

EXTRAORDINARY
FUTURE

LEARNER GUIDE 2026/27



CONTENTS

- 04** Welcome from Mark Bolton, Principal & CEO
- 05** Welcome from Donna Short & Tina Callow
- 06** Student Code of Conduct
- 08** Campus Map
- 09** Restaurants & Food Outlets
- 10** Student Support
- 12** Safeguarding
- 14** Learning Resources
- 15** Hiring Devices
- 16** Registry, Exams and Finance & IT Support
- 17** Student Community
- 18** Student Voice
- 19** Student Life
- 22** Key Information & Useful Information
- 23** Key Dates
- 24** Contacts
- 25** Exams & Invigilation
- 26** FAQs
- 28** Policies & Procedures



WELCOME

Welcome to Yeovil College, and thank you for choosing us for your post-16 education. We have high ambitions for you, and our goal is simple: you will fulfil your potential and leave ready for bigger and better opportunities. We will work hard for you, and we ask you to match that effort.

Yeovil College is a safe, supportive and respectful community, and we ask you to contribute positively to it. We are investing heavily in our campus, facilities and technology to give you a 21st-century learning experience. Our £60+m transformation project and Institute of Technology partnership place us at the forefront of further education.

You will learn in inspiring spaces, supported by exceptional staff, and have access to enrichment activities through our Yeovil Edge programme. These experiences will help you stand out when applying for university or employment.

Make the most of every opportunity, work hard and keep progressing. By doing so, you will open doors, create new pathways, and give yourself the best possible future.

Mark Bolton

Principal & CEO, Yeovil College

Supporting Your Success At Yeovil College



A huge welcome to all our new and returning learners, we are excited you've chosen Yeovil College for your next step.

We're here to help you succeed, with everything centred around you:

- Yeovil Edge & Enrichment: boost your skills and experience.
- Inspiring Curriculum: challenge yourself to aim higher.
- Focused Study Programme: your subject, enrichment, English & maths, tutorials, and work experience.
- Expert Teaching Team: industry knowledge to guide your progress.
- Student Support: helping you build confidence, resilience, and overcome challenges.

We set high expectations because we believe in your potential; preparing you for your next step, whether that's university, further study, or your career.

Turn up, get involved, and make the most of every opportunity.

We can't wait to celebrate your success.

Donna Short

Vice Principal, Quality of Education

Introduction from Head of Student Support & Safeguarding



As you continue your journey at Yeovil College, our Student Support team is here for you every step of the way. Whether you need one-to-one guidance or support in small groups, we're here to help you navigate challenges such as grief, loneliness, identity, or personal circumstances, including care experience.

Our aim is simple - to help you overcome barriers, stay engaged in your studies, and make the most of your time at college.

Tina Callow

Head of Student Support Services & Safeguarding / Prevent Lead

CODE OF PROFESSIONAL CONDUCT FOR STUDENTS STUDYING WITH US 2026/27

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. The Code of Professional Conduct sits alongside a range of policies and procedures designed to ensure all learners can be safe and make the most of their time at college.

As a student, 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 programme work.
- Not bring illegal substances and/or alcohol on campus
- Ensure I am prepared to learn by getting enough sleep, by not being under the influence of non-prescription drugs or alcohol.
- I will keep my phone out of sight, on silent, and/or only use it in class if instructed by a lecturer.
- Bring learning materials and equipment to

class, along with notes and resources from previous classes.

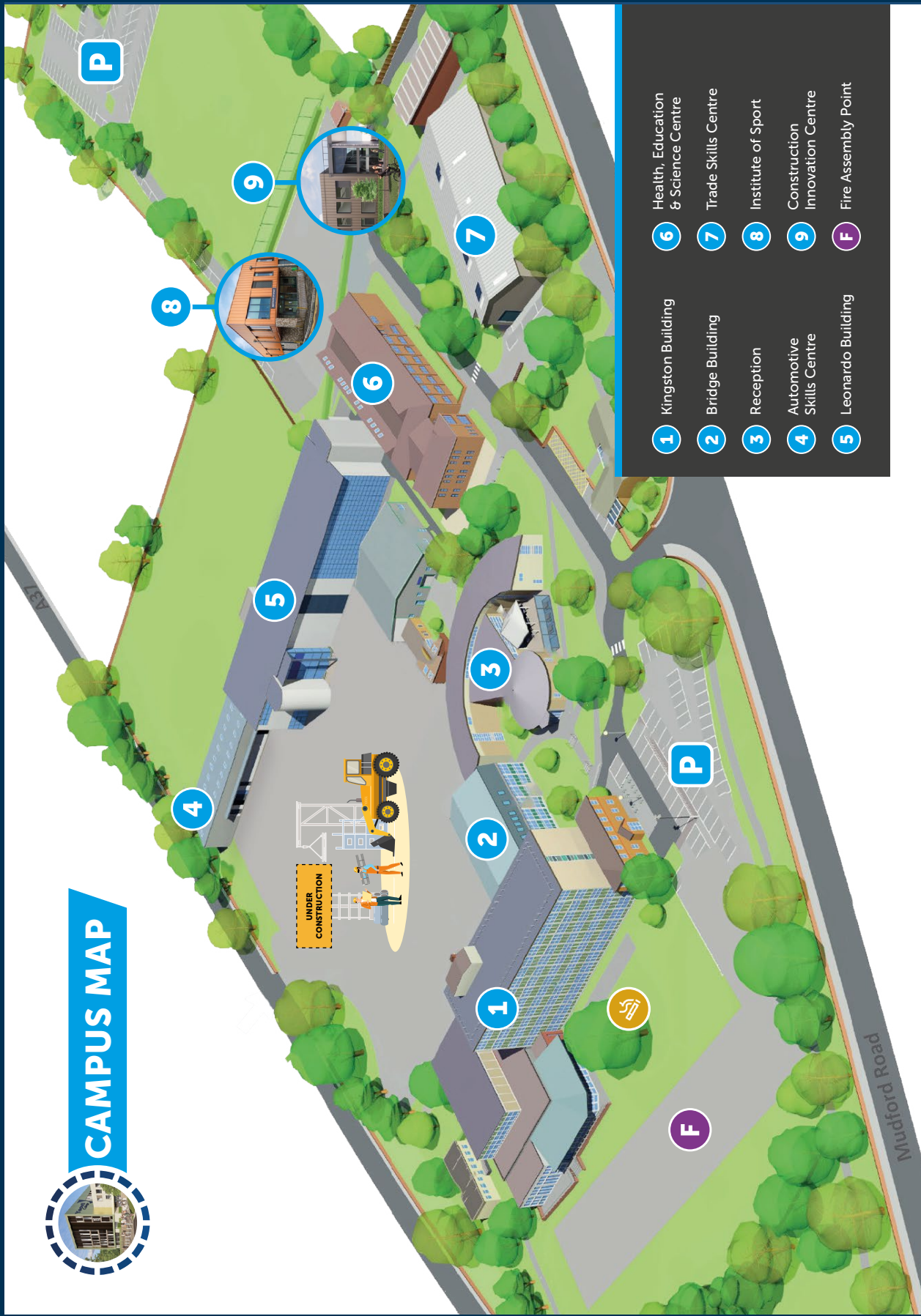
- Make sure my behaviour does not stop others from learning.
- Actively engage with any work experience opportunity within my study programme.
- Work with other students, when asked to do so, and appreciate the contribution other students make in class and social situations.
- Report any absence by phone 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.
- 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 Public Transport.
- 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, and engage with, visiting guests and speakers.
- 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 area.
- Not take part in any illegal activity.
- Not bring the reputation of the College into disrepute.
- 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.
- Dress appropriately when I am in the College, observing appropriate dress code for my subject area in line with future employer expectations.
- 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 ensure that people are not subject to discrimination.
- Work with 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 YC Edge enrichment, social action activities and/or present yourself as a Yeovil College Ambassador or Student Union Rep.
- Value your ideas, opinions and feedback and aim to act upon them - they are especially important to us.
- Communicate regularly with you, particularly around activities and projects, which may impact your time at Yeovil College.
- Act in a professional manner and place your learning and your welfare before everything else.

As a college, 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.

CAMPUS MAP



- 1 Kingston Building
- 2 Bridge Building
- 3 Reception
- 4 Automotive Skills Centre
- 5 Leonardo Building
- 6 Health, Education & Science Centre
- 7 Trade Skills Centre
- 8 Institute of Sport
- 9 Construction Innovation Centre
- F Fire Assembly Point

THE FOOD COURT

Location: Below the Main Hall, Kingston Building

Open: Mon–Fri | 8:30am–3:00pm

Your go-to spot on campus. Whether you're grabbing something between lessons or catching up with friends, the Food Court has you covered.

- Fresh hot and cold meals
- Tasty grab-and-go options
- A range of healthy choices
- Affordable, everyday prices
- Variable menu and regular specials.

From quick snacks to hearty lunches, there's something for every appetite.

Don't forget: lanyards must be shown when purchasing.

DA VINCI RESTAURANT

Location: Behind the Food Court

Open: Mon–Thurs | 8:30am–3:00pm

Looking for something a little different? Step into Da Vinci Restaurant. This is our on-campus restaurant run by Hospitality students.

- Freshly prepared restaurant-style lunches
- Barista-made specialty coffees
- Delicious cakes and sweet treats
- Relaxed space to eat, meet and unwind.

Plus, keep an eye out for themed dining events throughout the year.

Call: 01935 845 341

Email: davinci@yeovil.ac.uk

The App: Pre-order via the Da Vinci app via My Hub






QUICK BITES

In a rush? You'll find vending machines across campus stocked with snacks and drinks, perfect for when you need something fast between lessons.

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 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 on the ground floor in the Kingston building and ask a member of staff at the help desk for more information. Or email: LearningCentre@yeovil.ac.uk
FREE SCHOOL MEALS AND BURSARY	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.
SPECIAL EDUCATIONAL NEEDS DEPARTMENT (SEND)	Speak to your Tutor for a referral or ask the SEND team for more information.	Visit us in A113 or email alsreferral@yeovil.ac.uk
MEDICAL SUPPORT	Call the On Duty First Aider or 999, depending on the urgency.	College First Aider: 07977 453 610
SEXUAL HEALTH ADVICE	Speak to a member of the Student Support team.	If you would like support please speak a member of the Student Support team and we can facilitate a referral to SWISH and provide a safe space for your agreed appointment.

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 use this QR code to complete a form: 
SANITARY PRODUCTS	Available for free from our Student Support Team	To obtain sanitary products please use this QR code to complete a form 
EMOTIONAL SUPPORT	Student Support 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.	Safeguarding Officer: 07973 898 849



**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 have access to support from our pastoral teams and in-house counsellor. Please contact Student Support for more information on how to access this.

To contact the Safeguarding Officer:

Call - 07973 898 849

(The Safeguarding phone is held during term time hours).

Out of hours support:

Somerset Direct: 0300 123 2224

Health Assured: 08000283766

(student log in: MHA078286)

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

SAFEGUARDING

Urgent Safeguarding Concerns

If you have an urgent Safeguarding concern, whether it's about yourself or a friend, 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, 9am – 5pm Fri , 9am – 4:30pm term-time only. If you need support in the holidays signposting is available through MyHub.

If your concern is **NOT** urgent, you can speak to your Tutor or the Student Support team. You can also access signposting to a range of support on MyHub.



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 PCs and study desks where you can work, with full wi-fi access.

The LRC Team are available in the LRC to help and support students with book loans and renewals, subject research, log in issues and password resets, Moodle and O365 guidance, LapSafe queries, and printing. There are also user and resource guides to support you on the LRC Moodle page Course: [Learning Resource Centre \(yeovil.ac.uk\)](https://www.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

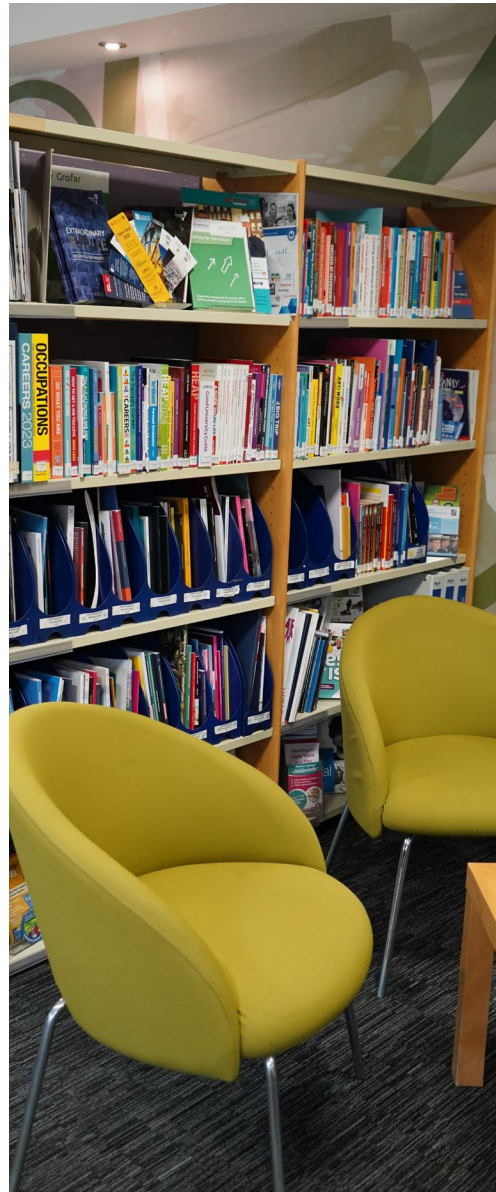
Telephone: 01935 845450

QSA

Quiet Study Area (QSA), 5th floor, Kingston

There are Study and Social Spaces specifically available to HE Students between 8am-5pm.

Room A17 on the ground floor of Kingston is available to all HE Students between 5pm-9pm (Term Time only Tuesday, Wednesday and Thursday).



HIRING DEVICES

Day Laptop Loans

All Learners 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 various locations across college. 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 record will update to show it has been returned.

Terms of loan:

- You will be responsible for laptop replacement if damaged or lost.
- 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) – fines will be incurred should you not do so.

The LRC staff will be happy to help with any Laptop issues.

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.

Additional print credits can be purchased through Wisepay. Please speak to a member of the LRC team if you experience any issues.





REGISTRY, EXAMS & FINANCE

iZone

Visit iZone 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/The Hub.

I.T 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.

Opening times will be clarified on the door to each office.



Scan here for the **Student Support page** for helpful resources.

OUR STUDENT COMMUNITY



You can use MyHub to find out what's happening at the College, but here are the main ways you can get involved and have your say:

Yeovil College Student Union - YCSU

Every student is automatically a member of the Students' Union, however you may want to be a proactive elected officer. Elections for the new officers will be held in October, where all students will have the chance to vote. Contact Student Support if you'd like the chance to be part of the new team. Elected officers will work closely with the college to shape life on campus and develop support and opportunities for all.

You can apply for a role, such as Union President, Finance Officer, Sustainability Officer and Wellbeing & Inclusion officer. Full details of the job descriptions for each position are available on My Hub.

Student Ambassadors

There a range of Students Ambassador opportunities at college, including opportunities to focus on student voice, mental health and social action.

Ambassadors speak for and support their peers and wider community, represent the college, help at events, and proactively support the college community. You can apply to be an ambassador at the start of the year, information on how to do this and the interview process will be on My Hub.

All ambassador roles will support you to develop skills and act as a role model for other students. It also looks great on your CV or UCAS application. Please email **ycedge@yeovil.ac.uk** if you are interested or would like more information.



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 Ambassadors

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

All students will be asked to give us feedback 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 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.



STUDENT LIFE



Join the Gym

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



Nexus Hair & Beauty Salon

Nexus Hair and Beauty Salons are open throughout the week, offering hair, beauty and barbering treatments. Visit us for a full price list and to book an appointment.



Create or Join a Club or Society

Our clubs and societies include Football, ESPORTS, Riders, LGBTQ+, Debating, Reading, Chess and Life (Christian Union). To join, ask a question, or start a new group, contact Student Support at ycedge@yeovil.ac.uk.



Student Voice

Student Voice is a dynamic group of student representatives who work closely with our Enrichment Officer and college leaders to shape and enhance the student experience at Yeovil College.



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.

See our Sport enrichment timetable for information.



CAREERS

Supporting You

The Yeovil College Careers Hub is here to help you Dream Big and Achieve More, offering friendly, practical support as you plan your future. You'll have access to one-to-one guidance, help with CVs and interview preparation, employer events, and opportunities to explore different careers through talks, workshops and real-world experiences.

The Careers and Work Placement Team is always here to support you. Our office is open, welcoming, and easy to access, so you can drop in whenever you need advice, guidance, or a friendly chat about your next steps. You'll also find the Access HE Team here, ready to help you with everything related to university and higher education, from applications to understanding your options. Alongside them is the Apprenticeship Team, who can support you in exploring apprenticeship pathways and finding opportunities that match your skills and goals. Together, we're here to make sure you feel confident, informed, and ready for your future.

Work Experience & Industry Placements

Work experience is an important part of your journey at Yeovil College. Ofsted highlighted that learners benefit from a curriculum that includes employer engagement, work experience and industry-related projects,

giving you a real insight into the workplace and a chance to build the skills employers value.

The Careers and Work Placement Team will help match you with a placement that suits your goals. The team ensures every learner has the chance to try out potential career pathways, develop workplace skills, and gain confidence in a real working environment.

Work experience is planned within your study programme, meaning that when your course requires an industry placement, it is built into your timetable as part of your learning, so you get hands-on experience alongside your classroom study. This ensures work experience isn't an "extra," but a meaningful and supported part of your course.

Your Dedicated Careers & Work Placement Coordinator

Every learner will meet their dedicated Careers and Work Placement Coordinator, who will guide you through securing a placement, preparing for it, and making sure you get the most out of the experience. They are your go-to person for advice, support, and any questions you may have about careers, placements or next steps.



Scan here for the **Student Support MyHub** page for helpful resources

KEY INFORMATION

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 which you can acquire from iZone.

PARKING

Car parking is pay and display, you must have your car registered with the college and pay the fee.

Your car should be registered on enrolment but if you change your car or pass your test during the year, you must inform iZone 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.

The payment options are via the app or payment machines.

Failure to register your vehicle correctly and/or pay for your parking may result in a parking charge.

The parking charge applies from 9am – 4pm, term-time only.

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

USEFUL INFORMATION

ELIGIBLE FOR FREE SCHOOL MEALS?

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 school meals, speak to our iZone Team.

MOODLE

You will have an Office 365 account including Moodle and Teams – this is where your tutors and lecturers will upload resources you need for your study programme.

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

SMOKING /VAPING

We have one smoking shelter, which is located at Stocker's Carpark under the shelter.

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

HEADS UP

This is a weekly update of what is happening in and around college – you can access this yourself on My Hub, 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 26/27

FURTHER EDUCATION TERM DATES

AUTUMN TERM 2026-27

Tuesday 1st September- Friday 23rd October

October Half Term: Monday 26th October- Friday 30th October

Monday 2nd November – Friday 18th December

Christmas Holidays: Monday 21st December- Friday 1st January

SPRING TERM 2026-27

Monday 4th January- Friday 12th February

February Half Term: Monday 15th February to Friday 19th February

Monday 22nd February- Thursday 27th March

Easter Holidays: Monday 29th March- Friday 9th April

SUMMER TERM 2026-27

Monday 12th April- Friday 28th May

May Half Term: Monday 31st May- Friday 4th June

Monday 7th June- Friday 18th June

SUMMER HOLIDAYS

HIGHER EDUCATION TERM DATES

TERM 1

Monday 8 September – Friday 12 September

Year 1 induction/enrolment

Monday 15 September – Friday 24 October

Independent Study Week:
Monday 27 October – Sunday 2 November

Monday 30 October – Friday 8 December

Study Skills Week:
Monday 15 December – Friday 19 December

Christmas Holidays:
Monday 22 December – Sunday 04 January

TERM 2

Monday 05 January – Friday 13 February

Independent Study Week:
Monday 16 February – Sunday 22 February

Monday 23 February – Thursday 2 April

Easter Holidays:
Friday 3 April – Sunday 19 April

TERM 3

Monday 20 April – Friday 22 May

May Half Term:
Monday 25 May – Sunday 31 May

Independent Study Week:
Monday 1 June – Friday 05 June

Monday 1 June – Friday 21 Jun

SUMMER HOLIDAYS

CONTACTS

A LEVELS

Curriculum Area Manager: Matthew Holmes

Lead Tutor: Rachel McAney & Tom Bezant

Office phone number: 01935 423921

AUTOMOTIVE ENGINEERING

Curriculum Area Manager: George Round

Lead Tutor: Leigh Thurston

Office phone number: 01935 423921

BUSINESS

Curriculum Area Manager: Christopher Holman

Lead Tutors: Lisa Bennett / Hollie Allen

Office phone number: 01935 423921

CONSTRUCTION

Curriculum Area Manager: David Little

Lead Tutor: TBC

Office phone number: 01935 423921

CREATIVE DESIGN INDUSTRIES

Curriculum Area Manager: Dave Lefeuve

Lead Tutor: David Little

Office phone number: 01935 845 5390

EARLY YEARS, EDUCATION &

COUNSELLING

Curriculum Area Manager: Abi Pinfield-Wells

Lead Tutor: Jessica House

Office phone number: 01935 423921

ENGINEERING

Curriculum Area Manager: George Round

Lead Tutor: Nigel Machin

Office phone number: 01935 423921

ENGLISH AND MATHS

Study Programme Managers: Nick Akhurst

(Maths) & Vicky Kingham (English)

Office phone number: 01935 423921

FOUNDATION LEARNING /

PROGRESSION PATHWAYS

Curriculum Area Manager: Derrick Goddard

Lead Tutor: Amanda Cleminson

Office phone number: 01935 845 5353

HAIR, BEAUTY AND HOSPITALITY

Curriculum Area Manager:

Catherine Pennells

Lead Tutor: Jenny Workman

Office phone number: 01935 845357

HEALTH, SOCIAL CARE & SOCIAL WORK:

Curriculum Area Manager: Clare Steere

Lead Tutor: Jessica House

Office Phone Number: 01935 423921

IT

Curriculum Area Manager: Peter Moore

Lead Tutor: Alisha Jeffery

Office phone number: 01935 845 5560

SPORT

Curriculum Area Manager: Warren Aplin

Lead Tutor: Chris Bosley

Office phone number: 01935 423921

EXAMS & INVIGILATION

On some courses you might be required to take an exam. 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 stationery 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

THE START OF THE YEAR

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

A: You will receive this once you enroll at College during New Students' 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 Code of Conduct 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 School 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, and multiple vending machines around the college.

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 go to iZone and get a temporary one or a replacement. 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 can get a temporary lanyard from iZone.

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 provide all of 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 iZone@yeovil.ac.uk

CAR, BIKE, PARKING AND BUS INFO

Q: How much does parking cost?

A: Check the parking notices - it is currently £2. Bikes are free to park.

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

A: Yes. Please email izeone@yeovil.ac.uk, and include your new car registration, your name and your ID number.

Q: Where can I park my bicycle?

A: Bicycle bays are located at the HESC building. Please remember to bring a padlock as your bike is your own responsibility.

Q: Where can I park my motorbike / PED?

A: In the Kingston 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 iZone 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 iZone 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/vape on site?

A: You can smoke or vape on campus, but ONLY in the smoking shelter, which is located at Stockers Car Park.

Q: Do you have gender neutral toilets?

A: Yes, in some areas 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?

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. It is important that you check your emails regularly.

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 or email: attendance@yeovil.ac.uk**

POLICIES & PROCEDURES



Please find below some of our 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. 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. Three 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 Support 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 guidance 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.

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 acknowledge 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, please 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](#)

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

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>

VISIT US

Yeovil College, Mudford Road,
Yeovil, Somerset, BA21 4DR

CONNECT



GET IN TOUCH



Call

01935 423921



Contact

iZone@yeovil.ac.uk



Click

www.yeovil.ac.uk