



REDCAR &
CLEVELAND
COLLEGE

RAISING ASPIRATIONS
EXCEEDING EXPECTATIONS



**Student
Handbook**
2011/12

Redcar & Cleveland College is fully committed to providing and celebrating equality and diversity.

It is intended that this commitment will create an enriching and supporting learning environment for all so that individuals can realise their full potential.

The College strives to treat all people with dignity and respect, irrespective of ethnic origin, gender, marital status, religious affiliation, disability, sexual orientation, social background or special need.

Copies of the following policies can be accessed through the College intranet:

- Corporate and social responsibility
- Quality and standards
- The learner experience

If there are any comments or suggestions that you would like to make, or if you require the handbook in a different format, please contact **Student Services** on **01642 473132**.



Safeguarding

Everyone has the right to feel safe in College and we want you to feel that you can talk to us about your fears and to know that there are people in College who care.

If you have any worries about your safety or are concerned about someone else then please call or text us about it.

The Safeguarding team in College is:

Jill Brannan

Tel: 01642 777186

Mob: 07714953531

Jenni Foster

Tel: 01642 777229

Mob: 07505556628

Caroline James

Tel: 01642 777228

Mob: 07950314469

Jane Lightfoot

Tel: 01642 777162

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The College has taken all reasonable steps to ensure that the information contained in this publication is accurate. The College reserves the right to update this information at any time as required.

Principal's Welcome

Thank you for choosing to study at Redcar & Cleveland College and a very warm welcome to you from all the staff.

By enrolling on one of our courses, you've made an excellent step on the road to achieving your goals and plans for the future. Graded by Ofsted as a 'good' college with outstanding features you can be assured that the teaching and support you will receive is of the very highest standards.

It's our aim to ensure that you learn the skills and gain the knowledge you need to succeed in your chosen career and here at the College we have fantastic facilities and learning resources to support you in achieving your ambitions.

We want you to have a great experience as a student at the College, and we think we've created the perfect blend of friendly social environments for you to spend your leisure time in. From chatting with friends over a coffee in our light and airy atriums, to taking part in a wide range of activities and special interest groups.

This handbook explains the services the College can offer to help you make the most of your time here, so please read through these few introductory pages – it will give you a real head start.

The College Charter in this handbook outlines the College's commitment to you in providing the highest possible standard of services and support.

The Code of Conduct also explains how everyone at the College is expected to treat each other equally and with the highest levels of mutual respect.

You can discuss any issues that are concerning you with any one of your tutors, or with a member of the Student Services team. The sooner you talk to us the faster we can help you.

Your success is our success and we look forward to celebrating your achievements with you, just like the many students who have gone before. We wish you all the very best in your studies and hope that you really do enjoy your time here at the College.

Gary Groom Principal

Student Information

Term dates & UCAS calendar

Redcar & Cleveland College Term Dates

Autumn term: 5 September – 16 December 2011

5 September – 21 October

24 October – 28 October (*Half-term*)

31 October – 16 December

Spring term: 3 January – 29 March 2012

3 January – 10 February

13 February – 17 February (*Half-term*)

20 February – 29 March

Summer term: 16 April – 29 June 2012

16 April – 1 June

4 June – 8 June (*Half-term*)

11 June – 29 June

HE Students Teesside University Term Dates

Autumn term: 3 October – 16 December 2011

Spring term: 3 January – 16 March 2012

Summer term: 2 April – 25 May 2012

Teesside University Open Days:

Wednesday 19 October 2011

Saturday 29 October 2011

Please contact Teesside University for subject-specific discovery days

www.tees.ac.uk

University Application Calendar

Listed are some useful dates to help you plan your university application.

Leaflets are available to help you decide what and where to study, how to write a personal statement and use the UCAS Apply system. These are available on the College's virtual learning platform 'Blackboard'.

If you would like further help or advice, please contact Student Services for an appointment by telephoning **01642 473132**.

FIRST YEAR STUDENTS

April/May/June 2012 Research broad areas of choice
Attend university open days
Visit the Higher Education Conference at Newcastle Arena
Collect prospectuses and talk to universities.

July/August 2012 Continue individual research and visits
Consider: a) sponsorship b) taking a gap year.

SECOND YEAR STUDENTS

September 2011 Final decision making of what to apply for and where to study.

October 2011 Filling out the necessary forms and making personal statement.
Complete application form for UCAS, Oxford and Cambridge.
Closing date for medicine, dentistry, veterinary science, Oxford and Cambridge is 15th October. October deadline for handing completed UCAS forms to careers centre for college reference to be added.

November 2011 15th November 2011 - internal deadline for the completion of UCAS application forms.
Interview practice.
(UCAS form should have been sent by now.)

January 2012 Deadline for the receipt of UCAS applications for all courses (except those listed on the previous page) is 15th January 2012. Some Art and Design courses may have a deadline of 24th March 2012.

Check the 'course information' screens on the UCAS website (**www.ucas.com**), and search for the Art and Design courses you are interested in to find out if they have a 15th January or 24th March deadline.

Decide on offers if all institutions have responded.

May 2012 May is the deadline for decisions on UCAS applications

June 2012 Hard at work for examinations

July 2012 Relax and take a holiday

Mid-August 2012 Exam results (vital you are available)

August 2012 UCAS clearing starts

September 2012 UCAS clearing, vacancy information is available from **www.ucas.com** and in 'The Independent' newspaper.

Student Support

The College is committed to providing a quality service to all our students. Outlined in this handbook is a range of services available to prospective and existing students including an academic planner, important dates and a timetable.

Induction

This handbook is a part of the induction at the beginning of your programme of study. Please read it carefully and discuss any items of concern with your personal tutor.

You will be issued with a student identification badge which allows access to College facilities. This must be worn at all times and access cannot be gained into the College without your identification badge.

Learning Agreement

All students must complete an enrolment form which is their learning agreement. This is required for evidence to claim funding for your courses from the Government. The Benefits Agency require a copy of your learning agreement if you apply for Job Seekers' Allowance.

College Fees

Information about fees and remission of fees is available in the College's part-time prospectus and this publication is updated annually.

Alternatively, contact Student Services on **01642 473132**.

All fees are payable at enrolment

Please note that students have a responsibility to settle all fees with the College in the required timescales. Where a student has not paid an account for fees or any other item owing to the institution within a designated timescale, certificates and qualifications may be withheld and access to college facilities may be restricted until all outstanding debts have been cleared.

Equal Opportunities

You are entitled to freedom from discrimination and we will work actively to remove any barriers to your learning and to ensure that you have an equal opportunity to achieve the qualifications you need.

If you feel that you have been discriminated against, you should report the incident to a member of staff and appropriate action will be taken. Guidelines on appropriate and inappropriate behaviour, including what is expected of you, are included in this handbook.

The tutors' induction checklist includes the College's Equality of Opportunity and Celebration of Diversity Policy Statement and this should be highlighted to you at induction.

Additional Learning Support

The College offers a range of support for all students. Learning support can be provided to suit individual needs. The Learning Development Support Workers* will be available at enrolment to discuss your support needs.

There are a number of ways that you can request additional learning support:

- During your interview you might identify that you have additional needs
- All full-time students are assessed during induction and learning needs may be identified at this time
- You may feel that you need some extra help. Let your course tutor know and an interview can be arranged
- Your tutor may feel that you are having difficulties during your course and may suggest learning support
- You can complete a green self referral form at any time during the year (available from reception).

*Please see page 53 for details of the Learning Development Support Workers.

Student Services

Student Services is for all students and is open throughout the year.

Opening hours

Monday – Thursday 8.30am – 5.00pm

Friday 8.30am – 4.30pm

Access outside of these hours can be arranged by contacting the College on **01642 473132**.

Student Services offer comprehensive information and help to choose a course that's right for you. Reception staff can also provide course information when Student Services is not open.

Details are also available on our website **www.cleveland.ac.uk**

Careers Guidance

Students have access to computerised careers information and guidance and paper-based resources through Student Services, course tutors and the local Connexions service. If you require impartial information, advice or guidance about education, training, careers or job search, benefits, university open days, etc., please call into Student Services where staff are available to help you.

Welfare Advice

Confidential welfare advice and information on support available outside of College can be arranged by staff within Student Services. A range of activities are organised and advertised around the College, or on notice boards and on Blackboard.

Student Mentoring Service

The College employs student mentors who are available to support students who, for whatever reason, are finding college life a challenge. The mentor team can help students work through the problems which may be preventing them from achieving at college and will give support and encouragement to help the students they work with succeed. Students can be referred by their tutors; however, if you feel you would like to speak to a mentor you can also do so by calling into Student Services. Please refer to the Mentors Leaflet for more information.

Connexions Service

This is a service that offers young people (13–19 year-olds) help and support to meet their needs and goals. Some young people will need general information, advice and guidance whilst others may require more one-to-one support, which can continue until the age of 25.

The Connexions One Stop Shop:

Redcar Youth Centre, Coatham Road, Redcar TS10 1RP.

Telephone **01642 490870** if you would like to make an appointment.

College Chaplaincy

The College chaplaincy is here to help students and staff of all faiths and none. The chaplaincy is always delighted to:

- Discuss moral and faith issues
- Help you explore and be guided in spirituality
- Give pastoral care and friendship
- Invite your participation in worship and prayer
- Introduce you to local churches or faiths
- Help you offer service to others.

‘Join’ Enrichment Programme

The ‘Join’ programme gives students the opportunity to take part in an exciting range of activities throughout the year, including: fundraising and charity events, careers activities, awareness days, religious celebrations, interest groups, volunteering, and trips and the Healthy Colleges’ initiative. Call into Student Services to speak to Alys Tregear - Student Liaison Officer for further details. Please check the student information area on Blackboard for further information on the enrichment programme.

Student Representatives

Students are actively encouraged to express their views and opinions about the College, and one of the most effective ways of doing this is to become part of the student representative system. Student representatives are recruited from all course areas and are given initial training to enable them to gain a clear insight into the responsibilities of the role. They attend regular meetings at College, taking forward issues/opinions on behalf of their classmates, and are encouraged to contribute to the review and development of College services. Representatives are also encouraged to participate in the annual Learner Voice Conference.

Financial Support

Army Further Education Scheme

Redcar & Cleveland College has teamed up with the Army to offer £1,000 to students who are planning to join the Army at the end of their course. Once you have completed your course at the College and your training with the Army you will then receive an additional £1,000. For further information and eligibility criteria please contact Student Services.

Bursary Fund for Young People Aged 16-18

Students who are experiencing financial hardship can apply to the Bursary fund for assistance with equipment and kit, educational visits and trips, and books. There is also an emergency fund available for assistance with transport and meals. In addition a guaranteed bursary payment of £1,200 per year will be given to young people in receipt of income support, who are in, or leaving care or who are in receipt of employment support allowance and disability living allowance.

Please note that awards are subject to meeting eligibility criteria and are subject to the availability of funds.

Childcare

Redcar & Cleveland College offers nursery provision in partnership with local nurseries and childcare providers. The College may be able to offer a limited number of funded places to students who are in receipt of certain benefits or who are experiencing financial hardship.

Awards are means tested and subject to applicants meeting eligibility criteria.

Childcare for Young Learners - Care to Learn

Care to Learn aims to meet childcare and additional travel costs for young parents under the age of 20. Please contact Student Services for further details.

Please note that students aged 20 years old or over may be eligible for support through the Learner Support Fund.

Education Maintenance Allowance (EMA)

Transitional Arrangements

Students who applied successfully for EMA in the 2009/10 academic year were given a guarantee in their notice of entitlement, and will continue to receive the equivalent of their EMA payments through to the end of the 2011/12 academic year.

Students who applied successfully for EMA in the 2010/11 academic year were not given a similar guarantee and only those who received the maximum EMA weekly payment of £30 will now receive £20 a week up to the end of the 2011/12 academic year.

Students who are experiencing financial hardship may also be eligible for support from the 16-18 Bursary Fund. Please contact Student Services for further details.

Learner Support Fund

The College has a Learner Support Fund which is means tested and can provide financial support towards the cost of fees, books, equipment, travel and childcare. As these funds are limited we recommend that you apply as early as possible into your course. Please note that awards are means tested and subject to eligibility conditions.

Travel

Full-time students under the age of 19 are able to travel to and from College free of charge using the College's 'Coach Link' service.

The College offers all of its full-time students a free place on College coaches. The coaches run daily during term time along designated routes in the borough, offering morning picks ups and various departure times throughout the afternoon - see the latest timetable on our website or pick up a copy from Student Services. If you would like to use this free service, you will need to obtain a 'College Bus Pass', which is also available from Student Services.

Alternatively, the College also offers students who would prefer to use public transport the opportunity to have the cost of their bus pass reimbursed*. The offer applies to students who are eligible for a half fare bus pass from their local authority.

If you need any further help or advice on travelling to College, contact **Student Services** on **01642 473132**.

**Refundable £10 fee.*

Academic Support

Examination Assessment

Your performance on your course will be continually assessed throughout the year. There are many different forms of assessment which include:

- Assignments and Portfolios
- Online Examinations
- Paper Examinations
- Practical Assessments

Assessment is the method by which your performance on your chosen programme of study will be measured. Assignments and portfolios are internally assessed and externally verified. Examinations are externally set and externally marked. Your course tutor will explain the requirements of your programme.

Please discuss any course related experience or employment with your course tutor. This may entitle you to automatic accreditation. Further information is available in the course handbook.

Examination Entry

Your tutor will enter you for your examinations. Please make sure you inform your tutor of any planned holidays.

The exams department will send you notification of any examinations you have been entered for. It is the responsibility of individual students to check the dates and inform the exams department if you are unable to attend for any reason, this can be done by emailing examshelp@cleveland.ac.uk. Candidates absent from examinations without reason will be charged the full examination entry fee.

Candidates under the age of 19 years old on the 31st August prior to the beginning of the academic year do not pay for a first entry and one resit. All candidates **must** pay for subsequent resits.

All other candidates **must** pay for entry and resits.

Results

Results notifications will be sent to candidates upon receipt at the College. When certificates are received at the College a letter will be sent to you asking you to come and collect your certificate from the main reception.

If your address has changed following your exam, you must inform Student Services or you will not receive notifications or letters regarding certificates.

Certificates are held in College for one year from the date the letter is sent to you, after this time certificate(s) will be destroyed and you must apply directly to the awarding body for any replacements you require.

The College will not be liable for lost income as a result in delays of certificates/awards.

Appeals Procedure

If a student does not accept a given internal assessment he/she should inform the course leader that the assessment is not accepted and seek advice on the way to proceed. The formal procedure is as follows:

- 1 Within two working days of receiving the assessment, the student submits request for re-assessment in writing to the Head of Faculty. The request must include grounds for appeal and evidence.
- 2 Within 10 working days, Head of Faculty ensures:
 - That the original assessor is informed
 - That the work is assessed by another internal assessor
 - That the two assessors meet with an impartial chairperson to discuss the grade, and if they fail to agree
 - An assessment review committee is convened to discuss the reassessment and its implications.

Change of Course/Subject

If there are any changes in your learning programme, you must notify your tutor who will then complete the appropriate form.

Adding a Course/Subject

If you take up any new programmes after you have completed your learning agreement, you must inform your tutor using the additional course form.

Withdrawal from Course/Subject

If you are considering withdrawing from your course you must inform your tutor and make arrangements to get advice from staff in Student Services. Should you decide to withdraw from the College you must inform your course tutor and return all library books or other equipment that you may have borrowed.

Tutorial Support

Individual Learning Plan

All full-time and most part-time students will prepare an individual learning plan which will be reviewed and updated throughout the year.

The tutors' induction checklist includes the College's Equality of Opportunity and Celebration of Diversity Policy Statement and this should be highlighted to you at induction.

Attendance

You are expected to attend all classes and submit work regularly. Any absence can affect your success on your chosen learning programme.

- The College must be notified of absence
- In case of illness you must inform the College immediately
- Unexplained absence will result in an investigation by your course tutor

Absence Procedure

If you are unable to attend College for any reason (such as illness), then please contact us before 10.00am on each day that you are absent.

You can contact us in the following ways:

Telephone: **01642 777226** or **01642 777227**

Email: **absent@cleveland.ac.uk**

If you are having difficulties in attending College please discuss this with your course tutor to see if the College can help in any way.

100% attendance is expected. If you are continually absent to the extent that it is doubtful whether you are meeting course commitments, action will be taken which may lead to your withdrawal from the course. Unexplained absence for a period of three weeks for full-time students and three sessions for part-time students will result in your being withdrawn from a course.

Late Arrival and Early Departure

Consult with your course tutor if any special arrangements are required. Your tutor will make a request to the Assistant Principal Curriculum.

Parents' Evenings

Parents of students are invited to meet with lecturers to discuss progress during the year. Dates of these evenings will be given well in advance.

Partnership Students

As a student of the College who is taught in partnership with one of our outreach providers, you have access to all College services and facilities.

References

The Principal may be quoted by students as a referee in respect of application for entrance to other educational establishments or employers. Students should not quote other members of staff for this purpose unless a personal reference is required. Confidential references are contributed to by course tutors, and a copy is retained in College for information.

Student Records

If your circumstances change during the year it is vital that you let staff know so that they can update your records immediately. Please inform Student Services if you need to change your course or leave College or if you have a change of address or your telephone, email or emergency contact details change.

Student Reports

Student reports are completed on all our 14-16, full-time and sponsored students within the College.

Student Reviews

The progress of all students is reviewed on a regular basis using ProMonitor. All students on full-time programmes are entitled to individual reviews conducted by their tutor. There will be four individual reviews per year covering:

- Course progression routes
- Individual learning plans
- Progress based on lecturers' reports and attendance
- Individual target setting
- Final report.

The initial review should take place in September/October, the second in November/December, the third between February and April and the final review will take place in the third term.

Part-time students receive subject progress reviews.

Students under the age of 18

Information on students' progress and attendance will be shared with parents/guardians if the student is under the age of 18 and with the school if the student is still of compulsory education age.

TTE Students

College students identified within its franchise partner TTE have full student rights and responsibilities as far as the College is concerned.

Tutorial Review and Guidance

Each student on a full-time programme of study will be assigned a personal tutor during the induction to the course. He/she will assist the student to develop and review their individual learning plan on ProMonitor. Special tutorial periods are built into the timetable of full-time courses and all students are required to attend. Part-time students are allocated a course tutor.

Work Experience

Students on full-time programmes are encouraged to complete a period of work experience provided that their attendance, performance and progress are acceptable.

Full-time students on work experience can get support for travelling expenses. Only one outward and one return journey per day is accepted.

Cultural Exchanges

Visits within this country and overseas may be arranged throughout the year and parents or guardians of all full-time students under the age of 18 must complete a consent form to enable these activities to take place. Students over the age of 18 may sign the form on their own behalf. The College has insurance cover for students who participate in visits.

International Links

Many college students are actively involved in overseas visits and exchanges as part of their curriculum. Links with Romania, Germany, Italy, France and Spain are well established and links with Cleveland State Community College in Tennessee, USA, have enabled students to visit the American College and gain academic awards as part of their college programme.

College Services

College Information Technology

All students are encouraged to make the fullest use of IT facilities. Students will be provided with a network storage area. The use of memory sticks is permitted, but it is advised that these are only used for transporting materials. Storage should be in the network area or for handing in assignments to tutors by using the virtual learning platform 'Blackboard'. The College cannot be responsible for loss or damage to memory sticks and their contents.

The use of offensive material or improper use of IT facilities may lead to disciplinary action. Learners accept the terms of use of these facilities each time they log on. This is intended to ensure that all IT resources and facilities are used responsibly for the benefit of the whole College community.

The entire College is WiFi enabled.



Learning Resource Centre

Our experienced staff are available to assist you to find the materials you need in the Learning Resource Centre. With quiet study booths as well as small tables for group discussion, the resources include PCs with the latest software to help you with your study, including specialist software packages for your course.

All PCs have internet, email and Microsoft packages, plus electronic resources allowing you to access relevant and up-to-date information, online databases, e-books and online reference material.

All students have access to electronic resources through the Athens interface, which allows access to over 4000 books and 500 journals as well as industry specific information.

All students attend an induction that is tailored to their learning needs and the studying/research they will be undertaking. Daily newspapers and journals are available plus photocopying, scanning and printing facilities.



TS10 Hair and Beauty

The TS10 hair and beauty salon offers many services and treatments to all College students and members of the public who wish to act as clients for students on hair and beauty courses at the College.

Experienced lecturers are in charge of practical sessions and work closely with students at every stage of the service, and with this in mind clients should be aware that appointments might take a little longer than normal.

For a list of full treatments available simply pick up a brochure or contact the salon for more details on **01642 777184**.

TS10 Sport and Fitness

The TS10 sport and fitness suite is open to all College students and provides an excellent opportunity to improve muscle tone and general fitness.

Qualified fitness instructors are on hand to conduct gym inductions and prescribe specific training programmes to ensure you are exercising safely and effectively.

For your FREE induction contact the gym team or TS10 reception on **01642 777184**.

Premises & Facilities

Car Parking

Please follow the regulations which are displayed around the grounds, i.e. cars and motorcycles belonging to students to be parked only in the spaces provided.

The disabled parking area is available for students with mobility problems only. All users of the car park will need to obtain a car parking permit which is available from Student Services. Users must then have their Student ID badges activated to allow them to exit the car park via the barriers.

USING A VEHICLE IN A RECKLESS MANNER IS A SERIOUS BREACH OF SAFETY REGULATIONS

The speed limit is 5mph and must not be exceeded. The College is not responsible for any death or injury caused to any persons using the College car parks, except in cases where such death or injury results from the negligence of the College. The College is also not responsible for any loss or damage caused to any property of the user of the College car parks, or to any cars left by said user, or the contents thereof. Registered users who breach parking regulations and speed limits will have their access rights to parking removed.

Visitors attempting to exit the car park without a code or badge should park in one of the hatched parking spaces next to the barriers and report to reception to obtain an exit code.

Catering

Housed in the atrium is our restaurant, serving hot meals, snacks and salads. Visit the internet café, serving Costa coffee, hot panini and a selection of pastries.

Health and Safety

The College attaches great importance to the health, safety and welfare of its staff, students and visitors and considers it essential that the management, staff and students should work together to maintain a safe, healthy environment for themselves and others. Correct protective clothing must be worn in workshops and laboratories. It should also be worn in other areas if advised by college staff.

Any accident on College premises should be reported to a member of staff.

Loitering about the building or sitting on the floor in corridors is not permitted. Any person who damages College property will be expected to meet repair and replacement costs before being allowed to continue as a student at the College. The College is continually monitored by CCTV throughout the building and surrounding areas.

First Aid

The College has a number of qualified first aiders. Their names and photographs are displayed on the health and safety notice board. All accidents must be reported to your course tutor. A designated first aid room is available in the College.

Fire Drill

Fire regulations are displayed in every room and corridor. During your induction your personal tutor will explain fire drill procedures. Please make sure you know the drill for all the locations in which you are likely to be during your time in College. Students and staff are required to read and observe the fire action notices and procedures.

Electrical Safety

No electrical equipment is to be brought into the College unless it is subjected to the College testing procedures.

Higher Education Centre

The new Higher Education Centre opened in September 2010 and has been funded by the Sir William Turner Trust Foundation and Teesside University. The new centre features a 250-seat lecture theatre with advanced audio visual technologies, as well as dedicated ICT and learning resource facilities for Higher Education. Note that access to the centre is restricted and therefore will not be automatically available to all students in College.

Security Identification Badges

Identification badges must be worn at all times and entry to the College cannot be made without one. Failure to wear a badge could result in the loss of some privileges. Students are required to report to Student Services if they are without a badge. Students are allowed one free access to College without a badge and after that have to pay £1 per occurrence, replacement badges cost £5.

'Tailgating' or 'passbacks' at the barrier are likely to cause injury or damage to the barrier system. Students observed breaching the use of ID badges will be subject to disciplinary action.

Personal Belongings

Personal belongings should not be left in corridors or the foyer. The College authorities cannot accept liability for theft or damage to personal belongings left in any part of the building.

Lockers

Students are able to secure the use of College lockers for an academic year on receipt of a £10 refundable deposit paid to the College finance department who may be contacted via reception.

College Equipment

Any equipment belonging to the College must not be taken out of the building without the permission of the Principal.

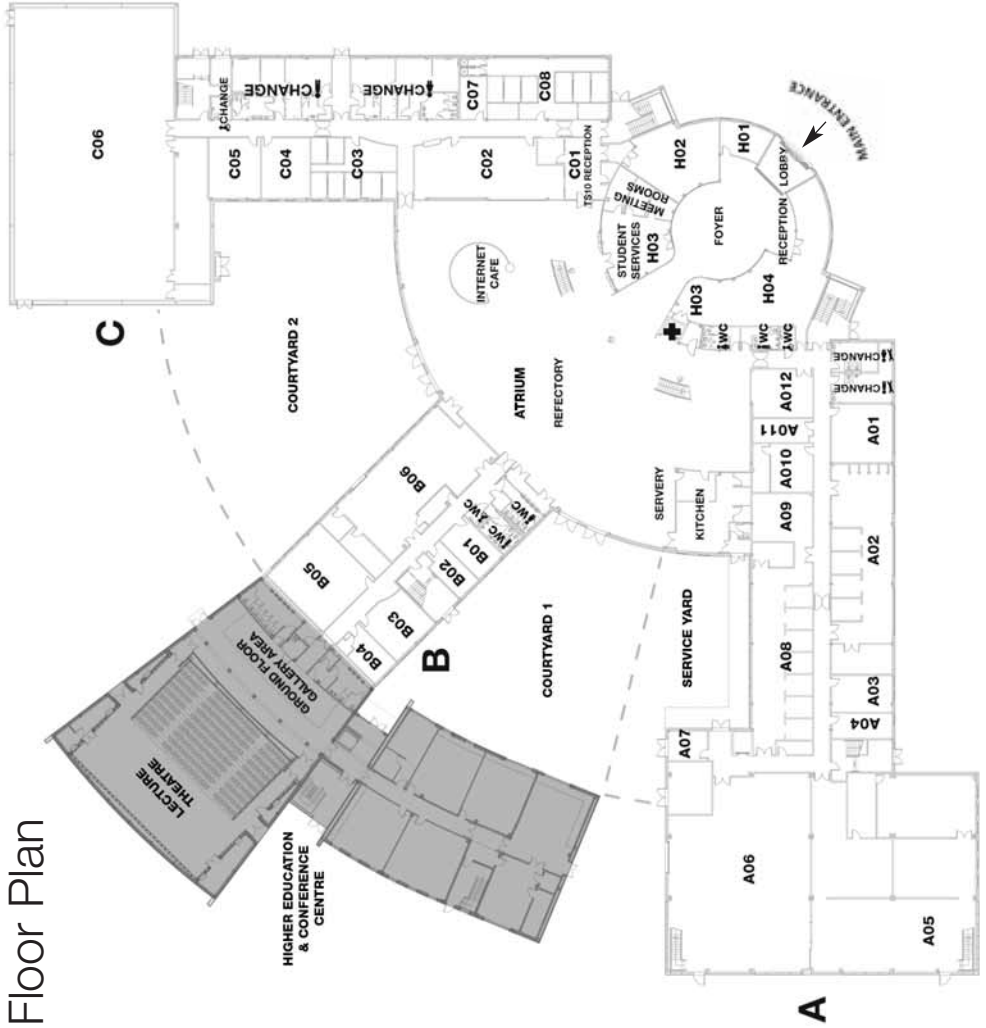
Lost Property

Items lost within the College and its grounds are not covered by College insurance. The College cannot accept responsibility for money or property either lost or stolen. If you lose an item you should enquire at reception. Lost property should be handed in at reception.

Smoking Policy

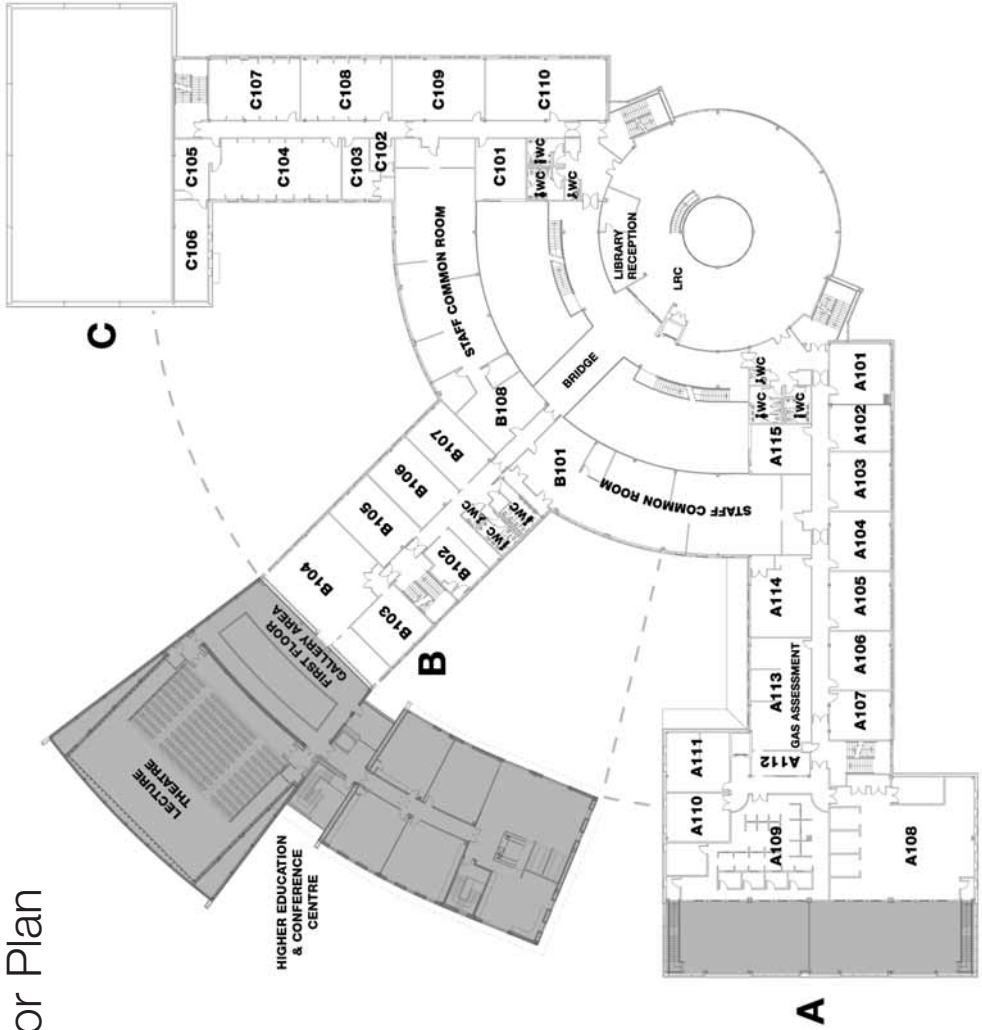
The College does not permit smoking. This includes all areas of College premises except in the designated smoking shelter at the front of the building. Smoking is also not permitted in College vehicles, or in privately owned vehicles once they enter College property. All persons failing to comply will be subject to disciplinary procedures. Any persons smoking inside College buildings are liable to prosecution under Smoke Free legislation.

Ground Floor Plan



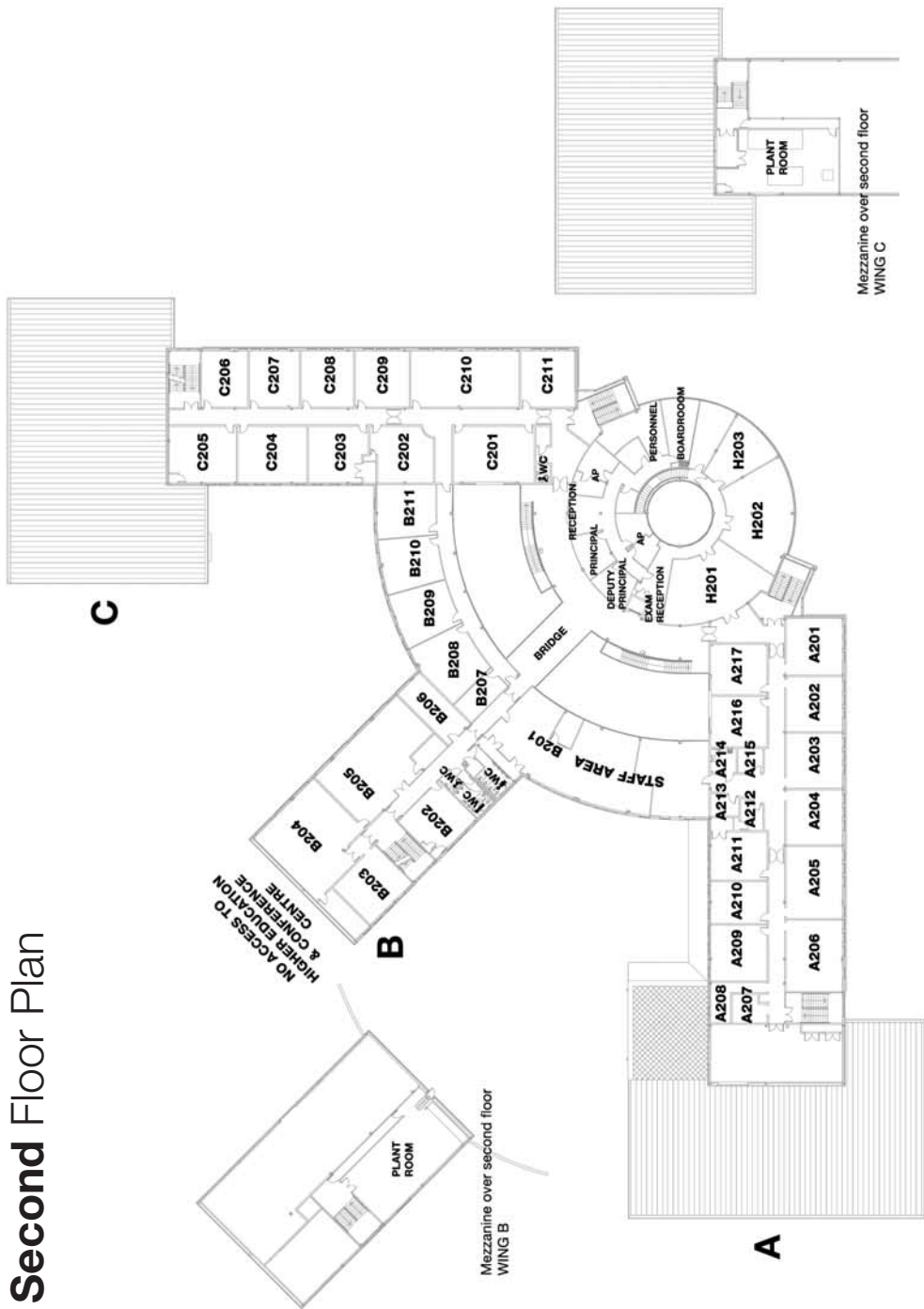
♿ CHANGE	Female changing room	A06	Brickwork
♿ CHANGE	Male changing room	A07	Goods In/Out
♿ CHANGE	Disabled changing room	A08	Plastering & Tiling
♿ CHANGE	Female construction changing room	A09	Casting Room
♿ CHANGE	Male construction changing room	A010	Archive Room
♿ CHANGE	Female toilets	A011	Reprographics
♿ CHANGE	Male toilets	A012	Marketing
♿ CHANGE	Disabled toilets	B01	Classroom - e2e
+	First Aid	B03	Classroom
HO1	Telephonists	B04	Prep Room
HO2	Fitness Suite	B05	Science Lab
HO3	Student Services	B06	Engineering Workshop
HO4	Administration	C01	TS10 Reception
A01	Classroom	C02	TS10
A02	Plumbing	C03	Beauty Salon
A03	Estates Office	C04	Classroom
A04	Technicians	C05	Classroom
A05	Carpentry & Joinery	C06	Sports Hall
		C07	Salon Store
		C08	Beauty Salon

First Floor Plan



♿ WC	Female toilets		
♿ WC	Male toilets		
♿ WC	Disabled toilets		
A101	Classroom		
A102	Classroom		
A103	Classroom		
A104	Classroom		
A105	Classroom		
A106	Classroom		
A107	Classroom		
A108	Plumbing workshop		
A109	Painting & Decorating		
A111	Worchester Bosch Boiler Demo		
A112	Gas Assessment Office		
A113	Gas Assessment		
A114	Classroom		
A115	Classroom		
B101		Staff Room	
B103		Classroom	
B104		Engineering Classroom	
B105		Engineering Classroom	
B106		Engineering Classroom	
B107		Engineering Classroom	
B108		Staffroom	
C101		Classroom	
C103		Salon Store	
C104		Beauty Salon	
C105		Lockers	
C106		Classroom	
C107		Beauty Holistics Salon	
C108		Beauty Salon	
C109		Hair Salon	
C110		Hair Salon	
LRC		Sir William Turner's Learning Resource Centre	

Second Floor Plan



♿ WC	Female toilets	B201	Staff Room	C201	Computing
♿ WC	Male toilets	B202	Classroom	C202	Computing
♿ WC	Disabled toilets	B203	Classroom	C203	Computing
AP	Assistant Principals	B204	Art & Design	C204	Computing
A201	Classroom	B205	Art & Design	C205	Computing
A202	Classroom	B206	Classroom	C206	Classroom
A203	Classroom	B207	Gate 7	C207	Classroom
A204	Classroom	B208	Classroom	C208	Classroom
A205	Classroom	B209	Classroom	C209	Classroom
A206	Classroom	B210	Classroom	C210	Classroom/ Aspirations
A207	Office	B211	Classroom		Administration Agency
A208	Office			C211	IT Technicians
A209	Classroom			H201	Exam Room 1
A210	Classroom			H202	Exam Room 2
A211	Classroom			H203	Exam Room 3
A212	Counselling				
A215	Counselling				
A216	Classroom				
A217	Classroom				

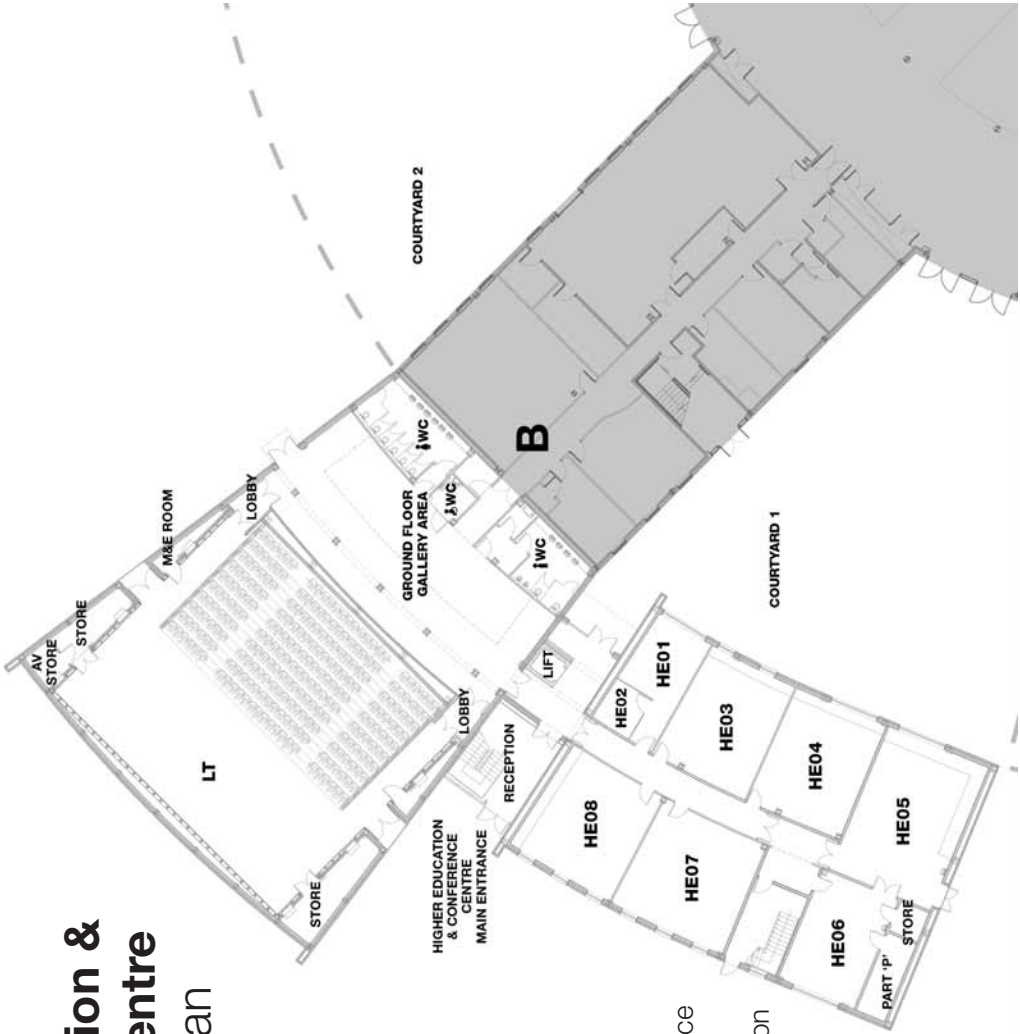
Higher Education & Conference Centre

Ground Floor Plan

- WC Female toilets
- WC Male toilets
- WC Disabled toilets

LT Lecture Theatre

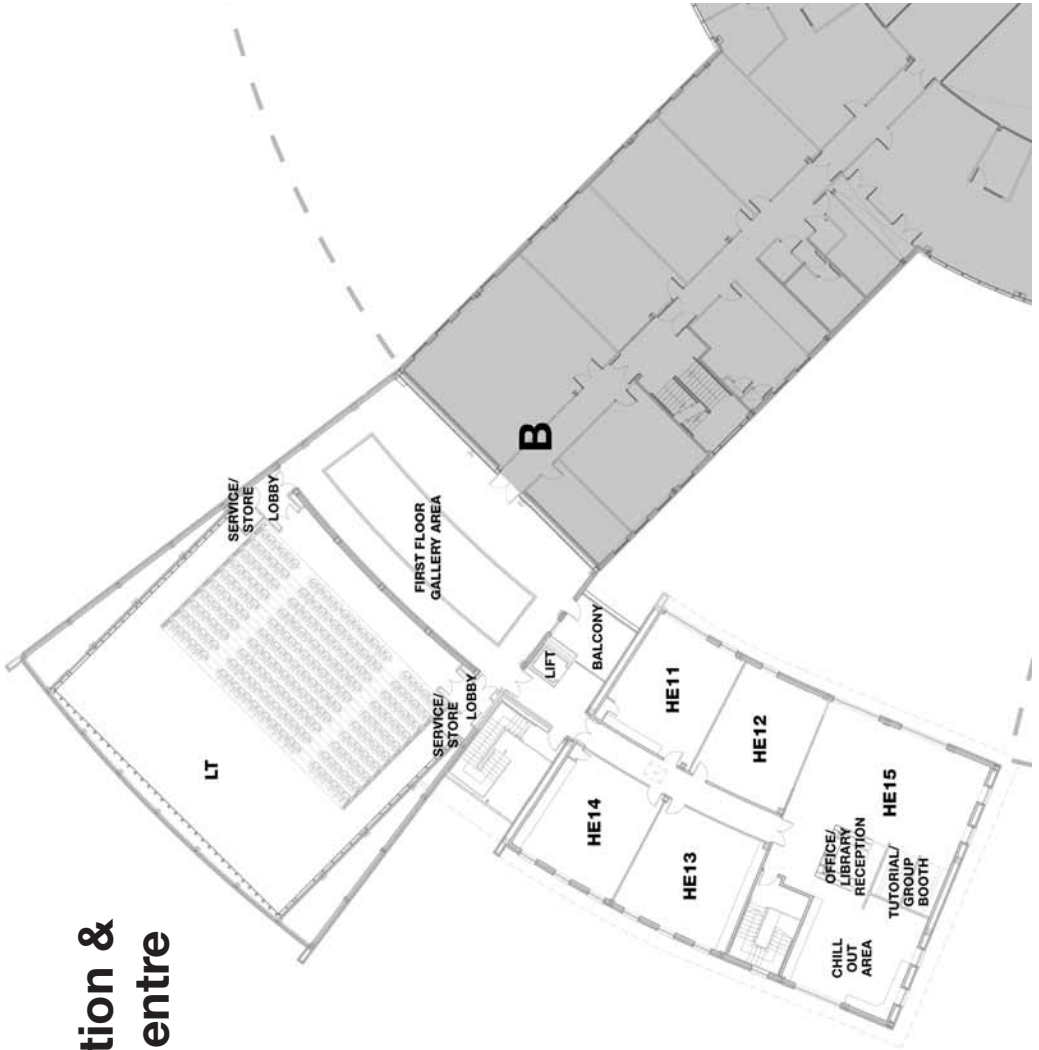
- HE01** Office Space
- HE02** Meeting Room
- HE03** Classroom
- HE04** Classroom
- HE05** Engineering Science Lab
- HE06** Electrical Installation Workshop
- HE07** Classroom
- HE08** Classroom



Higher Education & Conference Centre

First Floor Plan

- LT** Lecture Theatre
- HE11** Classroom
- HE12** ICT Room
- HE13** Classroom
- HE14** Classroom
- HE15** Library Learning Centre



Student Charter



REDCAR &
CLEVELAND
COLLEGE

RAISING ASPIRATIONS
EXCEEDING EXPECTATIONS



College Charter

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1 Mission, Values & Aims

1.1 Our Mission Statement:

Raising Aspirations, Exceeding Expectations.

1.2 The College Core Values:

- Listening to all and the making of informed decisions
- The opportunity for people to receive feedback
- Excellence in achievements and success
- Innovation, enterprise and skills of the future
- Energetic partners who benefit the effectiveness of our College
- A safe environment which nurtures social, economic and personal wellbeing
- Continuously improving what we do.

1.3 Strategic Aims:

- Ensuring business viability
- Providing a dynamic and sustainable curriculum
- Optimising productive partnerships
- Strategic and targeted workforce development
- Developing and maintaining a positive image, brand and reputation
- Achieving excellence in teaching and learning
- Harnessing positive culture
- Embedding equality and diversity.

2 Meeting the Needs of Employers

As holders of ISO 9001 accreditation for our Business Training Solutions:

We will liaise with employers and employer organisations so that we offer what is required by business and industry.

We have a commitment to respond to the needs of small to medium sized businesses as well as the major industries and we will develop programmes in consultation with employers to meet specific needs.

We will provide employers with the necessary information and monitoring on attendance, punctuality and progress of employees.

Employers should expect to receive clear and accurate information about:

- Programmes and options for study
- Our charges and how they are made
- Qualifications that are to be awarded (including the possibilities of credits and how they can be transferred)
- An opportunity to make their views known about the services we provide.

Employers providing work experience for our students can expect:

- Regular visits from the College
- Clear information about what is required of them
- That the College will work closely with them to achieve the best outcome for themselves and the students.

3 Providing Information for Parents and Guardians

Parents and guardians of students under 18 years old can expect:

- Regular reviews to be made of the student's progress
- To be informed of any concerns that the College has about the punctuality, attendance and progress of their son/daughter
- An opportunity to talk with the student's lecturers through open days or parents' evenings
- To be able to contact the College at any time if they have any concerns relating to their son/daughter. Parents are welcome to come into the College to discuss any issues. To ensure that the appropriate staff are available, please contact the College by telephone or by letter so that a mutually convenient time can be arranged
- An opportunity to comment and make your views known with regard to the services we provide.

4 Consulting with Students, Employers and the Community to Improve the Quality of the Work of the College

In order to contribute to quality improvement we encourage our key customers to give us their comments on what we do. Students are encouraged in action planning/tutorials/course reviews to give individual and group feedback on their experiences.

The Student Association is also used to channel students' views and there will be a weekly meeting of the officers with College staff.

We welcome comments and queries from parents, employers and sponsors. Complaints, comments and compliments are discussed with the course leaders and staff concerned.

We have many links with employers and intend to develop these further. There are also employer evenings and open days throughout the year.

Strong links are retained with work placement providers. There is regular contact with local schools in order to develop both progression of students and curriculum initiatives.

5 Providing Support to Students

5.1 Before the commencement of studies

5.1.1 Delivering a wide range of courses, aimed at enabling students to achieve nationally recognised qualifications

We will offer courses and programmes designed to enable students to progress through their education and training into employment, further or higher education and evidence of this is collated and publicised by Student Services. Once on their course, assessments will be available in order for us to identify the learning needs of those students who may require specialist attention.

We will link directly with examination/validation boards to ensure that up-to-date qualifications are offered and their syllabus changes are incorporated in our work.

We will liaise with employers and employers' organisations on a regular basis so that we offer what is required by industry in the way that is required.

We will work in partnership with 11–16 year old school students through school liaison so that the progression at 16+ is to courses that build on the work done in schools. This partnership is further strengthened by the work of the Transition Mentor to support students whom the school may identify.

We will ensure that all assessment is fair and carried out to the specifications required by accrediting bodies.

5.1.2 Publicising what the College provides

We will provide prospective students, parents, and employers with clear, up-to-date information on all learning programmes:

- Information on full-time learning programmes will be available by 1st October preceding the year of entry.

- Information on part-time learning programmes will be available in August preceding the academic year.

Such published information will be freely available in public places including libraries, careers offices, schools and community centres. The College policy on fees and remission of fees is available from Student Services and is updated annually. Written, telephone or personal enquiries should be made to Student Services. Information will then be sent out within five working days.

5.1.3 Providing advice on an individual basis

Prospective students, parents and employers are invited to look around the College during normal opening hours. All potential students will be given the opportunity to visit the College or Collaborative Partners' premises for personal or group interview and confirmation of such interviews will be given within 10 working days.

Further advice on programmes and courses will be available for all students at enrolment. Students have access to careers guidance through the College Careers Advisor and Next Step services.

5.1.4 Promoting equality of opportunity for all

The College aims to promote, respect and respond to the differences of all members of our community and will encourage students to do the same.

We will provide access to all our services and learning programmes, irrespective of gender, age, disability, race, religion, marital status or sexual orientation. All applicants will be assessed on their ability to benefit from the courses on offer and offers of a place will be made on that basis.

We will take appropriate steps to monitor the effectiveness of

our equal opportunities policy and a report will be produced annually and be available for inspection.

5.1.5 Students with disabilities or learning difficulties

Applications are welcome from students with disabilities or learning difficulties. We will strive to ensure that any special requirement for full participation in the social and academic life of the College is met.

We are committed to the continued improvement of physical access throughout the premises and actively seek student views through a dedicated student focus group (student voices).

Students with specific requirements are recommended to contact the Learning Support Team through their personal tutor or Student Services.

5.2 On programme support

5.2.1 Providing a relevant introduction to the College and the course

All students take part in induction during the first week of their course, i.e. a structured programme introducing them to: College facilities and services, the requirements of their specific programmes, health and safety procedures and their rights and responsibilities as detailed in the document, 'Celebrating Diversity Policy Statement'.

The induction programme will take place at the beginning of the learning programme and will identify:

- The role of the tutor
- Entry requirements
- Length of course
- Time allocation of the course
- Topics to be studied and skills to be developed

- Methods of assessment to be expected
- Special requirements e.g. work experience, necessary equipment, specialist clothing
- Progression (where the qualification can lead).

The following support is also available through Student Services for all our students:

- Welfare advice and information on grants, benefits, other sources of finance
- Mentoring support
- Careers advice and guidance
- Enrichment activities
- Staff and student liaison
- Support available for students with disabilities and learning difficulties
- Child care support.

Any written requests for individual advice will be acknowledged within five working days of receipt and all requests should be directed to Student Services.

The effectiveness of this is monitored through student questionnaires.

5.2.2 Recording and reporting on student progress and providing support

At all stages of the learning process students' work will be monitored, with regular marking of written work. Such work will be returned within 10 working days or a stated time, with appropriate written feedback.

Accurate records of punctuality and attendance will be kept. Where a student's record falls below set standards, 'Cause for Concern' slips will be completed to inform course tutors and enable corrective action to be initiated.

Progress reviews will be held termly and reports will be produced for students and employers where appropriate. If a student is under 18 years of age it is expected that the report will be given to the parent/guardian. Records will be maintained on all assessment outcomes, examinations, phase or end test achievements. A reference will be provided for prospective employers and other educational institutions. Progression routes and destinations of students will be tracked and recorded and data is available from Student Services.

Students finding difficulties with their academic progress should consult their class tutor who will help them identify the additional support needed in consultation with the Learning Development Support Workers team.

This may be:

- Extra support in their learning programme
- Additional help with study skills
- Target setting and time management
- Additional use of flexible learning materials
- Help with looking at alternative learning programmes
- Additional support as required by the individual.

Full-time students will receive through the tutorial system

- Careers information, advice and guidance on employment, training and educational opportunities
- Individual action planning as part of records of achievement.

All students will receive:

- Advice regarding their progress on their course
- The opportunities to discuss difficulties and a possible change of course.

The effectiveness of the above will be monitored by questionnaires.

5.2.3 Providing information on opportunities available in employment and training, further and higher education and giving individual support as required

Through Student Services, the following guidance relating to progression will be available:

For all students – a 'drop in' facility for information and advice or appointments with either the College Careers Adviser or the local Careers Service can be arranged. Further details are available from Student Services.

For full-time students – a planned programme of careers information, guidance and advice through course tutors and careers advisers.

5.2.4 Ensuring that learning and social activities take place within a safe and supportive environment

The College aims to ensure that you are safe whilst on the College premises and expects you to comply with health and safety regulations as displayed throughout the College. There is a dedicated Health and Safety Officer who monitors all health and safety issues.

All students are automatically members of the College Learning Resource Centre and there is open access to its equipment and materials.

The College provides pleasant environments in which to meet friends over a drink, a snack or a full meal.

5.2.5 Need to Know...Where to go

Need to know	Where to go	Who can help	Staff Name
EMA	Student Services	EMA Coordinator	Helen Welburn/ Jane Moore
Financial Support	Student Services	Student Services Coordinator	Alison Evans
Lost Property/First Aid	Reception	Receptionist	Tracy Williams
Health and Safety	Reception	Health and Safety Officer	Dave Morgan
Mentoring Support	Student Services	Student Mentors	Jane Lightfoot, Caroline James and Jenni Foster
Course Information	Student Services	Student Services staff	
Careers Advice	Student Services	Careers Adviser	Sue Roebuck
Enrichment and 'Join' Activities	Student Services	Student Liaison Officer	Alys Tregear
Student Representatives and Student Ambassadors	Student Services	Student Liaison Officer	Alys Tregear
Learning Support	Student Services	Learning Development Support Workers	Annette Hughes Joanne Carless Darren Lees Jo Haley Sue Tann Karen Jones

5.3 Student Responsibilities

As a student at the College we believe that there are services that you are entitled to and these are outlined within this Charter. By the same token, you have certain responsibilities and these will be displayed in classrooms for your reference.

5.3.1 Consumption of alcohol

Alcohol consumed prior to undertaking any College activity will inevitably be viewed as a threat to safety and the good order of the College. Alcoholic drink is prohibited on College premises except on special occasions with specific permission from the Principal. In addition to College regulations, the College will always invite the Police to deal with a breach in the law in relation to the consumption of alcohol.

5.3.2 Smoking

The College policy is no smoking except in the designated shelter at the front of the building. Smoking is also not permitted in College vehicles, or in privately owned vehicles once they enter College property. All persons failing to comply will be subject to disciplinary procedures.

Any persons smoking inside College buildings are also liable to prosecution under Smoke Free legislation.

5.3.3 To get the most out of your learning programme we expect you to:

- Be committed to achieving all that you are capable of and to let your tutor know if you are having difficulties
- Have 100% attendance. This is necessary for students to achieve their best results and where absence is unavoidable the College should be notified the same day and appropriate actions taken to complete the work missed. Where possible course tutors will provide help for students needing to catch up on work which has been missed.

- Be punctual for classes and work placements and inform the College or work placement if you are going to be absent
- Contribute positively to learning activities within the class and to complete work set within the deadlines
- Seek help and guidance if needed, including learning support.

We also expect you to:

- Treat each other, staff and property with respect in accordance with the College's Celebrating Diversity Policy Statement
- Act in a safe manner in accordance with the College's health and safety induction
- Always challenge unacceptable behaviour, e.g. bad language, littering, lateness to lessons, breaking of College policies, codes and protocols
- Abide by all relevant and appropriate College procedures and processes and act in a lawful manner at all times
- Visibly wear ID badges at all times on College premises
- Not use personal music players (phones, ipods, etc) in teaching and learning spaces
- Use headphones when listening to music so that it does not disturb others
- Switch mobile phones off in teaching and learning spaces unless emergency contact is needed in which case silent mode only would be acceptable
- Not eat or drink in classrooms, IT rooms, workshops or the LRC (apart from water in sports bottles)
- Not chew gum, smoke, consume alcohol, drugs or carry offensive weapons on the College premises
- Dress appropriately with regard to the professional, vocational or business area while refraining from wearing hoodies or any other item of clothing which may be deemed unacceptable.

5.3.4 What if you fail to meet your obligations?

Occasionally students do not meet their responsibilities and this can lead to action under the College's disciplinary code. Where students are in breach of the law the College will invite the Police to deal with the matter.

We view the following as misconduct:

- Persistent lateness or unaccounted for absences from class
- Disruptive behaviour in class or any other area of the College or on work experience
- Verbal abuse towards other students or staff, or the use of language likely to cause offence
- Causing obstructions within College corridors and walkways
- Copying and other forms of cheating in homework, coursework and in exams
- Misuse of email or any illegal activity conducted inside the College
- Inviting any non-students into College or associating with any non-student inside the College, except for legitimate purposes
- Any other action which disrupts the legitimate activities of other students or staff
- Refusal to comply with any reasonable request from College staff.

We view the following as serious misconduct:

- Physical assaults or threats against other students or staff
- Harassment of students or staff
- Intentional damage to College, students or work placement property
- Theft
- Dealing drugs or any other illegal activity conducted inside the College or within its grounds

- Any action which threatens the health and safety of yourself, any other student or staff.

5.3.5 Disciplinary Procedure

Stage 1

A formal verbal warning will be given by your student tutor.

If no improvement is made

Stage 2

An interview with the Head of Faculty. A formal written warning will be given by the Head of Faculty to the student, a copy to parents, employer or school as appropriate.

If no improvement is made

Stage 3

The issue will be referred by the Head of Faculty to the Assistant Principal Curriculum, who will decide what further action should be taken. This may lead to short term suspension or expulsion by the Deputy Principal.

Appeals

In the case of an appeal against expulsion:

- Appeals are to be made in writing
- Formal records of warnings will be destroyed after two years if there have been no further occurrences.

Students on College programmes will be able to appeal to the Principal of the College. Students on programmes recruited by our franchise partner TTE will make a joint appeal to the Principal of the College and the Chief Executive of TTE. Students on Apprentice Engineering programmes will appeal to the Chief Executive of TTE. The Principal/Chief Executive will decide whether an appeal should be upheld.

5.4 On completion of studies

5.4.1 When you finish your learning programme at College:

- Please return all College property, especially books.
- Provide the College with information on what you are doing or intend to do after leaving College. This will enable us to make any future references you may require more relevant. This also helps us fulfil Government requirements.

5.4.2 Publicising student achievements and results

The College will fulfil its statutory (required by law/act of parliament) requirements with regard to Section 50 of the Further and Higher Education Act 1992 in publishing, by 31st December, the educational achievements and career routes of its students relating to the previous academic year.

The Department of Education comparative summaries of results of all colleges and school sixth forms will be available at College as will other relevant report summaries from the Skills Funding Agency and the Young Peoples Learning Agency.

6 College complaints and compliments procedure

What can you do if we do not exceed or meet your expectations?

If you have any concerns regarding any aspects of the College we want to know as we want to improve our services to you.

What constitutes a complaint is sometimes difficult to define and it is hoped that concerns and difficulties can be resolved by your tutor in the first instance. However, the College does have a formal procedure, which gives those who have been unable to resolve issues an opportunity to formalise their concerns within the College complaints' system.

The complaint should be made in writing by completion of a complaints form, available at reception or by letter to the Deputy Principal who is responsible for managing complaints. You will be informed within 10 working days as to how the complaint is being followed up. You are entitled to seek independent help from outside agencies at any stage but you are encouraged to resolve the issue internally before external help is sought.

Compliments

Everyone likes to receive positive feedback. Staff at the College do the very best to provide an outstanding learning experience every day. If you wish to recognise the efforts of an individual member of staff or team we would love to hear from you. Please use the compliments/complaints form to pass on any positive feedback you wish to give us.

History of the College

Sir William Turner Foundation

The Sir William Turner Foundation Award

For the past 100 years, the Sir William Turner Foundation has given awards to individual students in recognition of their achievements and to help them into the next stage of their education.



The Sir William Turner Foundation

This tradition is continuing and now includes the sponsorship of significant awards to be presented, alongside other College awards, to successful Redcar & Cleveland College students at the College's annual Celebration of Achievement event, held in November of each year.

Further details of awards will be announced during the term.

It is hoped that the Sir William Turner Foundation Awards will help to encourage and sustain the high standards of achievement from students at Redcar & Cleveland College.

Who was Sir William Turner?

William Turner was born in 1615. His family were Lords of the Manor in Kirkleatham and in 1633 he was sent to London to become an apprentice to a London cloth merchant. He became a successful business man in his own right, eventually becoming a very wealthy merchant banker.

In the 1660s he was knighted by King Charles II and served as both Alderman and Lord Mayor in the City of London. Very charitable by nature, he supported many good causes, and locally he established the Almshouses in Kirkleatham in 1676. When he died in 1692 he left a large legacy to establish a school in Kirkleatham, the so-called 'Free School', opened in 1709 in what is now the Old Hall Museum. That legacy continues and is nowadays managed by the Sir William Turner Foundation.

The first school did not flourish, but its replacement in 1869, located on Coatham Road, and so known as 'Coatham School', was to become

one of the most successful grammar schools in the North of England. It moved to new premises on Corporation Road in 1963, in the building across from the present Redcar & Cleveland College.

In 1975 Sir William Turner's School amalgamated with Cleveland Girls' Grammar School to produce Sir William Turner's Sixth-Form College, which was located on Redcar Lane. In 1994, a further amalgamation with Cleveland Technical College produced Redcar & Cleveland College.

Sir William Turner's legacy has been a part of each school and college since 1709, and enables the Foundation to remain an important part of the College.

The Sir William Turner Foundation

The Sir William Turner Foundation is a small group of local people, also known as the 'Trustees', who know the College well and have a real interest in its development. They are responsible, under very strict rules, for ensuring that all the money, investments and other assets arising from Sir William Turner's original bequest are properly cared for and administered. As the Foundation is now part of Redcar & Cleveland College, the assets are used to the benefit of the College and its students.

In practice this has meant that the Foundation has spent money on equipment for the College and also contributed millions of pounds of support for the new campus, which opened in 2008 and the exciting new Higher Education & Conference Centre in 2010. The Foundation has also supported numerous student activities and educational projects in recent years.

Starting in 1920, after the end of the Great War, the schools and colleges linked to Sir William Turner have commemorated Remembrance Day in November. This ceremony takes place in College on the nearest Friday to Remembrance Sunday, and in 2011 this falls on 11th November. All members of the College are welcome to participate.

'New Lamps for Old'

Redcar & Cleveland College, A hidden history 1709 – 2009

by Peter M. Chester

A commemorative book covering the story throughout the decades of Sir William Turner's Schools and College, Cleveland Technical College, and Redcar & Cleveland College.

Written by Peter Chester, himself an old boy of Sir William Turner's School, who taught history at both Sir William Turner's Sixth Form College and Redcar & Cleveland College.

The book is a substantial and illustrated volume, and is based on a large variety of historical sources, including oral testimony.

How to buy

Copies of the book are available from the College at a cost of £25, plus p&p. Payment can be made by cheque or by credit/debit card. To order a copy, contact Jackie Allison on 01642 777187.



Local contact numbers

Redcar & Cleveland College	01642 473132
Redcar Education & Development Centre	01642 490409
Redcar & Cleveland Council	01642 774774
Student Loans	08456 077577
Connexions Redcar Office	01642 490870
Redcar Job Centre Plus	0845 6060234
Adult & Children Services	01642 771500
The Samaritans (Darlington)	08457 909090
Relate	0800 9805907
The Junction – Advice Centre	01642 756000
Redcar Health Centre	01642 478431
Citizens Advice Bureau Redcar	01642 469880
Citizens Advice Bureau Middlesbrough	0844 4994110
Police Redcar	01642 483333

Further contact numbers are available from the College Student Services.

SEPTEMBER 2011

Mon 5 12 19 26
Tue 6 13 20 27
Wed 7 14 21 28
Thu 1 8 15 22 29
Fri 2 9 16 23 30
Sat 3 10 17 24
Sun 4 11 18 25

OCTOBER 2011

Mon 3 10 17 24 31
Tue 4 11 18 25
Wed 5 12 19 26
Thu 6 13 20 27
Fri 7 14 21 28
Sat 1 8 15 22 29
Sun 2 9 16 23 30

NOVEMBER 2011

Mon 7 14 21 28
Tue 1 8 15 22 29
Wed 2 9 16 23 30
Thu 3 10 17 24
Fri 4 11 18 25
Sat 5 12 19 26
Sun 6 13 20 27

DECEMBER 2011

Mon 5 12 19 26
Tue 6 13 20 27
Wed 7 14 21 28
Thu 1 8 15 22 29
Fri 2 9 16 23 30
Sat 3 10 17 24 31
Sun 4 11 18 25

JANUARY 2012

Mon 2 9 16 23 30
Tue 3 10 17 24 31
Wed 4 11 18 25
Thu 5 12 19 26
Fri 6 13 20 27
Sat 7 14 21 28
Sun 1 8 15 22 29

FEBRUARY 2012

Mon 6 13 20 27
Tue 7 14 21 28
Wed 1 8 15 22 29
Thu 2 9 16 23
Fri 3 10 17 24
Sat 4 11 18 25
Sun 5 12 19 26

MARCH 2012

Mon 5 12 19 26
Tue 6 13 20 27
Wed 7 14 21 28
Thu 1 8 15 22 29
Fri 2 9 16 23 30
Sat 3 10 17 24 31
Sun 4 11 18 25

APRIL 2012

Mon 2 9 16 23 30
Tue 3 10 17 24
Wed 4 11 18 25
Thu 5 12 19 26
Fri 6 13 20 27
Sat 7 14 21 28
Sun 1 8 15 22 29

MAY 2012

Mon 7 14 21 28
Tue 1 8 15 22 29
Wed 2 9 16 23 30
Thu 3 10 17 24 31
Fri 4 11 18 25
Sat 5 12 19 26
Sun 6 13 20 27

JUNE 2012

Mon 4 11 18 25
Tue 5 12 19 26
Wed 6 13 20 27
Thu 7 14 21 28
Fri 1 8 15 22 29
Sat 2 9 16 23 30
Sun 3 10 17 24

JULY 2012

Mon 2 9 16 23 30
Tue 3 10 17 24 31
Wed 4 11 18 25
Thu 5 12 19 26
Fri 6 13 20 27
Sat 7 14 21 28
Sun 1 8 15 22 29

AUGUST 2012

Mon 6 13 20 27
Tue 7 14 21 28
Wed 1 8 15 22 29
Thu 2 9 16 23 30
Fri 3 10 17 24 31
Sat 4 11 18 25
Sun 5 12 19 26

01642 473132

www.cleveland.ac.uk

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