerns (safeinternet.org.uk)
- If you have any concerns about online activity talk to your teacher, tutor or assessor.



In recognition of how important safe use of social media and the internet is, you will be given registration details for National Online Safety (NOS) which has lots of helpful tips on use of all social media platforms to help you protect yourself.



Moodle

Moodle is the college's Virtual Learning Environment (VLE). This includes subject specific Moodle courses, and more generic courses, giving information on several important topics. Teaching staff maintain and develop their online Moodle courses to provide a mix of learning resources, media, and activities to support both the course and students, including developing learning materials and activities to address the resource-based learning needs of courses.

Student Zone contains all the information students need whilst at the college, including money matters, enrichment, getting help and other information offering advice, support, and guidance.

A number of study skills and access to a range of resources are also available to use 24-7.

Target Grades

ProMonitor is an integrated learner monitoring and support system, which enables students to monitor their attendance, access their targets and much more. Tutors will set you Minimum Target Grades and give you feedback on progress four times a year.

Progress Grade (PG)	Date set by Tutors	Personal action planning and target setting in Tutorial
PG1	18 October 2021	Weeks: 1-12 November 2021
PG2	13 December 2021	Weeks: 5-14 January 2022
PG3	28 February 2022	Weeks: 7-18 February 2022
PG4	25 April 2022	Weeks: 3-13 May 2022



The grades that will be used will reflect the type of course you are studying:

Qualification	Progress Grades
A Level / CACHE	A*/A/B/C/D/E/U
BTEC L3 / OCR	D*D/M/P/F as a combination appropriate to the qualification.
UAL Level 3	D*-F
Other L3/L2/L1 non-graded	P+/P-/F
BTEC L2	D*-F
GCSE	1-9

Progress Grades will be set using:

- Your prior success in your GCSEs and other Level 2 qualifications
- The specific courses you are studying
- Aspirational, but achievable targets
- Minimum Target Grades (MTGs) - not maximum target grades
- We will provide you with your MTGs for each subject
- In November we will provide you with a PROGRESS GRADE for each subject – the grade we believe you will achieve if you carry on working as you are doing
- We will share these grades with you and compare them with your MTGs
- Your teachers will discuss with you how you can improve your performance in each subject
- Your personal tutor will meet you to update your Individual Learning Plan (ILP) and to set targets for the next few weeks
- We will repeat these three more times in the year.

WHAT WE EXPECT OF YOU

College Expectations



Wear your badge



Share any concerns with staff



Celebrate diversity



Be honest and act with integrity



Treat everyone with respect, courtesy and politeness



Be tolerant of others, treat everyone equally



Keep one ear free from headphones



Say hello, smile as you pass people



Do not bring alcohol or drugs into college or attend under the influence of any substances



Wear appropriate clothing, related to subject requirements as necessary

WHAT WE EXPECT OF YOU

In classrooms / workshops



Attend all your lessons



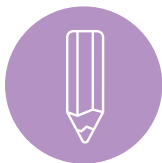
Use mobile devices only when asked



Be punctual



Only have bottled water in class



Arrive at lessons with all the necessary equipment



Submit homework / assignments on time



Act safely following all guidelines



Remain focused so you do not distract others

Developing Yourself



Seek new opportunities through enrichment



Think well, feel well using the FIKA app



Participate in enrichment, volunteering and more



Enjoy your college experience



EMOTIONAL HEALTH AND WELLBEING

One of our priorities at Shrewsbury Colleges Group is to support the emotional health and wellbeing of our students.

At college, you will often experience unfamiliar situations including meeting new peer groups, teachers, challenging coursework, exams, trips, and interviews. These situations can result in anxiety, and this is usually a perfectly normal response to an uncomfortable or challenging situation. Typically, these uncomfortable feelings stop after a short time, or when the fear has passed, but if your feelings of anxiety are intense, very frequent, or last for a long time, it can become overwhelming.

We all need to look after ourselves to support our own physical and emotional health. This means eating sensibly, getting enough sleep, exercising and relaxing. Tutorial sessions will provide information and suggestions for practical strategies to help you. Look out for your friends too, by being a good listener and supporting them if you think they are struggling. In addition, our Enrichment Programme offers a wide range of activities aimed at keeping you mentally and physically well.

Getting involved in college life helps develop resilience and confidence with new experiences.



The college has two Emotional Health and Well-being Practitioners who are available for support. Contact the Student Services team to find out more.



EMOTIONAL HEALTH AND WELLBEING



The Fika app will be introduced in tutorial which develops seven skills for mental well being:

- **Stress**
- **Confidence**
- **Motivation**
- **Focus**
- **Connection**
- **Positivity**
- **Meaning**

The 'connect' programme at college is designed to offer a range of activities to help with socialising, confidence building, fun and wellbeing.

The 'connect' programme has a timetable of activities at each of the campuses at various times. If you have idea for activities, please let us know by visiting the Student Services team.

However, if you feel you need to talk to somebody about how you are feeling,

trained staff are available to listen and provide information about self-help strategies. Speak to your tutors, support staff or contact the Emotional Health & Wellbeing Team ehwb@scg.ac.uk We can offer 121 Counselling sessions, Cognitive Behaviour Therapy (CBT) and/or referrals to other organisations or medical professionals as appropriate, group support, positive mental health activities and a safe space. You can also refer to the Emotional Health and Wellbeing section on Moodle and our website for more information.

If you have been diagnosed with a medically recognised Anxiety Disorder, you may be eligible for special exam arrangements. Even if you aren't eligible, staff can help you with organising yourself for the stressful experience of exams and provide self-support strategies to reduce anxiety. Your Personal Tutor can signpost you for this support.



MENTAL AND EMOTIONAL WELLBEING

We take the mental and emotional wellbeing of all our students extremely seriously. Here are some of the activities provided at college to help keep you healthy:





SUPPORT GROUPS AND PEER SUPPORT

Shropshire MIND hosts support groups at their base near English Bridge Campus, as well as other local venues, that include relaxation sessions, young people's groups and a breakfast club. Ring them on **01743 348647** or go to their website, **shropshiremind.org** for a timetable of events.

A young people's support group is run by The Children's Society. BEAM meet weekly in Shrewsbury, Wellington and Ludlow. Counsellors and advisors are on hand to provide advice and support to people up to the age of 25.

Be a good listener: offering a supportive ear is the best thing you can do for a friend in need. We have a peer support service that can be accessed via Student Services in college.



LISTEN, LISTEN, LISTEN

Keeping eye contact and avoiding chipping in or being distracted.



FOCUS ON THEM

This isn't the time to tell your story.



BE WARY OF JUMPING IN WITH ADVICE

Listen and find out who can help.



Most importantly
TAKE CARE OF YOUR OWN NEEDS TOO.

POST-16 MENTAL HEALTH

Anxiety workshops, Counselling and CBT are available in college. Speak to your tutor or teacher, the Safeguarding Team or Student Services for information.

Useful websites

kooth.com	A free, safe and anonymous online support for young people offering friendly counsellors and community support.
youngminds.org.uk	The voice for young people's mental health & Wellbeing.
themix.org.uk	A range of support for under 25s including crisis support. Available 24/7.
studentminds.org.uk	Aimed at university students but offers help on supporting your friends as well as yourself.
anxietyuk.org.uk	Information and support for people dealing with anxiety.
mind.org.uk	Information on all aspects of mental health.
stonewall.org.uk	Offers help and advice for LGBT people on a range of issues.
papyrus-uk.org	If you're under 35 and struggling with suicidal feelings and self-harm. Their helpline offers support until 10pm everyday on 0800 068 4141

POST-16 MENTAL HEALTH

You can access these websites at any time and don't forget you can speak to your Student Support Tutor or teacher, the Safeguarding Team or Student Services.

Useful websites

thecalmzone.net	The Campaign Against Living Miserably (CALM) is dedicated to preventing male suicide.
callhelpline.org.uk	If you live in Wales and are in need of emotional support and information, you can contact the Community Advice and Listening Line (C.A.L.L). Their number is 0800 123 737 or you can text 'help' to 81066.
cruse.org.uk	Cruse Bereavement Care can offer support if you're feeling in crisis after someone you know has died.
axiscounselling.org.uk	Axis is a counselling and support service for people who have experienced sexual assault.
thegreenoakfoundation.co.uk	Green Oak is a 'not for profit' counselling service dedicated to supporting people of all ages with a variety of mental health difficulties.
Immediate, confidential support is available free of charge, 24 hours a day. The Samaritans: 116 123 Childline: 0800 1111.	



BEING FIT FOR STUDY





SAFEGUARDING

You will hear the term **'Safeguarding'** a lot at college, but what does it mean to you? It means that ALL staff at Shrewsbury Colleges Group have a very clear responsibility to keep you safe from harm and improve your life chances. We all take this responsibility very seriously and want you to settle, learn, prosper and thrive.

You have a right to be kept safe from anything that might do you harm. This is the most important right that you have. We believe that young people must be at the heart of our safeguarding work. This means we will take you seriously. You will always be asked for your views on what you want to happen next.

All college staff have been checked and trained to make sure that they are able to keep you safe. The Safeguarding Teams are identified on posters around the campuses. Fortunately, our students tell us they feel very safe at college. If you are an apprentice or studying in the workplace, make sure you know who to go to for help in the workplace and talk to your assessor about any concerns.

What should you do if you are worried about your safety?

In college, talk to a member of the Safeguarding Team, another trusted member of staff or to any college reception. You can also see the section on out of hours on page 29. If you are under 19 and worried about anything, you can call **Childline on Freephone 0800 1111**. If you feel you are in immediate danger you should contact the police.

It's important to know who is who on all campuses at all times, therefore EVERYONE is required to visibly wear their lanyard and ID badge, please be expected to be challenged by staff if you aren't wearing your badge.

GENERAL HELP



Please direct any queries or concerns to pleasehelp@shrewsbury.ac.uk



PREVENT DUTY

Prevent is a government strategy to reduce the potential impact of terrorism. The groups who pose a threat seek to radicalise and recruit people to support their cause. The percentage of people who are prepared to support violent extremism in this country is very small, but we can all play a part in reducing the threat. You need to be aware of any potential opportunities that are taken by extreme groups to influence you and your friends through social media. If you are feeling concerned about yourself or anyone else at any time, please talk to your tutors or the Safeguarding Team.

An important aspect of Prevent is that people understand equality and diversity, so that everyone is aware of and respectful to different cultures and beliefs. This includes:

- An understanding of how citizens can influence decision-making through the democratic process
- An understanding that the freedom to hold our own faiths and beliefs is protected in law
- An acceptance that people having different faiths or beliefs to oneself (or having none) should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behaviour
- An understanding of the importance of identifying and combatting discrimination.

The college actively promotes values such as democracy, the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.



OUT OF COLLEGE HOURS

If you have concerns for your safety or the safety of a student outside of college hours you will need to access support or advice directly rather than trying to contact staff for help. If you believe that you or the person you are enquiring about is suffering a genuine life-threatening emergency, you should call **999** or go to your nearest Accident and Emergency department.

If a person is actively suicidal out of office hours call NHS **111** or The Samaritans on **116 123**.

If you are concerned that a child (under 18) in Shropshire is in danger of harm, contact the Social Services Emergency Duty Team on **0345 678 9040**. A similar service operates in Telford and Wrekin on **01952 676500**. Alternatively, you can seek advice or report a concern to the NSPCC on **0808 800 5000**.

If a person over 18 is in danger due to mental health related issues, the Mental Health Access Team can be contacted on **0300 124 0365** (covering the Shropshire, Telford, and Wrekin areas).

REASONS TO WEAR YOUR ID BADGE

Wearing your ID badge is important and prepares you for work, as many employers expect you to wear them.

- All the campuses are busy, so wearing your ID badge means we know you should be on site
- Door access requires you to have your ID badge and each lesson will require you to register using your ID badge
- Cashless payments at the cafés will require you to use your ID badge.
- If you forget your ID, reception will issue a temporary day badge but this will not access your cashless account
- Using the printing and copying facility requires your ID badge.

How do you know **who's who?**



For your Safety, **everyone** present on College premises is required to wear clearly visible identification at all times.

Card holders and lanyards are colour coded in order to help you identify all users of the campus.

Students

Blue

Higher Education Students

Blue & Black

Student Voice Reps & Student Council

Blue & Purple

Staff

Red

Volunteers

Orange

Visitors

Yellow

Agency

White

Contractors

Black

Auditors

Pink

Governors

Teal



If you are not wearing a badge...

You will be asked what you are doing on site and visitors will be directed to Reception and students to Student Services. This applies across all three campuses.

If you have concerns about anyone on site please speak to a member of staff.

A **safe** college community...

SHREWSBURY
COLLEGES GROUP

If you are **concerned that you, or somebody else you know, is at risk of harm**, please contact a member of staff, reception or one of the Safeguarding Team below at **London Road Campus**, who are **here to support you**.



Sue Croxon
Safeguarding Manager
Tel: 01743 342 345
Mobile: 07792 147376



Amanda Crane
Tel: 01743 342 651
Mobile: 07970 735208



Louise Baker
Safeguarding Practitioner
Tel: 01743 342 596
Mobile: 07792 147365



Robin Breakwell
Tel: 01743 342 386



Catherine Plant
Safeguarding Practitioner
Tel: 01743 342 596
Email: catherinep@shrewsbury.ac.uk



Ted Coxon
Tel: 01743 342 537



Caroline Batchelor
Tel: 01743 342 539
Mobile: 07837 111934

Emotional & Wellbeing practitioners



Karena Brown
E: karenab@shrewsbury.ac.uk



Isabel Willerton
E: isabelw@shrewsbury.co.uk

You can also contact the following services directly to ask for advice or to report a safeguarding concern:

Children's Services (if the concern is for a child under the age of 18): **0345 6789021** or Adults: **0345 6789044**

Telford & Wrekin: **01952 385385**

Protecting Vulnerable People (West Mercia Police): **0300 333 3000**

NSPCC: **0800 800 5000** and Childline: **0800 1111**

Information on services in Shropshire is available on this website: **safeguardingshropshireschildren.org.uk**

If you believe there is an immediate risk of significant harm, please call the emergency services on 999

You can also contact the Safeguarding Team on **pleasehelp@shrewsbury.ac.uk** for help and advice

A **safe** college community...

SHREWSBURY
COLLEGES GROUP

If you are **concerned that you, or somebody else you know, is at risk of harm**, please contact a member of staff, reception or one of the Safeguarding Team below at **English Bridge Campus**, who are **here to support you**.



Safeguarding Lead
Dulcie Knifton

T: 01743 235491 x309/4215
E: dck@ssfc.ac.uk



Safeguarding Mentor
Simon Morris

T: 07703 528 781 x4248
E: simonm@shrewsbury.ac.uk



**Emotional & Wellbeing
practitioner**
Karena Brown

E: karenab@shrewsbury.ac.uk



**Emotional & Wellbeing
practitioner**
Isabel Willerton

E: isabelw@shrewsbury.ac.uk

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Children's Services (if the concern is for a child under the age of 18): **0345 6789021** or Adults: **0345 6789044**
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NSPCC: **0800 800 5000** and Childline: **0800 1111**

Information on services in Shropshire is available on this website: **safeguardingshropshireschildren.org.uk**

If you believe there is an immediate risk of significant harm, please call the emergency services on 999

You can also contact the Safeguarding Team on **pleasehelp@shrewsbury.ac.uk** for help and advice

A **safe** college community...

SHREWSBURY
COLLEGES GROUP

If you are **concerned that you, or somebody else you know, is at risk of harm**, please contact a member of staff, reception or one of the Safeguarding Team below at **Welsh Bridge Campus**, who are **here to support you**.



Safeguarding Lead

Dulcie Knifton

T: 01743 235491 x309/4215

E: dck@ssfc.ac.uk



Safeguarding Mentor

Terri Jones

T: 07970 168944 x235

E: terrij@shrewsbury.ac.uk



Emotional & Wellbeing practitioner

Karena Brown

E: karenab@shrewsbury.ac.uk



Emotional & Wellbeing practitioner

Isabel Willerton

E: isabelw@shrewsbury.ac.uk

You can also contact the following services directly to ask for advice or to report a safeguarding concern:

Children's Services (if the concern is for a child under the age of 18): **0345 6789021** or Adults: **0345 6789044**

Telford & Wrekin: **01952 385385**

Protecting Vulnerable People (West Mercia Police): **0300 333 3000**

NSPCC: **0800 800 5000** and Childline: **0800 1111**

Information on services in Shropshire is available on this website: **safeguardingshropshireschildren.org.uk**

If you believe there is an immediate risk of significant harm, please call the emergency services on 999

You can also contact the Safeguarding Team on **pleasehelp@shrewsbury.ac.uk** for help and advice



COMMUNICATION AT COLLEGE

Emails

Your student email address will be used for all types of information such as:

- Trips
- Newsletters
- Exam information
- Events.

Make sure you log in at least once a day.

Texts

We use SMS messages for updates such as events, activities, and site closure in poor weather conditions. Please make sure you tell us about changes to your phone number.

Microsoft Teams

During the pandemic, we have been utilising Microsoft Teams to teach and meet despite isolating. This will be linked to your college email account.

Social Media

Follow us @ShrewsColGroup, we are on Facebook, Twitter and Instagram.

Information Screens

Information screens are at receptions on each campus for the latest updates and information.

Please remember to be polite and respectful in all your communications, including online such as social media and Microsoft Teams.



The Agency is here to help you make the most of your time at college and ensure you are ready for your future career. Whether you have a firm destination in mind, or are looking for career inspiration, The Agency has a programme of activities tailored to you. Agency information can be found on Moodle and the team can be found in the Quiet Study Centre at English and Welsh Bridge campuses and in the Hub and main corridor at London Road Campus. Here is an overview of some of the services available to you.

CAREER PLANNING



Want to sharpen up your CV and interview skills to secure that apprenticeship or job vacancy? Want to put yourself in the best possible position to get an offer on your preferred university course? Unsure of what you'd like to do next? Our Matrix-accredited Careers Team are here to help! Book an appointment today by popping into the Hub at London Road Campus or visit the Learning Resource Centres or email agency@shrewsbury.ac.uk

Whether it's our annual visit to the Skills Show at Birmingham NEC for careers inspiration, or university visits to help you decide on the right course for you, our programme of careers visits has something for everyone. Talks from employers will keep you informed about the local jobs market, job opportunities and our enrichment activities will help you develop additional skills to give your CV the wow factor. Keep checking Moodle for the latest activities and trips!

WORK EXPERIENCE & VOLUNTEERING



Work experience, employer projects and meaningful volunteering opportunities are available to all students. Opportunities can range from an employer visit, shadowing opportunity, block placements or regular placements throughout the academic year. Speak with your teacher, Progression Specialist /

Student Support Tutor or contact Agency staff for more information.

Did you know that Shrewsbury Colleges Group organises 900 placements each year? We offer new T-Level style Industry Placements for our Level 3 and Level 2 Vocational students.



ENRICHMENT



College life isn't just about your chosen course, it's also an opportunity for you to discover new talents and skills. We offer a flexible Enrichment programme available throughout the college week at all campuses, which has been developed in conjunction with students and offers a variety of activities:

- Clubs and societies, which include career oriented Medsoc, VetSoc and Soxbridge, but also student-led debating societies and the Model United Nations (an invite to a launch session will be available in the first half term)
- Employability and careers, offering work experience and shadowing
- Enterprise, including Young Enterprise Challenge
- Volunteering
- Sport and wellbeing
- Music and Dramatic Arts.

Find out more about our enrichment activities by checking the weekly Agency Newsletter.

JOB SHOP



We are part of the National Association of Student Employment Services (NASES) network and offer a broad range of services from promoting vacancies and support with CV and application writing, to preparing you for mock interviews. If you are looking for seasonal, part-time or

full-time vacancies, find The Agency Job Shop on Moodle, pop into The Hub or main corridor at London Road Campus or in the Quarry building at the Welsh Bridge Campus or email: agency@shrewsbury.ac.uk to find the latest job opportunities or to book an employment services appointment.



SPORTS ENRICHMENT



Through our Sports Enrichment Programme we provide opportunities for students of all abilities to take part in activities that might not be part of the traditional sporting calendar. We offer sports such as fencing, archery, shooting, rock climbing and rowing, to name a few.

This programme is flexible and offered to all students, so it doesn't matter if you play on a regular basis or you don't play sport at all - you can still get involved in the enrichment programme. Sessions are run during lunch time, after college and on a Wednesday afternoon.





SPORTS ACADEMY

Our Sports Academy is a competitive programme that offers fixtures and training weekly. We see sport as an important part of the learning cycle and believe it plays a significant role in maintaining and growing students' confidence and wellbeing. It also offers opportunities for them to meet new people and try out new sports. Shrewsbury Colleges Group has invested in giving all students over the three campuses the opportunity to take part in the Sports Academy between 1pm to 4.30pm every Wednesday. You can get involved in the following categories:

- Men's Football 1st Team
- Men's Football 2nd Team
- Men's Football 3rd Team
- Men's Football 4th Team
- Shrewsbury Town F.C BTEC Team
- Women's Football Team
- Men's Basketball Team
- Netball 1st Team
- Netball 2nd Team
- Mixed Hockey Team
- Mixed Volleyball Team
- Men's Rugby Team
- Women's Rugby Team
- Tennis Academy.

To find out more information please contact

Lewis Taylor, Sport & Enrichment Co-ordinator
lewist@shrewsbury.ac.uk or 01743 342450



MUSIC AND DRAMATIC ARTS (MADA)



Based at English Bridge and London Road campuses there are many opportunities throughout the college year to be involved in the music activities programme. Instrumentalists and vocalists interested in performing in any of our main ensembles (Concert Band, Jazz Band, String Orchestra and Choir) should sign up to our music activities course. For any further information contact The Agency.



ACADEMIC EXCELLENCE PROGRAMME



Many opportunities exist to help you prepare for competitive entry programmes such as medicine, veterinary medicine, dentistry and midwifery. There are also programmes to help with applying to Oxford and Cambridge universities.



STUDENT VOICE



Shrewsbury Colleges Group students have an active student voice and have a positive and measurable impact on all aspects of college life including:

- **Academic** and **vocational courses**
- **Operational management**, including restaurant facilities and car parking
- **Enrichment**
- **Charities** and **fundraising**
- **Student welfare.**

SCG STUDENT UNION:

You can actively get involved with the Student Union by nominating yourself to become an executive officer. Made up of a team of elected officers, the Student Union Executive will liaise with and represent the student community at meetings and on committees. You can also represent your peers by becoming a Student Union Rep and attend meetings on their behalf. These are held half termly at each campus where students' views and ideas can be shared.

To find out how you can be involved in Student Voice activities on any of our campuses, please contact Lorraine Burrage: lorraineb@shrewsbury.ac.uk



UCAS Create Your Future

Manchester Central Convention Complex 23 - 24 November 2021

A unique face-to-face opportunity to discuss hundreds of creative courses, traineeships, and careers covering design, music and all the performing arts under one roof.

The Skills Show*

A skills and careers event for young people, providing hands-on experiences that will inspire you about the world of work. It includes the WorldSkills UK National Finals, which identifies the most skilled young people in the country. A group college trip is planned for **19-21 November 2021.**

What Career Live Show

A two-day event being held from **4 and 5 March, 2022** at the NEC in Birmingham. This event showcases opportunities like training courses, professional training schemes, Apprenticeships, and career opportunities, as well as companies offering careers that incorporate sponsorship through university etc.

“

Achieve nationally recognised volunteering awards and develop new skills as well as having a positive impact on your local community.

National Citizen Service

”

**Please note that the dates and formats of these events are correct at time of print but may be subject to change.*



The Duke of Edinburgh's Award

The world's leading youth achievement award combines fun, adventure, and a significant challenge to push young people's personal boundaries, provide new skills and enhance their CVs and university applications. Work towards your Gold or Bronze Award during your time with us.

Please be aware this has a cost so ask us about help if you need it.



National Citizen Service

A way for 15 – 17-year-olds to gain skills for work and life, take on new challenges and meet new friends. It runs in the spring, summer, and autumn where you'll have a short time away from home and take part in a team project that will help your community.

Make A Difference Award

This year sees the launch of a new award which recognises and celebrates students' commitment and achievements to help make a difference by volunteering while studying at SCG.

For more information or to sign up, please contact Lorraine Burrage at lorraineb@shrewsbury.ac.uk

Achieve nationally-recognised volunteering awards and develop new skills as well as having a positive impact on your local community.

Careers guidance appointments are available with Paul Kelly who can help you with ideas about various professions, university, apprenticeship, and employment – visit The Agency team at each campus to book an appointment.



TRIPS & VISITS

Various activities will take place during the year as part of your courses as well as optional events to develop your awareness and experience.

In order to participate, anyone aged under 18 must have parent/guardian permission.

You will be sent a link by email once enrolled to get this permission approved and it will go on your student record.

Without this, you will be unable to join any trips/visits, so please ensure you action this.





SUSTAINABILITY

SCG has an active Sustainability Group, made up of both students and staff, who review the operation of the college's Sustainability Policy to suggest, where practical, opportunities for further improvement. The group is open to anybody at the college and warmly welcomes new people and ideas.

Recent initiatives include:

- Our support of the Shrewsbury Cups – a 'Cup for Life'
- Special pen and crisp packet recycling bins
- Water fountains upgrade to remove single use plastic cups
- A review of vending machines to reduce energy use
- Replacing marketing materials with environmentally friendly alternatives
- Reduction of single use plastics
- Delivery of 420 saplings from the Woodland Trust, to plant a double hedge on the London Road Campus (November 2019).

We are also continually looking for ways to improve the efficiency of our buildings. This includes:

- Energy efficient lighting at the London Road Campus
- The roll-out of further energy efficient lighting at English and Welsh Bridge campuses
- Regular reviews of opportunities to reduce heat-loss, water consumption and to improve recycling
- Developing waste reduction schemes.

These steps may seem small, but our ambition is not. We are committed to working together as a college community to secure a better future for all our current and future students.

Health & Safety

We all want to get about without tripping over people or things, slipping on wet floors or staircases or struggling through crowds around doorways.

This means:

- **Keeping doorways and staircases clear**
- **Not leaving bags where they will be a hazard**
- **Not sitting on the floor in corridors**
- **Keeping fire doors and emergency exits clear**
- **Reporting spillages; wet patches on floors and stairs are a major cause of accidents.**

Lifts at the college are for people with disabilities to get about the buildings and to help staff and students move equipment between floors.

All accidents and near misses must be reported to your tutor or the college Health and Safety Officer, Brett Davies-Wareing - Brettdav@shrewsbury.ac.uk

SCG also has systems in place for reporting any safety concerns and incidents. Forms are available from your tutor or the college Health and Safety Officer.

Under the Health and Safety at Work Act the college has a responsibility for all persons on its premises. To assist with maintaining a high standard of safety, all students must comply with the college Health and Safety Policy and procedures and the Student Code of Conduct to ensure their own safety and that of others who may be affected by their acts.

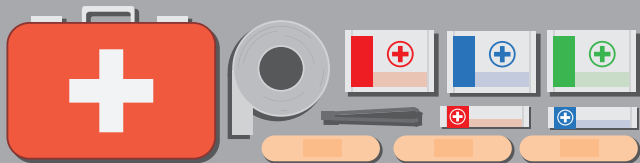
CAR PARKING for students (at London Road Campus only)

Drivers must keep to the campus **speed limit of 5mph** to minimise the likelihood of accidents. Speed limits also apply to bikes and motor bikes.

Please note car park users must pay £15 for an annual car parking pass, or £10 for scooters and motorbikes - available from Reception.

For car sharing opportunities please contact Student Services who can give you details on the Park & Ride discounts available for students.

A number plate recognition gate system is in operation so all students must register their vehicles and display a parking permit.

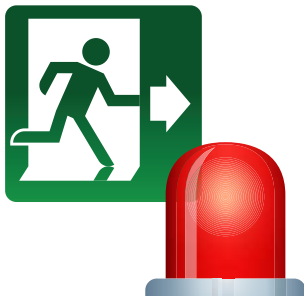


EMERGENCIES

There may be situations where you need help, perhaps urgently. College staff will assist as required. At break times and when working in an unsupervised situation, you need to take responsibility for getting assistance.

Fire Evacuation

During your induction, your tutor will go through the procedure with you and point out the emergency exits and, also the Assembly Points. During an emergency or fire drill, Marshals will direct you to them. Keep calm, don't rush and don't stop to get your personal things. In the event of fire, it is important to get out safely as quickly as possible.



If the emergency alarm sounds...

Your tutor will tell you what to do and take you to the Assembly Point, where staff will check your names against registers.

- **Do not leave the campus as staff will not know whether you are still in the building and the Fire and Rescue crew will have to go into a potentially hazardous situation to look for you**
- **You will be told when it is safe to re-enter a building or what else you must do.**

When you are not supervised by staff, you must take responsibility for yourself (and others). Leave the building immediately by the quickest safe route and go to the nearest Assembly Point where you must report to a tutor.

- **Do not try and re-enter buildings until you have been given permission to do so**
- **Do not leave the campus**
- **Do not drive your vehicle from the campus as this causes a major hazard for people going to their Assembly Point.**

If you have any concerns around evacuation in the event of a fire, please speak to a member of staff and a Personal Evacuation Plan will be put in place.

Invacuation

Invacuation is a process used to keep you, staff and the campus safe in the event that moving to a secure place is safer than being exposed to a threat via an evacuation. As part of tutorial you will be given information about the difference to the Fire Evacuation process.

If you need First Aid...

The college has several trained First Aiders. In the event of an accident the nearest staff member will assist you.

If an accident happens in college or in your workplace, staff will call a First Aider.

If you have an accident out of a classroom and you need a First Aider:

- **Contact a tutor, Reception, Student Services, or your employer if you are an apprentice**
- **Tell them what the problem is, and they will get help for you.**

If you are not able to go to Reception yourself because of your injury, send someone else to get help for you. The person going for assistance will need to know your name, what the problem is and tell them to tell Reception where you are!

If you need emergency treatment at hospital, the college will arrange transport or call an ambulance. We will contact your family to let them know what has happened. Therefore, the college needs you to give us a current

emergency contact phone number.

We also need the name and address of your family doctor in case of an emergency. A member of SCG staff will accompany you to hospital. We will book you in and then collect you when your treatment is finished. If this is at the end of the day, we will ask your family to collect you and take you home.

For all accidents and illnesses an Accident Form will be completed. If you go to hospital, the college will have to report it to the Health & Safety Officer if the injury results in being away from college for more than three days.

If you feel ill...

There may be times when you don't feel well. This may simply be a headache, or it may be the start of an illness for which you need medical assistance. Please contact your tutor or Student Services who will make contact arrangements. The college has First Aiders but no medically-qualified staff, so we cannot give medication such as aspirin, paracetamol, etc.

Should you get an infectious illness or disease, which includes Coronavirus:

- **Please don't come to college if you or someone in your family has or shows symptoms of Coronavirus, or until your doctor tells you it is safe to do so with this, or any other illness.**

Please follow the latest government guidance and check the college website for the latest updates regarding

Coronavirus. Please be assured the college will communicate with you all up-to-date-advice and guidance regarding Coronavirus regarding how the college is handling its response to Coronavirus.

- **Explain this to your tutor or Progression Specialist when you phone to let them know you won't be in.**
- **Contact Student Services if you need to take medication at college.**

MEDICATION



Medication conditions

It is very important that you keep us up-to-date with any medical information.

If you have diabetes, asthma or epilepsy for example, or any other serious medical conditions, please tell us. We will be able to create a personal risk-assessment and share relevant information as necessary with emergency services, for example.

Medication

If you have a medical condition that requires you to take medication during college hours; ideally you will do this before the college day begins, however we are able to support reasonable adjustments to anyone needing access to medication during the college day. We can assist with storage as long as items are appropriately labelled.

Please contact Student Services to discuss.

Shrewsbury Colleges Group Food Services Mission Statement:

We are committed to offering a range of competitively priced products, which offer value for money as well as also meeting the needs of an ever-increasing, wide-ranging spectrum of dietary requirements.

The Bridges Café, your college dining area, is open from **8am - 6:30pm (3pm on Fridays) at London Road Campus** and **8am - 3pm at English and Welsh Bridge campuses** serving breakfast, lunch and snacks.

The Bridges Café is signposted at each campus. It offers a wide range of food and we try to offer something for everyone, along with a variety of snacks and drinks.

If you like coffee, you will love our full barista service at all three cafés - whether it's a smooth Americano or a milky skinny Latte with two shots of caramel sprinkled with chocolate.

Free meal tokens are available if you are eligible to the value of £3.20 per college day. The allocation will be placed on your student ID card to use in college.

If queues are too long in Bridges Café at London Road Campus, then why not visit the Bridges Coffee Shop in the Atrium area in Darwin block? It offers a full barista service as well as many grab and go options along with your favourite sandwiches.

You will also find shops in the engineering block and performing arts foyer that sell hot and cold drinks, snacks and sandwiches so you don't have to go all the way to the Bridges Café. This way you can make the most of your break time without the queuing. Please visit them to see their operational times.

FREE Breakfast Club Available for all students. Don't miss out! Includes cereal or toast, orange juice or a cup of tea and a piece of fruit. Every morning 8-9am served in the Bridges Café on all campuses.

Going Cashless

You can create a cashless account once enrolled that allows you or family/ guardians to manage your spending on food & drink.

When you enrol you will be sent an email link to create your account.

Get your **refillable Bridges Café drinks cup** from any Café for just **£4.50** and help save plastic!

You can **get it washed from any café, any time, for free**. Just ask a member of staff who'll be happy to help!



Available from the **Bridges Café**

REUSABLE | ATTACHABLE | FOLDABLE | IDENTIFIABLE | WASHABLE



HIGHER EDUCATION STUDENTS

As an higher education student, you will mainly be taught in our new HE Centre at London Road Campus where there are state-of-the-art classrooms, a social space, kitchen and quiet study area with high-end PCs and Macs.

As a HE student, you also have access to all the services the college provides, including the Learning Resource Centres, Student Services and The Agency. Students requiring additional study support can access support from our dedicated HE Study Support Tutor who offers 1-2-1 sessions and group sessions as required in:

- Assignment planning
- Presentation skills
- Critical thinking
- Reading and note-making
- Referencing
- Time management & organisation.

If you're a current or prospective HE student with additional learning needs, the sooner you inform us the earlier we can discuss and advise you on the support available for you, while you study.

If you are considering moving on into Higher Education following your current course, please Contact:

Michelle Dawes, Head of Higher Education & Counselling
at michelled@shrewsbury.ac.uk to find out more.



Apprenticeships

Apprenticeships available at
shrewsbury Colleges group
from **Level 2 to Level 3.**

(Intermediate, Advanced and Higher)

- Accounting
- Brickwork
- Business Administration
- Carpentry & Joinery
- Customer Service
- Early Years
- Electrical Installation
- Engineering
- Fabrication & Welding
- Gas Engineering
- Management
- Motor Vehicle
- Painting & Decorating
- Plumbing, Heating & Gas
- Teaching Assistant.

What else can you do...

- **Check out vacancies in your area by registering with the 'Find an Apprenticeship' service**
www.gov.uk/apply-apprenticeship
- **Browse www.scg.ac.uk for our next Advice Event and come along to chat through your options**
- **Find out more about apprenticeships on our website**
www.scg.ac.uk/apprenticeships
- **Email us at apprenticeships@shrewsbury.ac.uk or call 01743 260400 / 07792 039731**
- **Visit our Facebook page 'SCG Apprentices'.**





Origins

Our commercial restaurant, Origins, offers morning coffee, lunch and dinner.

All the food is cooked and served by our Hospitality & Catering students under the direct supervision of college chefs and tutors.

We have a fully licensed bar and a live music licence. Look out for our very popular theme nights and charity events. They sell out fast! For the full opening times and latest menus, please visit our website at **www.originsrestaurant.co.uk** or call on **01743 343 611**.



Hair & Beauty Training Academy

Our Hair & Beauty Training Academy offers a range of hair, beauty and therapy services performed by students at discounted prices and supervised by tutors.

Call 01743 343 422 to find out more information.



London Road Sports Centre

The London Road Sports Centre is here to complement our sports students' curriculum, but it's also here to help students enjoy a healthy lifestyle. When the Centre is not being used for lessons, all students from across the college can use the facilities at a massively reduced rate. The facilities range from badminton courts to basketball courts, and grass football pitches to our FA and FIFA approved third-generation football turf pitch.

Visit **www.londonroadsports.co.uk**

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Shrewsbury Cup



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- C. SAVE MONEY
- D. GOT IT YET?

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Details correct at time of release (June 2019) See online for T&Cs

Welsh Bridge Campus

Priory Road,
Shrewsbury
Shropshire, SY1 1RX
T: 01743 235491

English Bridge Campus

Abbey Foregate,
Shrewsbury
Shropshire, SY2 6AA
T: 01743 235491

London Road Campus

London Road,
Shrewsbury
Shropshire, SY2 6PR
T: 01743 342342

   @ShrewsColGroup

 info@scg.ac.uk

 scg.ac.uk

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COLLEGES GROUP