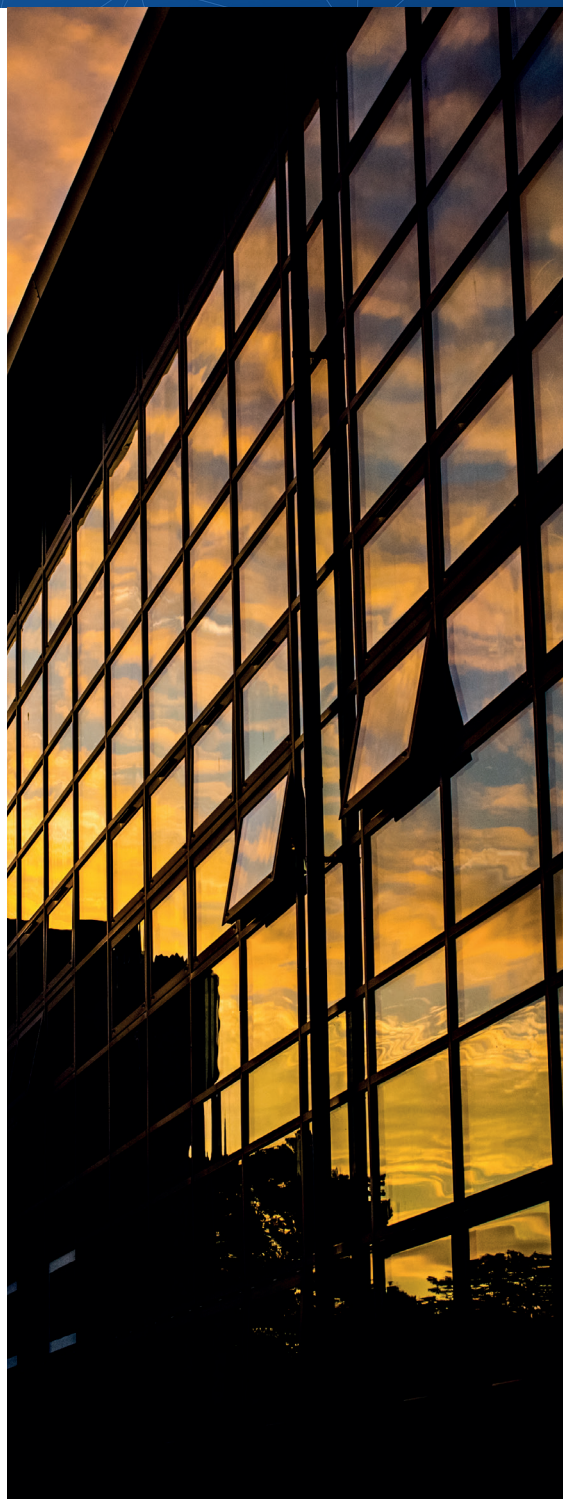


EXTRAORDINARY FUTURE

STUDENT GUIDE 2023/24

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HELLO AND WELCOME

Hello, and a very warm welcome to Yeovil College. Firstly, thank you for placing your trust in us as your post-16 educational partner of choice; you will not regret your decision. I hope that we have already had the opportunity to meet one another during your search for a college or sixth form, and if not, I am sure we will have the opportunity soon.

We have the highest of ambitions for you, and our aim is very clear - you will fulfil your potential with us and leave Yeovil College better placed to achieve your career aspirations and with more than you thought possible. You will be ready to achieve higher, bigger and better. To make this possible, we will work very hard for you, and we will encourage you to do the same with equal endeavour. As a college community, we believe that success breeds success; we will generate a more positive future for our students, our business and our communities. We are ambitious for our learners, and we work exceptionally hard to provide them with the best environments, resources, facilities, technology, teachers and future opportunities. We do not compromise on this – you will experience this from day one.

Have confidence in Yeovil College being a safe and supportive place for you to be. Visitors regularly comment on the welcoming atmosphere in the college and the hugely respectful environment we have created. It is a place where we value the contribution everyone in our community can make. We ask that you respect this and make a positive contribution to the new community you will have joined. We have been highly successful in securing investment in our campus, with a very clear vision of delivering a 21st Century learning experience which accelerates and improves your achievements.

We are leading the UK in development and ambition for our community. At the heart of this is our Institute of Technology partnership, our current investment in innovative and inspirational teaching environments and technology and significant staff investment; equally over £10 million. We have recently secured around £50 million to build the college of the future. We have been named as one of 16 colleges in England to benefit from a significant investment as part of the Government's Further Education Capital Transformation Fund; this is the biggest investment in education in Yeovil and our local area in our living history – only the best is good enough at Yeovil College.

Our learning environments are UK-leading. We are clear that the spaces you learn in should be as motivational and inspirational as the amazing teaching staff you will work with. You will enjoy a broad range of extra curricula activities through our enrichment programme 'Yeovil Edge', and I ask you to make the most of this. The opportunities will give you a new set of experiences to draw on and differentiate you from others in securing the best university places and careers in your near future. If you are less clear on your next step, they will provide invaluable new experiences and knowledge which will open doors you never knew existed.

Finally, I wish you every success during your time at Yeovil College. I urge you to make the most of every minute you spend with us. Work hard, make progress and take opportunities. Over time, you will open up gaps between yourself and peers from other colleges; this will lead to larger gaps between you and them, providing better employment, careers developing and progression opportunities for Yeovil College students, ensuring that you fulfil your potential.

Mark Bolton

**Principal & CEO
Yeovil College**

WELCOME FROM DONNA SHORT AND TINA CALLOW

Welcome to all our new and returning learners. We are really pleased you have chosen Yeovil College to continue your learning journey.

Our goal is to ensure that you have the best opportunity to succeed within your own learning journey. To this end we have developed a set of supportive tools:

Yeovil Edge & enrichment – providing a head start on your studies and added value within your curriculum.

Curriculum offer - inspiring you to strive for excellence, push boundaries and explore new opportunities. Yeovil College puts the learner at the centre of everything it does.

High aspirations - we have the highest of aspirations for you and aim to support you to maximise your potential.

Focused study programme - consisting of a range of elements which includes your chosen subject, Yeovil Edge Enrichment activity, English and Maths, academic and group tutorials, and work experience.

Student experience - supporting you to build your confidence and resilience and help you make informed choices to meet your full potential.

Exceptional teaching team - a wealth of experience to guide you through your studies. Our teaching team are the best in their sectors, and their skills and knowledge will help you progress through your programme.

High expectations - our shared goal is to prepare you for the next part of your journey, whether that is employment, higher or university-level education, or further education study. At a basic level, this means we will expect you to attend all timetabled lessons on time, wearing your lanyard and be prepared ready to learn.

The YC team and I look forward to celebrating all your successes with you over the coming year.

Donna Short

Vice Principal, Quality of Education Yeovil College



This is an exciting time to join or continue your learning journey with us. We have so much to offer, to support you in being able to get the most out of your time with us. We have a quality range of enrichment and progression opportunities under our five strands of Yeovil Edge, such as the Duke of Edinburgh Award, range of sporting opportunities, drama and cultural, as well as the Student Union, Student Ambassador Programme, Class Reps and Student Voice.



This is your college and your opportunity to shape it. I look forward to working with you.

Tina Callow

Head of Student Services & Safeguarding / Prevent Lead Yeovil College

CODE OF PROFESSIONAL CONDUCT FOR STUDENTS STUDYING WITH US 2023/2024

Our College values are at the heart of all we do. This code of conduct embodies our values, setting out what we expect from you and what you can, in turn, expect from us. You have enrolled at Yeovil College to develop the knowledge, skills and behaviours that will lead you to higher education and/or employment. We therefore have the same high expectations of you that any other professional organisation would have of its own employees. The expected behaviours outlined within this code will support you to succeed and will help you make the most of the opportunities that you can access as a student at Yeovil College.

I will:

- Set myself challenging targets including having attendance and punctuality of above 95% for all my classes and other college engagements.
- Seek to continually improve and act on feedback from teachers and peers, striving to achieve the best grades possible.
- Organising my class work and presenting my coursework professionally.
- Seek support, advice, and guidance when I need it through my lecturers, assessors, or college specialist services.
- Take an active part in reviewing my progress with my Tutor or Assessor.
- Always wear my College ID card visibly on college premises and show it on request to any member of college staff.
- Be attentive and responsive in class.
- Meet deadlines, complete assignments, and all other programme work.
- Ensure I am prepared to learn by getting enough sleep, by not being under the influence of non-prescription drugs or alcohol.
- Not use my mobile phone or tablet in class unless invited to do so by a lecturer.
- Bring learning materials and equipment to class, along with notes and resources from previous classes.
- Make sure my behaviour does not stop others from learning.
- Actively engage with any work experience opportunity within my study programme.
- Work with other students, when asked to do so, and appreciate the contribution other students make in class and in other social situations.
- Report any absence by phone by 8.30am on the day of absence.
- Book external appointments (e.g. medical, driving lessons) outside of timetabled hours.
- Treat everyone fairly and with respect and value the diversity of the College community in line with British Values.
- Abide by all College policies and procedures and if I am in doubt, I will ask my tutor or a member of staff where I can get information on college procedures, including following health and safety guidelines as directed.
- Understand that intimidation, harassment, provoking or threatening anyone whilst in College or taking part in college-related activities will not be tolerated including the use of language or gestures that may offend other members of the College community.
- Show respect for my lecturers and all members of staff by following instructions and responding to requests they make and by respecting their privacy.
- Always show respect for our neighbours, avoiding all forms of anti-social behaviour both inside and outside of the College.
- Always behave in a responsible and reasonable manner both in the College and in the community, this includes whilst travelling on YC Buses.
- Report any incidents of bullying to a member of staff or student support.
- Not make or send annoying, obscene, malicious, or indecent telephone calls, letters, messages, text messages or emails, or place malicious, offensive, or extremist materials on any social media platforms or groups.
- Show respect to visiting speakers and guests.
- Clean up after myself when using college restaurants and other facilities.
- Not damage or vandalise College resources, equipment, technology, facilities, buildings or our College campus.
- Not bring food or drink into lessons (bottled water is permitted in classrooms).
- Only smoke or vape in designated smoking areas.
- Not take part in any illegal activity.
- Not bring the reputation of the College into disrepute.
- Dress appropriately when I am in the College, observing appropriate dress code for my subject area.

CODE OF PROFESSIONAL CONDUCT FOR STUDENTS STUDYING WITH US 2023/2024

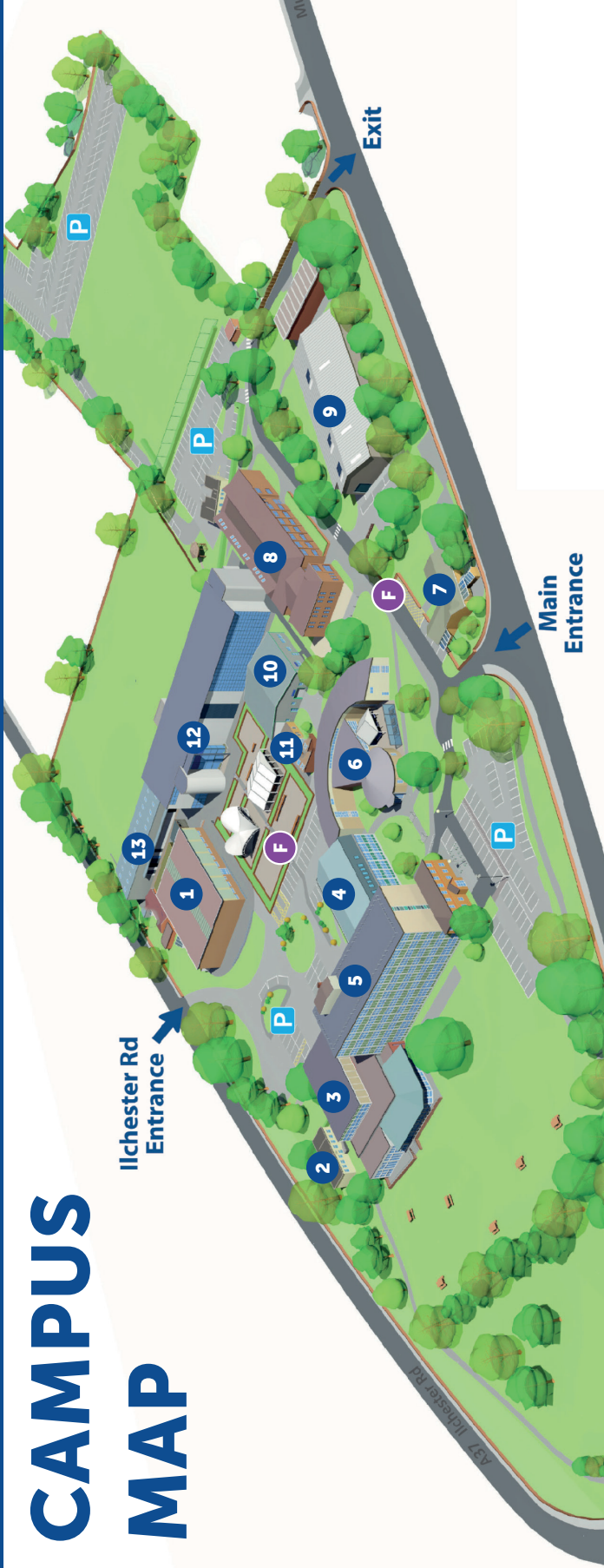
We will:

- Provide information, careers advice and guidance during your programme, with specialist support for students with special educational needs and/or disabilities.
- Signpost you to the support available outside the College and, in some situations, refer you to the support you would benefit from.
- Give you feedback on your learning and work, which will help you to achieve more, develop new skills and aim for the highest grades and skills possible.
- Help you record your learning goals and provide regular updates and reports to your parents/guardians/employers.
- Oversee your work experience.
- Provide access to information and IT services to support learning, including the loan of laptops and a wireless service for students wishing to use their own devices.
- Provide access to the Microsoft Office 365 cloud service including Email, Office Web Applications and OneDrive for storing files, both at home and at college.
- Ensure that your classes are well prepared and will always start-on-time.
- Mark and return your work promptly and deliver lessons that are both stimulating and engaging.
- Aim to keep the College environment safe, secure, and clean.
- Value and celebrate the diversity of our students and staff and ensure that people are not subject to discrimination.
- Work with residents, agencies and businesses to maintain a good relationship with our local community.
- Provide the opportunity to participate in student surveys throughout study programmes.
- Encourage and support you to participate in enrichment, social action activities and/or present yourself as a Yeovil College Ambassador.
- Value your ideas, opinions and feedback and aim to act upon them - they are especially important to us.
- Act in a professional manner and put your learning and your welfare before everything else.
- Communicate regularly with you, particularly around activities and projects, which may impact your time at Yeovil College.
- Seek to honour all the commitments outlined within this Code of Conduct.



CAMPUS MAP

Ilchester Rd
Entrance



1. Sports Centre (F)

Sport
Protective Services
Elite Player Development Programme
(in partnership with YTFC)

2. Training Kitchens

Hospitality & Catering

3. Main Hall & Food Outlets

Hair & Beauty - Nexus Salon
Hospitality - Da Vinci & Food Court
Performing Arts - Main Hall

4. Bridge Block (B)

Foundation Learning

5. Kingston Building (A)

Kingston Sixth Form Centre
A Levels
Computing
Business
English and Maths
Media Make-up
HE Lounge
Quiet Study Area
Learning Resource Centre

6. The Hub

Main Reception
The Hub
Student Experience

7. Yeovil College Nursery

8. Health, Education and Science Centre (G)

Health and Social Care
Early Years Education
Science Labs (A Levels)

9. Bradfords Construction Centre (K)

Construction (Plumbing, Electrical,
Fire & Security & Brick)

10. Centre for Advanced Engineering (COVE)

Engineering Composites

11. Facilities (Goods In)

12. Leonardo Building (E)

Carpentry & Joinery
Engineering
Art, Photography, Media &
Graphic Design
Dentistry

13. Screwfix Trade Skills Centre (T)

Motor Vehicle
Carpentry & Joinery

Toilets can be found on every floor of
each building.

Fire Assembly Points (FAP)

F

THE FOOD COURT AND DA VINCI

THE FOOD COURT

Opening hours: Mon – Fri, 8:15am – 3pm

Located: Below the Main Hall in Kingston

The Food Court offers a great selection of food and drink with hot and cold options and a healthy eating range. They also offer delicious 'grab and go' options, alongside their popular sit-in lunches, all at affordable prices. All students and staff are required to show their lanyards in The Food Court.

DA VINCI RESTAURANT

Opening hours: Mon – Thurs, 8.30am – 3pm (Fri 8.30 – 1pm with no hot food)

Located: Behind The Food Court

Da Vinci is run by our Hospitality students, and is a great alternative to eat-in, unwind and meet up with friends. DaVinci provides a fine selection of specialty coffees and cakes, lunches to eat in or take away and the occasional themed evening.

To book a table or enquire about opening times –

Call: 01935 845 341

Email: Davinci@yeovil.ac.uk

Order online: <https://menus.preoday.com/Da-Vinci-Restaurant#/main/venue/menu>



TAKE AWAY


We also provide a number of convenient vending machines throughout the college campus when you just want to grab a quick snack or drink.



PLEASE BE AWARE ALL FOOD OUTLETS ARE NOW CASHLESS

SUPPORT AVAILABLE

SUPPORT TYPE	WHO CAN HELP	WHERE TO FIND THEM OR HOW TO CONTACT THEM
CAREERS GUIDANCE CV/ PERSONAL STATEMENT WRITING	The Careers and Work Placement Team based in the Careers Hub.	The Careers Hub is located in The Hub, behind Reception. Contact Gayle Pogson on Teams, or call: 01935 845 377 or email CareersHub@yeovil.ac.uk
UCAS APPLICATIONS	Talk to your tutor about applications	Ask your Tutor for help in a tutorial, or find them in their class room / staff room if your query is more urgent. Tori (Victoria) Masters or Zianna Azariah can also help answer your UCAS enquiries. Please contact them on Teams. UCAS: 0371 468 0 468
FINDING A RESOURCE	Visit the LRC on the ground floor in Kingston	Visit the LRC upstairs behind Reception and ask the member of staff at the help desk for more information. Or email: LearningCentre@yeovil.ac.uk
FINANCIAL HELP WITH AN APPLICATION	Speak to, or email iZone.	Visit the iZone desk (follow signs around campus). Or email: iZone@yeovil.ac.uk
FINDING TRANSPORT	Refer to your County website for timetables or the Travel page on the YC website.	If it's regarding the YC buses, email iZone@yeovil.ac.uk or go to the Travel page on the YC website.
ADDITIONAL LEARNING SUPPORT (ALS)	Speak to your Tutor for a referral or ask the ALS team for more information.	Visit the ALS staff room: B103 Call the ALS staff room: 01935 845 361
MEDICAL SUPPORT	Call the On Duty First Aider or 999, depending on the urgency.	College First Aider: 07977 453 610
SEXUAL HEALTH ADVICE	Book an appointment with the free sexual health clinic run by SWISH. (Somerset Wide Integrated Sexual Health Service)	Email swishtoteam@somersetft.nhs.uk the following details: Your name Your date of birth Your mobile number Your full address Your GP practice The college you attend And a brief explanation of what you need support regarding. SWISH will contact you on the phone number you provide and give you an appointment time. Alternatively, you can call the SWISH booking line: 0300 124 5010

SUPPORT TYPE	WHO CAN HELP	WHERE TO FIND THEM OR HOW TO CONTACT THEM
C-CARDS & CONDOMS	For general queries contact the Student Support Team in D10	To obtain a C-Card and condoms please fill out this form: https://forms.office.com/e/cRmryrBsXq
SANITARY PRODUCTS	Available for free in toilets.	To obtain sanitary products please fill out this form https://forms.office.com/e/uJJC8YFrFp
EMOTIONAL SUPPORT	We can offer pastoral support and guidance on counselling services.	 Please use this QR code to complete a referral form
SUPPORT AROUND FAITH	Ben Graham (College Chaplain)	Contact Ben on Teams or email Ben.Graham@Yeovil.ac.uk
SAFEGUARDING	Call our Safeguarding Officer if you have any concerns. More info on the next page.	Safeguarding Officer: 07973 898 849



SAFEGUARDING

URGENT SAFEGUARDING CONCERN

If you have an urgent Safeguarding concern, whether it's about yourself or a friend, and whatever it is about, (e.g. family issues, homelessness, depression).


Call us on **07973 898 849**.

This phone will be answered by our Safeguarding Officer who will be able to assist you.

The college safeguarding mobile is available:

Mon – Thurs, 9 am – 5 pm Fri, 9 am – 4.30 pm
(Including holidays, except bank holidays and over the Christmas break).

If your concern is **NOT** urgent, you can speak to your Tutor or the team in D10 or use HealthAssured.



Around the clock support



**You can access counselling support any time you need it.
We're available 24/7, 365 days a year.**

Simply give us a call on:
0800 028 3766



**SEE something,
SAY something**

Safeguarding is everyone's business

Student life can be incredibly tough, which is why every member of the Yeovil College community has been trained to deal with safeguarding issues and will be able to support you. All students also have access to HealthAssured, a 24/7 online mental health platform, providing an accessible online community who are available when/ if you need it and for as long as you need it. Please talk to us in which ever way is most comfortable for you.

Your Safeguarding Officers are:

Jess Lloyd -
07973 898 849 (The Safeguarding phone is held during term time hours).

Out of hours support:

Somerset Direct: 0300 123 2224
Health Assured: 0800 028 3766
NSPCC: 0800 1111





Sam Best
Safeguarding and Prevent Governor



Donna Short
Vice Principal, Quality of Education Senior Safeguarding Lead



Tina Callow
Designated Safeguarding Lead and Prevent Lead

#ChangingLives     www.yeovil.ac.uk

Student Assistance Programme

A 24 hour helpline from Health Assured to support you through any of life's issues or problems.

Free 24 Hour Confidential Helpline:

0800 028 3766



Stress & anxiety



Counselling



Family issues



Bereavement



Financial wellbeing



Childcare support



Relationship advice



Legal information



Medical information



Tenancy & housing concerns



Alcohol & drug issues



Student issues

Download 'My Healthy Advantage' now

Unique code:

MHA078286



To find out more visit:

healthassuredeap.com

Username: **YEOVIL**

Password: **COLLEGE**

health assured

PR-SAP-0020-6

LEARNING RESOURCES

LRC (LEARNING RESOURCE CENTRE)

The LRC at Yeovil College is located on the ground floor of the Kingston building.

The LRC has a welcoming library to support students at all levels of study. There are over 20,000 books, e-books and journals; as well as an exceptional range of online databases for all students to access both in college and at home. The LRC has 15 bookable PCs, along with study desks where you can set up your own device, with full wi-fi access.

Staff are available in the LRC to help and support students with book loans, research, log in issues and password resets, Moodle and O365 queries, and printing. There are also user and resource guides to support you on the LRC Moodle page Course: Learning Resource Centre (yeovil.ac.uk)

Opening hours during term time: 8.30am – 6.00pm Monday to Thursday 8.30am – 4.30pm Friday

Opening hours during half term and Easter break: 9.00am – 4.30pm Monday to Friday

Opening hours during Summer break: 9.00am – 1.00pm Monday to Friday

Email: learningcentre@yeovil.ac.uk

Telephone: 01935 845450

QSA

Quiet Study Area, 5th floor, Kingston

The QSA is a study area specifically available to HE Students between 9am-5pm

Between 5pm-9pm, A17 on the ground floor of Kingston is available to all HE Students



HIRING DEVICES

DAY LAPTOP LOANS

All students should have their own device to bring to college every day.

Should you forget your device, a small number of day loan laptops are available from the ground floor in The Hub (near Reception), outside the hall on the first floor of Kingston and also the ground floor in Ashdown.

These are self issue laptops and will you need your ID card to activate them. The laptop will be issued to your student record and these laptops are for day use only. When returning the laptop please make sure you plug the cable in fully and ensure the locker door is closed. The red light will indicate the laptop has been successfully returned and your student will update to show it has been returned.

Terms of loan:

- The cost of replacement is £500 so you are fully responsible for it!
- Please do **NOT** borrow one for a friend.
- Please do **NOT** leave it unattended at any time.
- You must return the laptop at the end of the day (before 6.00pm) – you will be fined £5 for each day the laptop is missing.

If you have any technical issues with the laptops, the LRC staff will be happy to help.

PRINT ROOM

The print room has a selection of coloured paper / card, can bind printing, laminate and fold booklets. Speak to the LRC team for more information on services and costs.

PRINT CREDITS

All students have a £5 credit on their papercut / printing account when starting at college. This is enough for 100 B&W A4 prints @5p or 33 Colour prints @15p. Additional prints can be purchased through Wisepay but takes up to 24hrs to process. Please speak to a member of the LRC team if you experience any issues.



REGISTRY, EXAMS & FINANCE

REGISTRY

Visit Registry to update any changes to personal details, such as an address, email, telephone number or name change.

EXAMS

Visit Exams to discuss upcoming exams or arrangements for them, such as extra time, resources or support.

FINANCE

Visit Finance to make any payments or if you have any financial enquiries.

All three offices are located in our main Reception/iZone (left, at the back).

IT SUPPORT

If you ever experience any IT related problems, please contact IT – helpdesk@yeovil.ac.uk

IT Services are located in our main Reception/iZone (right, at the back).



STUDENT COMMUNITY

There are several ways you can get involved with what's happening at college, but here are the main ways to have your say:

Yeovil College Student Union - YCSU



Every student is automatically a member of the Student Union, however you may want to be a proactive elected officer. Elections for the new officers will be held between 2nd and 6th October 2023, where all students will have the chance to vote. Contact Krystina Harbor in Student Experience if you'd like the chance to be part of the new team.

The elected officers will then meet weekly with Krystina and also with Donna Short, the Vice Principal, once a half term. You will hold regular drop-in sessions for students in person and online. You can arrange clubs and societies or fundraising events too (Krystina will guide you through the College processes for this). You will also have additional training for safeguarding and mental health.

Full details of the job descriptions for each position are available here via this QR link.

Student Ambassadors

Student Ambassadors represent the college, help at events, and proactively support the college community. Students are invited to become an ambassador by their Tutor at the start of each academic year. Ambassadors support the college and the teaching team at open events or as a representative at external events such as careers fairs, or at local schools. Helping at open events at college is a very important role. Speaking to prospective students and parents/guardians about the college, your journey and showing them around the site is a powerful step in the next generation of students coming to the college. The role enables you to develop skills and act as a role model for other students. It also looks great on your CV or UCAS application. Please speak to your Tutor or Study Programme Manager if you would like to be considered for this role.

Become a Mental Health Champion and support newer students (NEW)

There are exciting new opportunities as part of the enrichment offer to become a mental health ambassador. This is an application process and you will have up to 6 sessions of training with the mental health foundation and additional safeguarding training sessions with the Head of Student Services. Being a mental health ambassador is an important role and you will be involved in running workshops for students, offering drop-in sessions for them to come and chat and sign posting students to mental health services in the college or externally. You will be given guidance on all these processes. You will also be involved in events to raise awareness of the support available and working alongside the Student Union. If you are interested in finding out more contact Tina Callow, Head of Student Services, tina.callow@yeovil.ac.uk

Have your say at Student Voice

Take the opportunity to work with our management team, represent your peers and have your say in resolving issues facing learners.

WHAT IS YCSU?

YCSU is the Yeovil College Student Union.

Every student is a member of the Student Union, unless you choose to opt out. Any student can choose to have an active role in the YCSU, and this is something that we encourage our students to engage with.

You can apply for a role, such as: Union President, VP Equality and Diversity, VP Events and VP Green and Sustainability. You can also run for a Student Voice Committee position (which are for underrepresented groups) such as: Disabled students and LGBTQ+.

Visit the Student Union Moodle Page for more information.

The YCSU fundraise, organize events and help decide what changes would benefit the college. They also have access to funding to help with these changes.



YCSU

What is Student Union?

YCSU (aka Yeovil College student union) is an organisation run by students for students.

All colleges and universities have a student union and it's a way for students to raise issues that effect their journeys, campaign for positive change, run events and fundraise for charities.

Scan the QR code to show interest in one of the roles - Krystina Harbor will send over the job description and answer any questions you may have.

- Equality & Diversity
- Green & Sustainability
- Student Governor
- Events
- YCSU President



STUDENT VOICE

Your voice is important to us. You get to have your say about your college, what is going well, what you would like to see different, or if things are going less well. There are several ways you can do this.

STUDENT REP

A Rep will listen to their tutor group, take notes of what they want addressed at the next meeting, present those ideas at the meeting and take the responses back to their tutor group. There will be a member of staff there will take notes at each meeting to share with you, send you questionnaires and keep you updated via Teams.

Within two weeks after each survey, there will be the opportunity to join a focus group to review and discuss your feedback, and particularly any areas where you have asked for improvement. These may take place within your subject area, or may involve students from across the college, depending on your feedback and the actions required. Student Reps will be required to attend these groups, but other students are welcome to join and have their say. In between these times, you should highlight any areas of concern (or things you really like) to your tutor, or using the email feedback@yeovil.ac.uk.

All FE students will be asked to give us feedback three times during the year, by completing our 'Your Voice' survey. Student Reps should work with the tutor to encourage everyone on the course to do the survey and share their opinion.

STUDENT GOVERNOR

A student governor will attend regular board meetings with the Governors of the college as a representative of the student body. To find out more about the role contact Tina Callow in Student Support.

STUDENT SURVEYS

You will be sent links to take part in Student Surveys about your study programme and college. Other surveys include Equality and Diversity (FREDIE) as well as one on mental and physical health. It is important you complete them in full as we use them to inform us what is going well and what we need to do better. Following the student surveys, you will have a focus group meeting which will be held by your Curriculum Area Manager and/or the Assistant Principal responsible for your curriculum area. This is where you will have the opportunity to discuss your and your tutor/course group views and feedback.

CONTACT THE FOLLOWING PEOPLE ON TEAMS, FOR MORE INFORMATION ABOUT:

YCSU:

Krystina Harbor

Mental Health Champions:

Tina Callow

Student Ambassadors:

Contact your Tutor

Student Voice:

Teaching and learning team / Curriculum Area Manager / Tutor

STUDENT LIFE



JOIN THE GYM

All students can join our gym. For information about membership costs and opening times, please email Sport.Centre@yeovil.ac.uk, call 01935 845375 or pop in.



NEXUS HAIR & BEAUTY SALON

The Nexus Hair and Beauty Salons are open throughout the week for bookable appointments. The Salons offer a wide range of services including manicures, facials, massage, waxing, haircuts, hair colours, styling and much more. We also offer barbering services which include men's haircuts and facial hair cuts. Please come and see us for a full price list and to book an appointment.

Remember when booking appointments to make sure you are back for taught sessions on time!

CREATE OR JOIN A CLUB OR SOCIETY



Our current clubs and societies include LGBTQ+, Debating, Reading, Chess and Life (Christian Union). There are more details about these and the enrichment offer in your enrichment guide via the QR code. If you have any questions or if there is a club, society or group that you would like to set up contact the team in D10 or Krystina.Harbor@yeovil.ac.uk

COME TO STUDENT VOICE

Student Voice is a meeting for students to voice their opinions on current college topics. College Management will be in attendance to answer your questions there or get back to you asap.



SPORT ACADEMY

This is an opportunity to further develop your passion for sport. You can join a team and play college-level rugby, football, hockey, badminton, basketball, etc. See our Sport enrichment timetable for information.

KEY INFORMATION (COMPLIANCE)

ID BADGES

You must wear your ID card on the lanyard, at all times, and it must be visible – this will be checked. Everyone onsite must wear ID, this includes visitors and contractors. If you lose your ID badge you will need a replacement.

We no longer offer temporary ID badges, you will need to buy a replacement if you leave your ID badge/lanyard at home, which can later get refunded.

To buy a replacement:

1. Visit Reception, in the LRC.
2. You will be charged £5 through your WisePay account, which needs to be paid within 30 days (payment is not required at Reception).
3. If you find your original ID, you can return the replacement ID to Reception and the charge will be either refunded or written off, if not yet paid.

If payment for an ID is not returned within 30 days the student disciplinary process will be followed.

PARKING

Car parking is pay and display, you must have your car registered with the college and pay £1 per day.

Your car should be registered on enrolment but if you change your car or pass your test during the year, please visit our Registry team (based at the back of Reception) to update your information.

Please only park in marked spaces and always drive safely (5MPH) around the site. Failure to do either may result in you being banned from parking on college site.

There are several payment options, in the Ashdown/top car park you can only pay by cash or phone*. In the Hollands/Kingston car park you have the additional option of paying by card.

Failure to register your vehicle correctly and/or pay for your parking may result in a Parking Charge Notice of around £30.

The £1 parking charge applies from 9am – 6pm, term-time only.

More information is available at: www.yeovil.ac.uk/policies-reports/student-parking/

*To pay by phone – download the RingGo app or go to www.ringgo.co.uk (the location code is 24743)

USEFUL INFORMATION

ELIGIBLE FOR FREE MEAL DEALS?

You will be contacted directly about how you access free college meals if you are entitled to these and how this will work for you.

If you're not sure if you qualify for free meals, speak to our iZone Team in Reception.

MOODLE

You will have a Moodle account – this is where your tutors and lecturers will upload resources you need for your study programme. You will also access your timetable on Moodle. You can access Moodle anywhere with internet access, including on your phone.

24-hour support is available through a range of resources on the student support services page.

LOST PROPERTY

If you have misplaced or found something, please contact our Facilities team.

Call: 01935 845 499 OR 01935 845 460.

Email: fm@yeovil.ac.uk

Visit: Our Facilities team are based under the marquee, in front of Leonardo, next to the sign 'Goods Inward'.

SMOKING

We have two smoking shelters. One can be found in the marquee outside the Leonardo building and the other is behind the lower Ashdown car park.

We do not tolerate smoking, vaping, or preparing to smoke anywhere else on site. Please be respectful when using the smoking shelters too.

STUDENT FOCUS

This is a weekly update of what is happening in and around college – you can access this yourself on Moodle, but your Tutor will go through it weekly with you in your tutorial. This includes information on everything happening across college, special offers at food outlets, events, and other information relevant to college life.



KEY DATES 23/24

FURTHER EDUCATION TERM DATES

AUTUMN TERM 2023-2024

Monday 04 September – Wednesday 18 October
(6.5 weeks)

Study Skills: Thursday 19 October –
Friday 20 October

October Half Term: Monday 23 October –
Sunday 29 October

Monday 30 October – Wednesday 13 December
(6.5 weeks)

Study Skills: Thursday 14 December –
Friday 15 December

Christmas Holidays: Monday 18 December –
Monday 01 January

SPRING TERM 2023-2024

Tuesday 02 January – Friday 09 February (6 weeks)

February Half Term: Monday 12 February –
Sunday 18 February

Monday 19 February – Thursday 28 March
(6 weeks)

Study Skills: Monday 04 March –
Tuesday 05 March

Easter Holidays: Friday 29 March – Sunday 14 April

SUMMER TERM 2023-2024

Monday 15 April – Thursday 23 May (6 weeks)

Study Skills: Monday 06 May – Tuesday 07 May

May Half Term: Monday 27 May – Sunday 02 June

Monday 03 June – Friday 21 June (3 weeks)

Summer Holidays

HIGHER EDUCATION TERM DATES

TERM 1

Monday 18 September – Friday 13 October
(4 weeks)

Study Skills Week: Monday 16 October –
Friday 20 October

Independent Study Week: Monday 23 October –
Friday 27 October

Monday 30 October – Friday 8 December
(6 weeks)

Study Skills Week: Monday 11 December –
Friday 15 December

Christmas Holidays: Monday 18 December –
Monday 01 January

TERM 2

Tuesday 02 January – Friday 09 February
(6 weeks)

Independent Study Week: Monday 12 February –
Sunday 18 February

Monday 19 February – Thursday 28 March
(6 weeks)

Easter Holidays: Friday 29 March – Sunday 14 April

TERM 3

Monday 15 April – Friday 17 May (5 weeks)

Study Skills Week: Monday 20 May –
Friday 24 May

Independent Study Week: Monday 27 May –
Sunday 02 June

Monday 03 June – Friday 21 June (3 weeks)

Summer Holidays

CONTACTS

AUTOMOTIVE ENGINEERING

Curriculum Area Manager: Jonathan Andrews

Lead Tutor: Leigh Thurston

Office phone number: 01935 845 5427

HEALTH AND SOCIAL CARE

Curriculum Area Manager: Abi Pinfield-Wells

Lead Tutor: TBC

Office phone number: 01935 845 5472

A LEVEL ACADEMY / KINGSTON 6TH FORM

Curriculum Area Manager: Matthew Holmes

Lead Tutor: Katy Limmer / Tom Bezant

Office phone number: 01935 845 5303

ENGLISH AND MATHS

Curriculum Area Manager: Ali Clare

Lead Tutor: Rebecca Ito

Office phone number: 01935 845 5355

BUSINESS

Curriculum Area Manager: Christopher Holman

Lead Tutor: Hollie Allen

Office phone number: 01935 845 5527

SPORT

Curriculum Area Manager: Warren Aplin

Lead Tutor: Chris Bosley

Office phone number: 01935 845 5387

CREATIVE DESIGN INDUSTRIES

Curriculum Area Manager: Corrina Cooper

Lead Tutor: James Guest / Tom Green

Office phone number: 01935 845 5390

IT

Curriculum Area Manager: John Omoregie

Lead Tutor: Ed Budzynski

Office phone number: 01935 845 5560

CONSTRUCTION

Curriculum Area Manager: Andy Parkes

Lead Tutor: Gary Pinney

Office phone number: 01935 845 5352

HAIR, BEAUTY AND HOSPITALITY

Curriculum Area Manager: Catherine Pennells

Lead Tutor: Jenny Workman

Office phone number: 01935 845 (5357 5510)

ENGINEERING

Curriculum Area Manager: George Round

Lead Tutor: Nigel Machin

Office phone number: 01935 845 (5381 or 5789)

PREP FOR LIFE / PROGRESSION PATHWAYS

Curriculum Area Manager: Derrick Goddard

Lead Tutor: Tash Dowding, Amanda Cleminson, Rich Lester

Office phone number: 01935 845 5361

EXAMS & INVIGILATION

On some courses you might be required to take an exam or two. We understand these are sometimes stressful to do and we will work hard to make sure you are prepared before the day and expect you to:

- Follow the instructions given to them in examination rooms by centre staff and invigilators.
- Remain in the examination room for the full duration of the examination.

The examinations and invigilation policy includes everything that the college has to carry out and the expectations of you as a student undertaking the exams and includes, special considerations, if you are late and exam access arrangements.

Top Tips

- Ensure you have a good night's sleep leading up to the examination.
- Be prepared. Ensure that you have the correct stationary and equipment that you will require to complete your exam.
- Enjoy a free breakfast sandwich from The Food Court ahead of your exam.
- Arrive to your exam 10 minutes early.
- Have your phone switched off and clear pencil case ready before you arrive.
- Revising in 20-minute bursts and having regular breaks ensures you take in any information (try an app such as Flora to fully focus).
- If you have exam arrangements prior to the exam discuss these with your tutor to make sure you know exactly what support you receive.
- If you finish with time to spare, go back through your answers and double check everything.

Mock Exams

Ahead of all major exams, you will engage in a series of mock examinations, in class sessions during your normal college week and as a formal exam practice. During your formal practice, you will experience the same conditions as you would during your real examinations, ensuring that you are as familiar and as comfortable with the practices and processes of a formal exam.

FREQUENTLY ASKED QUESTIONS (FAQS)

THE START OF THE YEAR

Q: When will I get my timetable and ID badge?

A: This will be sent out to you via email before you start College. You will get your ID on your first day.

Q: Will there be changes to my timetable after I'm issued it?

A: There may be changes but we will let you know asap.

Q: When will I meet my tutor?

A: You may have already met your tutor on New Students' Day – if you haven't, you will meet them at the start of your study programme.

Q: Will I have to wear a uniform?

A: You will be informed whether you need to wear a professional uniform. In certain curriculum areas you will need to wear a 'uniform' such as white if you are in the kitchen, professional tunics if you are studying in the salon. You may also be required to wear PPE (Personal Protective Equipment), such as overalls, boots, etc. Otherwise there is no uniform and you can choose what you wear as long as it is respectable and practical.

For more information, refer to the Policies and Procedures page.

Q: Do I need to buy any PPE or kit and where do I buy it from?

A: This depends on your course. If you do need to buy anything, your Study Programme Manager will let you know at the start of term, if not sooner.

LUNCH

Q: Can I get free college meals?

A: You will be contacted directly about how you access free college meals if you are entitled to these and how this will work for you. If you're unsure whether you qualify, contact Reception. Free college meal vouchers can be redeemed at The Food Court or Da Vinci.

Q: Where can I buy lunch?

A: The Food Court and Da Vinci are open to buy lunch from.
For more information, refer to the Restaurant page.



LANYARDS

Q: When will I be given my ID badge and lanyard?

A: On your first day at college.

Q: I've lost my lanyard, what do I do?

A: You will need to buy a new one. It is mandatory for you to wear a lanyard while on College site..

Q: I've forgotten my lanyard today, what do I do?

A: You will need to buy a new one from Reception. You can return the ID badge and lanyard within 30 days for a full refund, if or when you find the original.

Q: Do I have to wear my lanyard with my ID badge visible?

A: Yes. The only exception is if your Tutor tells you to temporarily remove your lanyard for health and safety reasons, for example if you were a construction student using a certain piece of equipment that it could get tangled in.

MY COURSE / RESOURCES

Q: How do I change course?

A: Speak to your tutor for guidance. We can also arrange a careers interview for you when we can support you in discussing your career options – contact enrol@yeovil.ac.uk for more info.

Q: Where can I get all my resources from?

A: The LRC.

For more information, refer to the LRC page.

IT SERVICES

Q: Do I need a laptop?

A: You will need a device to work on and bring to college and to work on from home, so a laptop or tablet is ideal.

Q: Who do I ask for IT help?

A: Email your query to helpdesk@yeovil.ac.uk

Q: I don't have Office 365, what will I do?

A: We are providing all our students with an Office 365 account so please do not buy this, you can access it from your laptop, mobile device, phone or PC. This will be available to you whilst you are a student at Yeovil College and Yeovil College University Centre.

CHANGING YOUR DETAILS

Q: How do I change my name on the college system?

A: Contact Registry@yeovil.ac.uk

CAR, BIKE, PARKING AND BUS INFO

Q: How much does parking cost?

A: £1 a day, per car. Bikes are able to park for free.

Q: I have a new car / my first car – do I need to tell anyone?

A: Yes. Please email Registry@yeovil.ac.uk and include your new car registration, your name and your ID number. You also need to inform your Tutor. Both Tutor and Registry need to be informed when you have any change in vehicle, BEFORE you park for the first time on site. You may be fined if you park, even if you pay for parking, but have failed to notify registry.

Q: Where can I park my bicycle?

A: There are some bicycle bays around the back of Ashdown, near Leonardo. Please remember to bring a padlock as your bike is your own responsibility. Parking fees do not apply for bikes.

Q: Where can I park my motorbike / PED?

A: In the Ashdown car park, in a marked motorbike bay.

Q: Who do I ask for help with bus routes / timetables?

A: You can contact iZone@yeovil.ac.uk for support or pop into Reception and speak to them.

Q: Where is the bus station in Yeovil?

A: Near the bottom of town, just past the multi-storey Quedam car park. Refer to Google Maps to see an exact location.

FINANCIAL

Q: How do I get a bursary?

A: You need to fill in an application form. Speak to Reception for help.

Q: What is WisePay and how do I use it?

A: WisePay is an online payment service which allows you to make payments for things like resources and trips. You will be sent your WisePay login details and password once you are fully enrolled. These details will be sent to the email address you provided on enrolment.

COLLEGE CAMPUS

Q: Can I smoke on site?

A: Yes, but ONLY in the smoking shelters. One is under the marquee outside the Leonardo building, the other is by the lower Ashdown car park.

Q: Is there a cash machine on campus?

A: No, it has been removed.

Q: Do you have gender neutral toilets?

A: Yes, these toilets have both male and female signs on the door and are our accessible toilets.

OTHER

Q: Why do I have to sign to say I've read the Student Guide, Code of Conduct and Learning from Home Guidance?

A: To show that you have read, understood and will abide by Yeovil College's policies and procedures to make this a safe, fun and innovative learning experience.

Q: Can I use my existing email address instead of having a college one?

A: No, all college correspondence should be made through your college account.

Q: Why do I have to have a college email address?

A: To help make communication easier, and to ensure that your college email address will be linked to your Office 365 account when you log into your email address. You will have access to all the cloud and AI features – this is accessible on any device and keeps all your work central, safe and easy to find.

ATTENDANCE

If you can't make it in –let us know!

You can call or email us and we will make sure your tutor is made aware.

We need your full name, student number and the reason you will be absent.

Call:

01935 423921

Email:

iZone@yeovil.ac.uk



LEARNING FROM HOME GUIDANCE (SHOULD IT BE REQUIRED)

The use of college online resources

- 1.** I will only use technology for college purposes as directed by my lecturer or members of college staff.
- 2.** I will not share my password with anyone.
- 3.** I will keep my video and mic turned off during lessons until the lecturer asks me to change this.
- 4.** I will ensure the college have my current contact details so that they can contact me during the time I am learning from home.
- 5.** I will not have any inappropriate personal items on display during face-to-face sessions.

My behaviour during online lessons

- 6.** I will try to find a quiet place to study and attend online lessons, ideally at a desk or table. If the quiet space is within a bedroom or area of the home with lots of personalised items, to be aware of safeguarding myself and either remove the items during the session or use a suitable background that can be applied on Teams.
- 7.** I will be ready to learn at the start of each lesson and have the appropriate equipment with me ready.
- 8.** I will ask other family members in proximity of me to be respectful when I am using face-to-face technology or one of us will find an alternative space to study.
- 9.** I will behave responsibly during lessons and when using technology such as Teams, Zoom, Skype – this includes the language I use and the resources I access.
- 10.** I will not deliberately browse, download, upload or forward any material that could be considered offensive or illegal. If I accidentally come across such material I will immediately report it to my lecturer/ tutor or parent/ guardian.
- 11.** I will not record or take photos of my classmates or lecturers during any face-to-face sessions.
- 12.** I understand that when using Moodle/Moodle forums and other applications provided by the college that my usage will be logged and can be monitored by staff.
- 13.** I will dress appropriately during lessons, abiding by the college dress code.
- 14.** I understand that these rules are in place to keep me safe and the college may contact my parents/ guardians if they are not followed, and the disciplinary process may ensue.

When learning from home you may be asked to use a face-to-face application.

Please click below for guides on how to use Teams and Zoom.

[How to use Teams](#)

[How to use Zoom](#)

POLICIES & PROCEDURES



Please find below some of the main policies and procedures:

ACCEPTABLE USE OF IT POLICY

IT is such an important part of daily life and part of your education. We have excellent Wi-Fi and we encourage you to use the Moodle app and access your timetable online. The Policy outlines what is expected from you when using IT both your own devices and the college's equipment. It also outlines what is not acceptable and what can lead to you being locked out of the college systems as well as any possible disciplinary resulting in online bullying or inappropriate searches. Your personal device may be confiscated or reported to appropriate agencies if there is inappropriate usage. We remind you not to share your password with anyone and to remember to keep yourself safe as part of e-safety.

To access the full Acceptable Use of IT Policy - [Click here](#)

DISCIPLINARY PROCEDURE (CONDUCT)

This procedure sets out the way in which we expect you, our students, to behave both on and off site including blended learning, travelling to and from the college as well as not following government or college COVID-19 guidelines. If the code of conduct is broken then the disciplinary process will be followed. If there is a serious breach then this may lead to immediate suspension pending investigation. Concern notes are issued by any member of staff for inappropriate behaviour 3 concern notes will lead to a 1st stage warning issued by your tutor, if the behaviour continues then you will be asked to attend for a 2nd stage warning with your lead tutor. Any further incidents or no improvement then you will be invited to attend a 3rd and final stage warning with the Head of Student Experience and your Curriculum Area Manager.

To access the full Disciplinary Procedure - [Click here](#)

HEALTH, WELLBEING AND FITNESS TO STUDY POLICY

Yeovil College is committed to your health and wellbeing. We provide opportunities for you to take part in physical activities to promote physical health. We have a student support service which can offer talk time or counselling to support your mental health and wellbeing. The Health and Wellbeing policy includes the fitness to study procedure. A college chaplain, Ben Graham regularly visits college. He provides opportunities for students with faith to meet together. We maintain strong links with local leaders of other faiths. There is a LGBTQ+ group which meets regularly. SWEDA the eating disorder association comes in twice a month to support students or are there to ask questions.

To access the full Health and Wellbeing Policy - [Click here](#)

STUDENT DRUGS, ALCOHOL & SUBSTANCE MISUSE POLICY

Yeovil College has a zero tolerance approach to drug, alcohol and substance misuse and it forbids the use of both illegal drugs and illegal highs and alcohol on site. This will lead to immediate suspension. Any student that arrives under the influence will be asked to leave the premises and it will be reported to Police as appropriate. Whilst we recognise that this is a zero tolerance approach, we recognise that there may be a need for you to access help for drug, alcohol or substance misuse. If you want to come and have a chat or speak to a member of the student support team in D10 or ask your tutor.

To access the full Drugs, Alcohol and Substance Misuse Policy - [Click here](#)

COMPLAINTS PROCEDURE

We would hope we can sort out any problems that occur through your tutor or Lead tutor. You can also bring anything to the Student Voice meetings where senior members of the management team will be there to hear what you say. In the unlikely event we cannot sort it out then you can make a complaint in writing. Pop to reception and they will give you a form or you can email feedback@yeovil.ac.uk

To access the full Complaints Procedure – [Click here](#)

ACCEPTABLE USE OF IT POLICY

IT is such an important part of daily life and part of your education. We have excellent Wi-Fi and we encourage you to use the Moodle app and access your timetable online. The Policy outlines what is expected from you when using both your own devices and the college's equipment. It also outlines what is not acceptable and what can lead to you being locked out of the college systems as well as any possible disciplinary resulting in online bullying or inappropriate searches. Your personal device may be confiscated or reported to appropriate agencies if there is inappropriate usage. We remind you not to share your password with anyone and to remember to keep yourself safe as part of e- safety.

To access the full Acceptable Use of IT Policy - [Click here](#)

EQUALITY AND DIVERSITY POLICY

As a college we are committed to creating a modern environment which is open and welcoming to all members of the community (students, staff, and visitors). We want everyone to be treated with respect, dignity, and equality. We actively promote the Fundamental British Values of democracy, the rule of law, individual liberty, and the mutual respect for and tolerance of those with different faiths and beliefs and for those without faith. We value freedom of speech and welcome discussions and as part of this we have a debating society. However, we will not tolerate any disrespect or inequality based on any aspect of a person's protected characteristic. We regard bullying and any linked hate crime as a disciplinary procedure.

PROTECTED CHARACTERISTICS

Age | Race | Gender | Religion or belief or non-religion | Gender reassignment (transgender)
Sex (gender) | Marriage or civil partnership | Sexual orientation (LGB) | Pregnancy and maternity

To access the full Complaints Procedure – [Click here](#)

Please refer to our website to discover our full and up-to-date list of Policies and procedures - <https://www.yeovil.ac.uk/policies-reports>