



REDCAR &  
CLEVELAND  
COLLEGE

RAISING ASPIRATIONS  
EXCEEDING EXPECTATIONS



**A guide to Student life in college  
for 14 -16 year old students**

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# Welcome

**A very warm welcome to Redcar & Cleveland College from all of the staff.**

The College makes provision for many young people in Years 10 and 11 from local schools across the Redcar and Cleveland area, and you are following in the footsteps of some very successful students from your own school, many of whom achieved outstanding results last year.

Having access to college programmes now means you can gain qualifications for some career routes even faster than if you followed more traditional academic routes. We are here to help you achieve your goals. Your college and school tutors will work together with you to help you to achieve your learning goals in the best way possible.

On your college programme you will be working alongside other young people who have already left school, maybe even just the year ahead of you. There are also more mature students who are working and studying for their own qualifications. As such, you will be expected to behave and work in a way that is acceptable according to the College Code of Conduct which will be strictly adhered to.

Being a part of the Redcar & Cleveland College community is a special experience; the College has a really positive culture and you will be encouraged and supported at every stage of your learning. Building your confidence, your success, and your opportunities for the future is our primary focus and we hope that you will have a really enjoyable time here at the College.

Wishing you good luck and an exciting year ahead.

**Gary Groom**  
Principal



## Contacting the College

If for any reason you need to contact the College in relation to your course or any other concerns you may have, please speak to your tutor, or the 14-19 Development Manager Catherine Cox.

If you have any worries about your safety or are concerned about someone else then please call or text the Safeguarding team in College:

### 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  
Mob: 07534982317

## Transition Mentor Role

The College has a Transition Mentor who works with students aged between 14-16 who come to the College to study.

The Transition Mentor can work with Year 10 and 11 students to make the transition from school to college easier, and provide you with the necessary support if you are having any difficulties with your coursework or any other problems.

You can contact Jane Lightfoot, Transition Mentor on 01642 473132.

## Mission, Values & Aims

Our Mission Statement:

Raising Aspirations, Exceeding Expectations.

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.

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.

## Student Responsibilities

As a student at the College we believe there are services that you are entitled to. By the same token you have certain responsibilities.

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

- Be committed to achieving all that you are capable of and let your tutor know if you are having difficulties
- Have 100% attendance to achieve your best results and where absence is unavoidable the College and school should be notified the same day and appropriate actions taken to complete the work missed
- Be punctual for classes and inform the school if you cannot attend
- Contribute positively to learning activities within the class and to complete work set within the deadlines.

### 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.

## ID Badges

When you enrol at Redcar & Cleveland College, you will need to obtain an ID badge which will allow you access to the College building.

Your tutor will then help you to access your workshop or classroom.

## College Site

Whilst in college you are not allowed to leave the College premises. If you have a genuine reason for needing to leave the College premises during course hours, you will need to have permission from your tutor, your parents and your school.

The College has a strict no-smoking policy. School students are not allowed to smoke or consume any alcoholic drinks anywhere on site.

## Induction

On your first day at college, your tutor will give you information which will help you to get to know the College, the requirements of your course and your tutors. The following is a list of items you should know by the end of your first day.

Initial the boxes when you have checked these out:

### About you and the College

|   |  |
|---|--|
| What will be expected of you on the course  |  |
| What you will achieve   |  |
| What you can and can't do   |  |
| How the College deals with bullying and bad behaviour                                       |  |
| What the College does to make sure that everyone is equally valued and treated with respect |  |

### About people who can help you

|   |  |
|---|--|
| The name(s) of your tutor(s)                                |  |
| Who to go to if you need help                               |  |
| How to report accidents or something you think is dangerous |  |
| What to do if you are ill or in need of first aid           |  |

### About the basics

|   |  |
|---|--|
| Your start and finish times               |  |
| Health and safety for you and your course |  |
| Fire evacuation procedure                 |  |

## Practical Work – Safety

A lot of your time in college may be spent doing practical activities in workshops. You will be informed about possible hazards and risks associated with the work you are doing.

You will be given safety instructions to follow, and may have to wear protective clothing or use safety equipment. This is referred to as Personal Protective Equipment. You must follow safety instructions at all times.

If in any doubt, please ask!

## Clothing & Appropriate Dress

Please come to college appropriately dressed and equipped for the activities you will be doing.

You will not be allowed into the workshops unless you meet the required standards for footwear and protective clothing, and jewellery is not permitted in workshops. Please also ensure you bring everything you need to the session. Please remember work boots must not be worn in general areas of the College, they should only be worn in workshops. Your tutor will go through this as part of your induction.

## Coursework & Homework

Most programmes will require you to complete coursework as an essential part of your assessment.

Some coursework or research tasks will sometimes be set as homework. You are expected to complete all coursework and homework by the deadlines given. The College provides termly reports for your school and parents which gives feedback on your effort and progress.

## Praise Postcards

Tutors can award Praise Postcards for students who show excellent standards in their work, effort level, attendance and attitude.

These postcards are sent home to you and a copy is sent to your school. The Praise Postcards contribute to the selection of nominees for winners of the Shine Celebration (please refer to the opposite page).

## Cause for Concerns

Cause for Concern notification can be issued by tutors for students whose behaviour, attitude or standard of work is raising concern.

The school is notified immediately by the 14-19 Development Manager, and the matter is dealt with through the College's disciplinary system.

## Shine Celebration

Redcar & Cleveland College holds an annual Shine Celebration for its 14-16 students.

Nominations are received for either Most Outstanding Student, Most Committed Student, or Most Improved Student each year, and a winner is chosen from each curriculum area.

## Upload Scheme



Want to know what it's really like to be a student at Redcar & Cleveland College?

Become a member of our **Upload** scheme and you can access great opportunities that are usually only available to our current students. Not only will you receive a regular newsletter keeping you up to date with what is happening in the College, you'll also get:

- Invitations to special events
- Access to our extensive Learning Resource Centre
- Fast track into courses
- Better understanding of what it's like to be a student at the College
- Discounts on some part-time courses (refer to the College prospectus for details)
- Entry into exclusive competitions.

### **The Upload scheme is in two parts.**

If you are in Year 9 or above you can join the main scheme and you will become an **Upload** member of the College.

You can keep all your options open. **Upload** will get you the basic benefits of newsletters, access to the Learning Resource Centre, exclusive competitions and discounts in local stores.

To become an **Upload** member, just ask for an application form.

## Reload Scheme



Once you have reached Year 11 or have decided that you want to study at Redcar & Cleveland College you can opt to join our next level of the scheme, **Reload**.

**Reload** members get all the benefits of **Upload** members plus membership of our buddy scheme, discounts on some part-time courses, fast track onto Redcar & Cleveland College courses and special events.

### **How to upgrade to Reload**

Once you have reached Year 11 you will be invited to upgrade to the **Reload** scheme. As part of the **Reload** scheme you will choose a specific area within the College you would like to be linked to. This means you will be invited to come and meet the current lecturers and students within that area, and you will receive updates from them. You will also be invited to take part in any special events that are happening within that area.

### **Why should I do it?**

The **Reload** scheme is based on the **Upload** scheme, but you will now be a member of a course area. This means we can send you information on the subjects of your choice and invite you to any special events taking part in that area of the College.

Other benefits of **Reload** are:

- Membership of the buddy scheme
- Discounts on some courses as detailed in the College prospectus
- A guaranteed place on a Redcar & Cleveland College course.

# Taking you Further & Higher

Leaving school next September? Choose to continue your studies at Redcar & Cleveland College on one of our many full-time courses or Apprenticeships.

We'll help you decide the course that will suit you best.



## Apprenticeships

Apprenticeships offer you the opportunity to earn while you learn, gaining work-based experience with your employer, balanced with relevant, practical, vocational and knowledge based training at college.

On an Apprenticeship programme you will work for four days a week in your chosen industry and study in College for one day.

Pick up a copy of our Apprenticeship brochure for more details of courses on offer.



## University without A levels

Redcar & Cleveland College recognises that the traditional academic route to university through A levels isn't right for everyone.

Students completing a BTEC Extended Diploma Level 3 course (equivalent to three A levels) can move on to a relevant degree level course. This could be studied part-time at the College's newly opened Higher Education Centre or, alternatively the BTEC Extended Diploma Level 3 is a recognised entry qualification for most universities in the country.



**"My tutors have been really supportive in my studies and I'm very excited to be going to university to start my career in the graphic design industry."**

**Nathan Falcon**  
BTEC Art & Design Level 3  
Ex-Kings Academy,  
Middlesbrough

### Find out **more**

Find out more about all of our full-time courses in our latest prospectus. Pick up your copy today.



## College Open Evenings 2011 – 2012

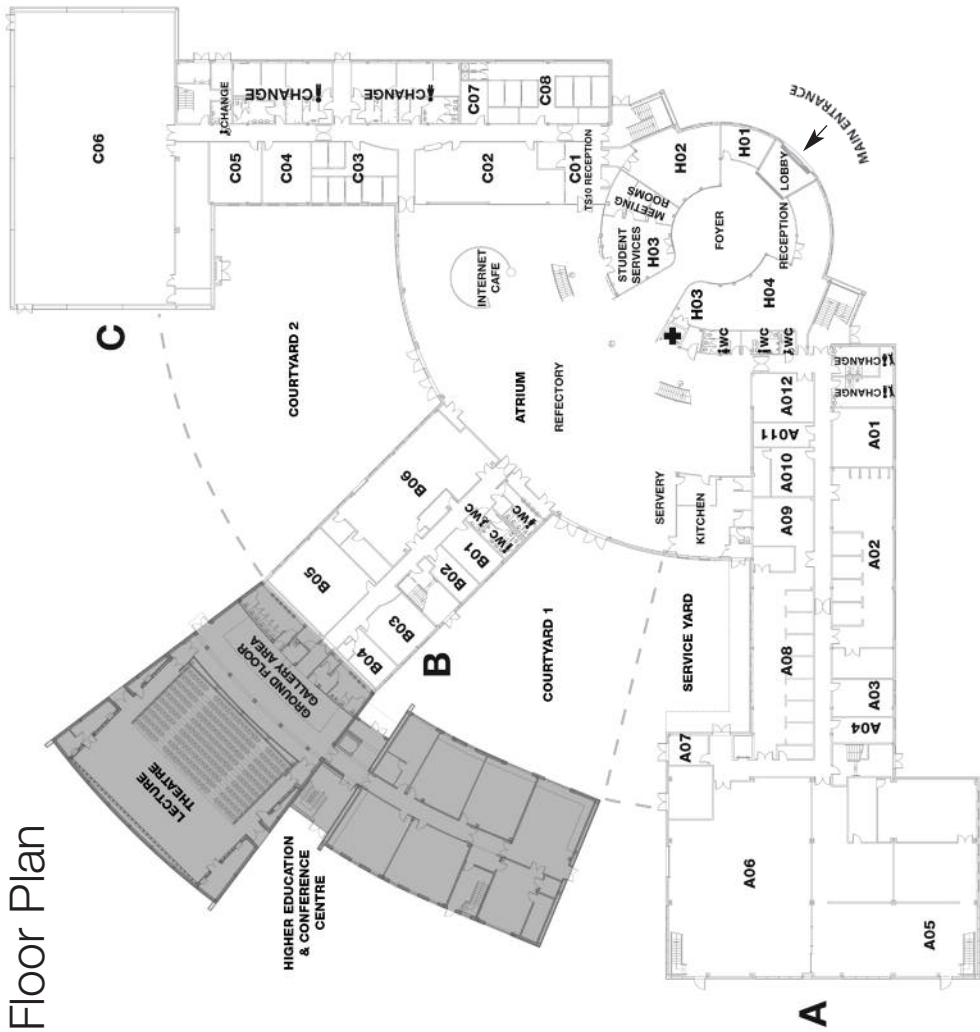
Come along and talk to the tutors – parents welcome too!

Wednesday 12 October 2011 – 5.00pm to 8.00pm

Wednesday 22 February 2012 – 5.00pm to 8.00pm

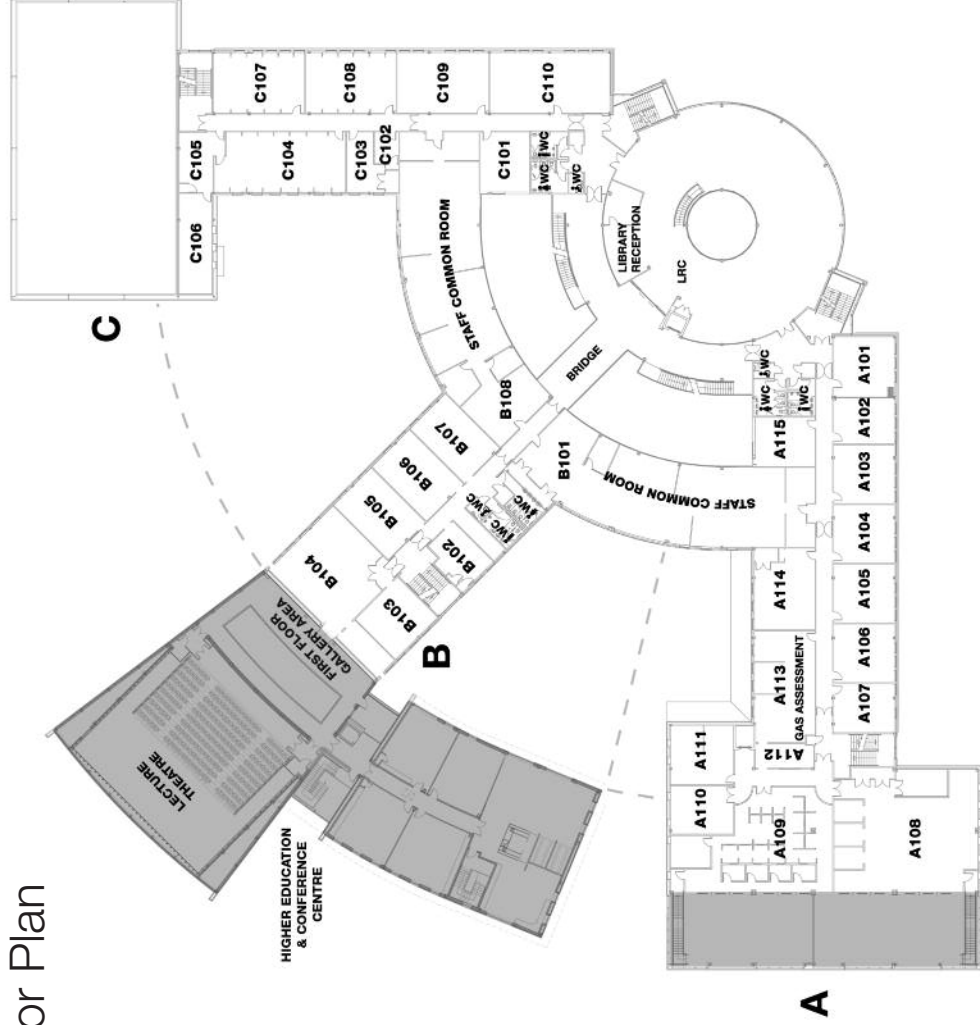
# Premises & Facilities

## Ground Floor Plan



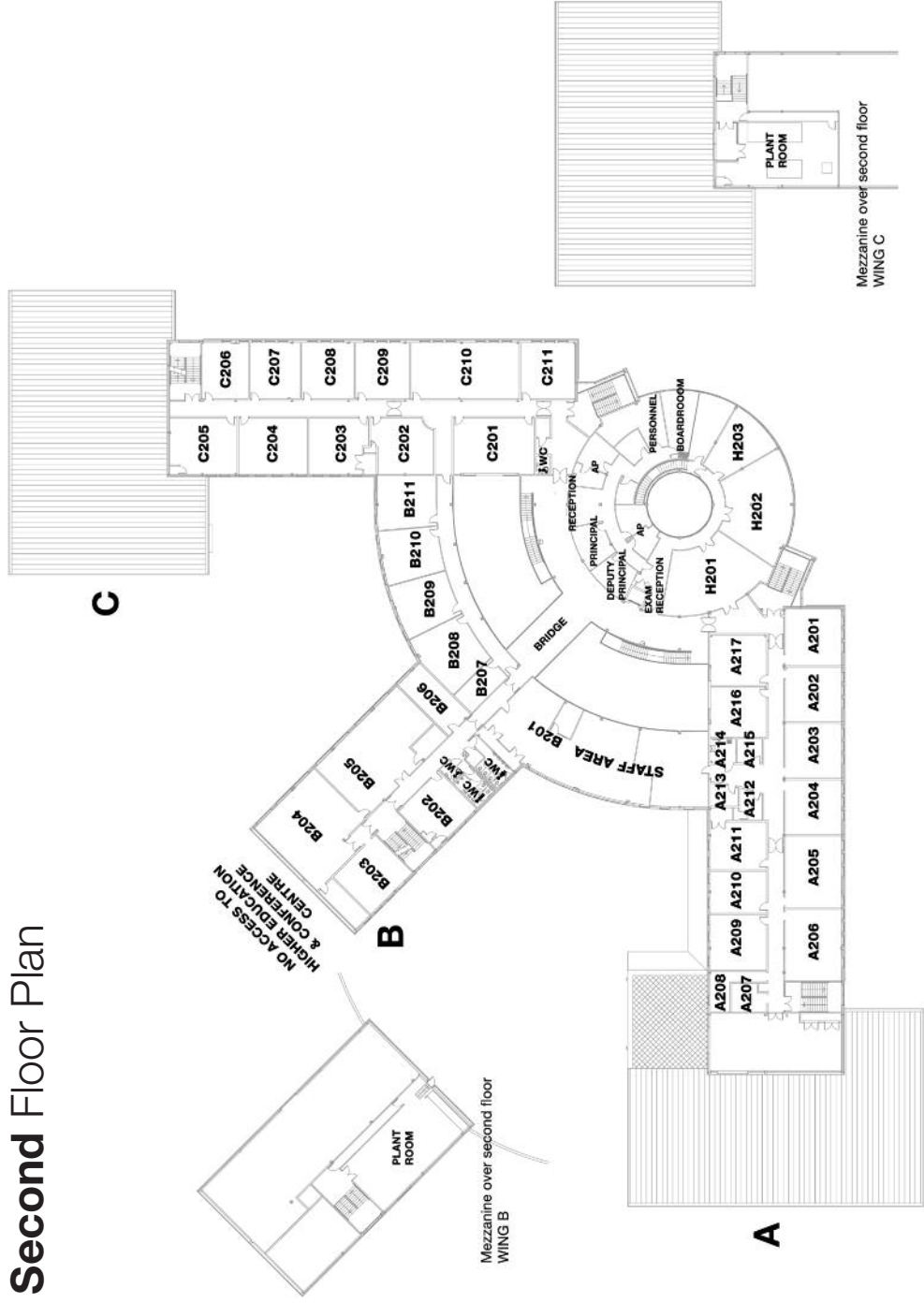
|                 |                                   |             |                      |
|-----------------|-----------------------------------|-------------|----------------------|
| <b>♂ CHANGE</b> | Female changing room              | <b>A06</b>  | Brickwork            |
| <b>♂ CHANGE</b> | Male changing room                | <b>A07</b>  | Goods In/Out         |
| <b>♂ CHANGE</b> | Disabled changing room            | <b>A08</b>  | Plastering & Tiling  |
| <b>♀ CHANGE</b> | Female construction changing room | <b>A09</b>  | Casting Room         |
| <b>♀ CHANGE</b> | Male construction changing room   | <b>A010</b> | Archive Room         |
| <b>♀ CHANGE</b> | Male construction changing room   | <b>A011</b> | Reprographics        |
| <b>♀ CHANGE</b> | Male construction changing room   | <b>A012</b> | Marketing            |
| <b>♀ WC</b>     | Female toilets                    | <b>B01</b>  | Classroom - e2e      |
| <b>♂ WC</b>     | Male toilets                      | <b>B03</b>  | Classroom            |
| <b>♂ WC</b>     | Disabled toilets                  | <b>B04</b>  | Prep Room            |
| <b>+</b>        | First Aid                         | <b>B05</b>  | Science Lab          |
| <b>H01</b>      | Telephonists                      | <b>B06</b>  | Engineering Workshop |
| <b>H02</b>      | Fitness Suite                     | <b>C01</b>  | TS10 Reception       |
| <b>H03</b>      | Student Services                  | <b>C02</b>  | TS10                 |
| <b>H04</b>      | Administration                    | <b>C03</b>  | Beauty Salon         |
| <b>A01</b>      | Classroom                         | <b>C04</b>  | Classroom            |
| <b>A02</b>      | Plumbing                          | <b>C05</b>  | Classroom            |
| <b>A03</b>      | Estates Office                    | <b>C06</b>  | Sports Hall          |
| <b>A04</b>      | Technicians                       | <b>C07</b>  | Salon Store          |
| <b>A05</b>      | Carpentry & Joinery               | <b>C08</b>  | Beauty Salon         |

# First Floor Plan



|             |                              |             |   |
|-------------|------------------------------|-------------|---|
| <b>♀ WC</b> | Female toilets               | <b>B101</b> | Staff Room                                    |
| <b>♂ WC</b> | Male toilets                 | <b>B103</b> | Classroom                                     |
| <b>♿ WC</b> | Disabled toilets             | <b>B104</b> | Engineering Classroom                         |
| <b>A101</b> | Classroom                    | <b>B105</b> | Engineering Classroom                         |
| <b>A102</b> | Classroom                    | <b>B106</b> | Engineering Classroom                         |
| <b>A103</b> | Classroom                    | <b>B107</b> | Engineering Classroom                         |
| <b>A104</b> | Classroom                    | <b>B108</b> | Staffroom                                     |
| <b>A105</b> | Classroom                    | <b>C101</b> | Classroom                                     |
| <b>A106</b> | Classroom                    | <b>C103</b> | Salon Store                                   |
| <b>A107</b> | Classroom                    | <b>C104</b> | Beauty Salon                                  |
| <b>A108</b> | Plumbing workshop            | <b>C105</b> | Lockers                                       |
| <b>A109</b> | Painting & Decorating        | <b>C106</b> | Classroom                                     |
| <b>A111</b> | Worchester Bosch Boiler Demo | <b>C107</b> | Beauty Holistics Salon                        |
| <b>A112</b> | Gas Assessment Office        | <b>C108</b> | Beauty Salon                                  |
| <b>A113</b> | Gas Assessment               | <b>C109</b> | Hair Salon                                    |
| <b>A114</b> | Classroom                    | <b>C110</b> | Hair Salon                                    |
| <b>A115</b> | Classroom                    | <b>LRC</b>  | 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/     |
| A207 | Office               | B211 | Classroom    | C211 | Aspirations    |
| A208 | Office               |      |              |      | Administration |
| A209 | Classroom            |      |              |      | Agency         |
| A210 | Classroom            |      |              |      | IT Technicians |
| A211 | Classroom            | H201 | Exam Room 1  |      |                |
| A212 | Counselling          | H202 | Exam Room 2  |      |                |
| A215 | Counselling          | H203 | Exam Room 3  |      |                |
| A216 | Classroom            |      |              |      |                |
| A217 | Classroom            |      |              |      |                |

# Code of Conduct Agreement

## We 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.

I have read and understood the contents of this Student College Agreement and agree to abide by its contents.

### Student

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

### Signed on behalf of Redcar & Cleveland College

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

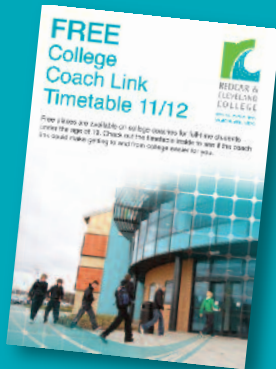
# FREE travel for all to and from College

If you are a full-time student under the age of 19, you can travel to and from College FREE OF CHARGE.

## College Coaches

Coaches will be running daily during term time, including morning pick-ups and departures throughout the afternoon. Depending on where you live, the college coach link could make getting to and from College easier for you.

Contact us for a detailed timetable.



## OR Local Bus Pass

If you decide the local bus service suits you better, you should apply for a half-price bus pass from your Local Authority\*. The College will make a contribution to the cost of the bus pass. You will then have the flexibility to choose the travel option that you prefer.

For further help and information please contact Student Services on 01642 473132.

\*Subject to Local Authority approval.

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

Corporation Road, Redcar TS10 1EZ  
[www.cleveland.ac.uk](http://www.cleveland.ac.uk)

 [www.facebook.com/redcarcollege](http://www.facebook.com/redcarcollege)



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