



The Isle of Wight
College

25/26



Student Handbook



**The Isle of Wight
College**

Your Future Starts Here

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Principal's Welcome

It gives me great pleasure to welcome you to the Isle of Wight College.

Firstly, thank you for choosing the Isle of Wight College - the home of further learning and skills.

I am thrilled to welcome you to our vibrant learning community, where your journey towards aspiration and ambition begins. At the Isle of Wight College, we are committed to providing an environment that nurtures your potential, helping you to develop new skills, make significant progress, and achieve great things.

This is a place where your goals are supported, and your dreams are encouraged. Whether you are here to further your education and personal development, learn a trade or industry skills, gain confidence or prepare for university, we believe in your ability to succeed and are dedicated to guiding you every step of the way.

This handbook will provide you with the information you need to make the most of your time with us, whether you are a new or returning student or an apprentice. As you explore the following pages, you will find a whole range of services and support available to you throughout the year including key contacts, careers advice, how you can become more involved in College life and useful dates as a reminder.

Embrace every opportunity, challenge yourself, and remember that you are part of a community that celebrates growth, diversity and excellence. Together, we will make this an unforgettable chapter in your educational journey.

Let's achieve incredible things together.

Best wishes

Ros



**Ros Parker, OBE,
Principal**

Student Exec's



Empowering the Student Voice:

The Role of Student Execs. At the heart of our College community stands a dedicated group of individuals known as the Student Execs—a team of passionate student leaders who work tirelessly to ensure that every student's voice is heard, valued, and acted upon.

We celebrate and deeply appreciate the unwavering commitment and invaluable contributions of the Student Execs, whose efforts have profoundly enriched our College community. The Student Execs are elected representatives who meet regularly to discuss student concerns, propose initiatives, and collaborate with College staff to enhance the student experience. Their role is multifaceted: they are advocates, organisers, communicators, and change-makers.

One of their most significant contributions is amplifying the student voice. They gather feedback from their peers and bring those insights directly to College leadership. Whether it's improving facilities, shaping curriculum decisions, or influencing wellbeing policies, the Student Execs ensure that student perspectives are central to college development.

Beyond advocacy, they also play a key role in building community. The Execs help create a vibrant, inclusive, and supportive environment where everyone feels they belong.

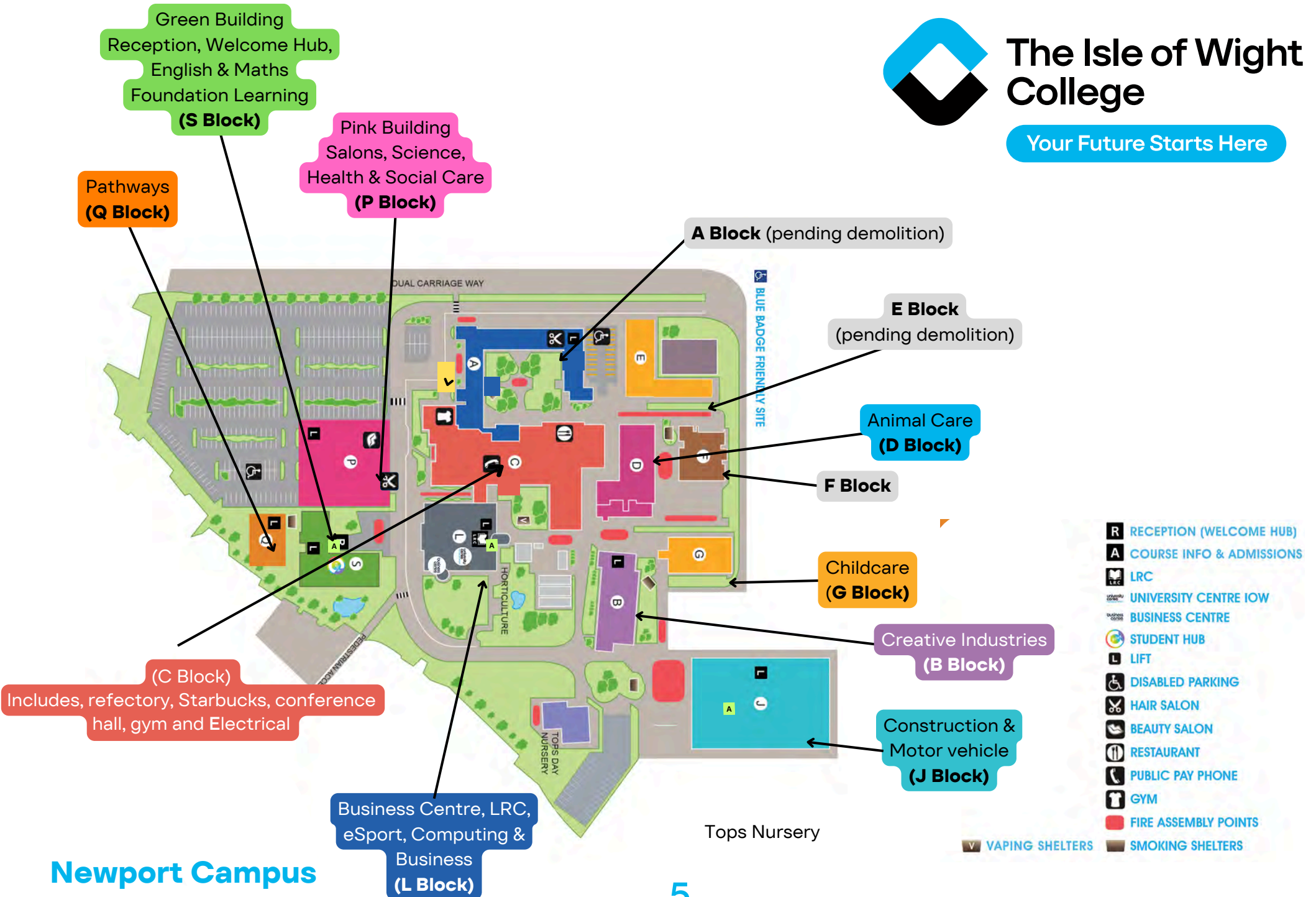
In short, the Student Execs are a vital bridge between students and staff, driving positive change and fostering a culture of collaboration, respect, and empowerment. Their dedication not only improves College life today but also inspires a legacy of leadership and active citizenship for the future.

You can find out more by talking to your Student Engagement Mentors.



The Isle of Wight College

Your Future Starts Here



Newport Campus

Useful Contacts

Name	Direct dial	Email address
IW College Switchboard	01983 526631	info@iwcollege.ac.uk
Absence Line	01983 550720	https://etracker.iwcollege.ac.uk/ActionCentre
Admissions and Course Information	01983 526631	Admissions@iwcollege.ac.uk
Student Financial Support	01983 550833	Studentsupport@iwcollege.ac.uk
Linda Stone Careers Advisor	01983 550601	Linda.stone@iwcollege.ac.uk
Safeguarding Team	01983 550847	Safeguarding@iwcollege.ac.uk
Samantha Rooney Designated Safeguard Lead – Assistant Principal	-	Samantha.rooney@iwcollege.ac.uk
Vicki Egerton Assistant Principal – Curriculum & Skills		vicky.egerton@iwcollege.ac.uk
Susan Churches Head of Student Experience	01983 550709	Susan.churches@iwcollege.ac.uk
Student Engagement Mentors		engagementmentors@iwcollege.ac.uk
Jo Fleming (Coordinator)	01983 550687 / 07808798251	joanne.flemming@iwcollege.ac.uk
Cat Sawkins	01983 550687 /07592587210	catherine.sawkins@iwcollege.ac.uk
Lucy Webster		lucy.webster@iwcollege.ac.uk

Claire Rixon	01983 550594 / 07808798246	Claire.rixon@iwcollege.ac.uk
Sam Whitehead	01983 550594 / 07808798255	samantha.whitehead@iwcollege.ac.uk
Learning Support Team	01983 550811	seniorlsa@iwcollege.ac.uk
Pathways Reception	01983 550615	pathways@iwcollege.ac.uk
CECamm	01983 550800	cecamm@iwcollege.ac.uk
Platform One	01983 537550	info@platformone.org
UKSA	01983 294941	reception@uksa.org
Distance Learning	01983 550784	Distancelearning@iwcollege.ac.uk
Exams Office	01983 550596	Exams@iwcollege.ac.uk
Learning Resource Centre	01983 535201	lrc@iwcollege.ac.uk
Julia Gledhill Apprenticeship Coordinator	01983 550627	apprenticeships@iwcollege.ac.uk
Compliments & Complaints		compliments_complaints@iwcollege.ac.uk
Jane Slade-Whetton Head of Learning Academic Studies - Art & Design	01983 550618	Jane.slade@iwcollege.ac.uk
Dawn Smart Head of Learning Apprenticeships & Vocational	01983 550658	Dawn.smart@iwcollege.ac.uk
Ant Baker Head of Learning English, ESOL and Maths	01983 550644	Ant.baker@iwcollege.ac.uk
Clair Etchell-Johnson Head of Learning Access, Foundation Skills & High Needs	01983 550731	Clair.ej@iwcollege.ac.uk
Donna Rawlinson Head of Learning Adult Skills & Education	01983 552517	donna.rawlinson@iwcollege.ac.uk
Janet Stevens Head of Business & International Development	01983 550681	Janet.stevens@iwcollege.ac.uk

Katie Bellamy Maths	01983 550802	Katie.bellamy@iwcollege.ac.uk
Gary Clough English and ESOL	01983 550619	Gary.clough@iwcollege.ac.uk
Hilary Richardson Designated Safeguard Lead for Adults with Care and Support Needs	01983 550809	Hilary.richardson@iwcollege.ac.uk
Donna Green Operations Manager (CECamm and HE)	01983 550699 / 07592587213	Donna.green@iwcollege.ac.uk
Helen Gibson Hair & Beauty, Sport, Fitness & Business	01983 550690	Helen.gibson@iwcollege.ac.uk
Claire Shortman Creative and Digital Industries	01983 550772	Claire.shortman@iwcollege.ac.uk
Ann-Marie Richards Adults, Childcare, Hospitality, Travel & Tourism	01983 550848	Ann-marie.richards@iwcollege.ac.uk
Vykke Gill Health & Social Care, Forensic, Public Services & Animal Studies	07877536287	Vykke.gill@iwcollege.ac.uk
Isaac Turner Apprenticeships – Engineering, Digital, Childcare and Hair & Beauty	01983 550800	Isaac.turner@iwcollege.ac.uk
Colin Gibbs Apprenticeships – Construction, Motor Vehicle, Health & Social care, Business and Hospitality	01983 550608	Colin.Gibbs@iwcollege.ac.uk
Craig Goldsmith Foundation & 14 - 16 GCSE	01983 550773	Craig.goldsmith@iwcollege.ac.uk
Colin Richardson Traditional Trades – Carpentry, Land, Brickwork, Painting & Decorating	01983 550626	Colin.richardson@iwcollege.ac.uk
Kerri Greateorex Technical Trades, Plumbing, Electrical & Motor Vehicle	01983 5502359	Keri.Greateorex@iwcollege.ac.uk

College Calendar

Term Dates

Academic Year 2025/2026

Autumn Term

Monday 8th September – Thursday 18th December

Half Term

Monday 27th – Friday 31st October

Spring Term (2026)

Monday 5th January – Friday 27th March

Half Term

Monday 16th – Friday 20th February

Summer Term (2026)

Monday 13th April – Friday 3rd July

Half Term

Monday 25th – Friday 29th May

Staff Development Days

Thursday 16th October 2025

Wednesday 3rd December 2025

Friday 19th December 2025

Tuesday 3rd February 2026

Thursday 16th April 2026

Friday 19th June 2026

Thursday 9th July 2026

Open Events

Tuesday 23rd September - Open Evening

Saturday 15th November - Open Day

Saturday 10th January 2025 - Open Day

Saturday 7th March - Open Day

SWOP **DONT DROP**



Don't worry, sometimes the course you choose first won't seem like the right fit.

You can arrange a time to talk with your Engagement Mentor and decide on a way forward, this may even mean swapping your course. We're here for you.



Fill in this simple form to express your interest in swapping your course and changing direction.



SWOP DON'T DROP

Maths & English Incentives

This year, we will continue a points-based incentive scheme designed to reward students for their dedication and work ethic in English and Maths. Each class tutor will assign points to students based on the criteria outlined below. Points will accumulate over time, and the top two students with the highest scores in each class will be rewarded with a prize. Prizes will be issued at the end of each half term.

Points Accumulation

Each tutor will assign points to their students at their discretion. Below is a non-exhaustive list of actions that can earn points:

- Good participation
- Positive attitude towards learning
- Answering questions in class
- Providing peer support

At the end of each half term, the top two students with the highest points will receive a prize.

Prizes Available

Prizes will be awarded on a half-term basis and will include a Gold Award and a Silver Award:

- Gold Award: £5 Starbucks voucher
- Silver Award: Isle of Wight College

Themed Awards

In addition to the regular half-term prizes, there will be special themed awards throughout the year, each winning a £10 Amazon voucher. The themed awards are as follows:

- September - December: Attendance and Punctuality (one for English and one for Maths)
- January - April: Excellent Attitude to Learning Award (one for English and one for Maths)
- May: Most Improved Award (one for English and one for Maths)

For each themed award, tutors will nominate one student and provide a brief explanation for their nomination. Nominated students will receive golden tickets and be entered into a draw. There will be separate draws for Maths and English during each award period, and the winners will receive a prize. All students entered into the draw will also be awarded certificates that include their tutor's reason for nomination.

Travelling to College

You may be eligible for a College Bursary for support towards the costs of traveling to and from college – visit our Financial Support page to find out more.

Here are the travel options available to you for attending College ([main campus](#)):

By car

The College is easily accessible by car via main roads, just off the A3020 dual carriageway. Please note there is a 10mph speed limit within the campus.

Parking

There is ample free parking for those visiting or studying at the College. There are designated car parking bays for 'Blue Badge' holders directly outside the main reception. Visitors are required to register their vehicle on arrival at the Welcome Hub.

By bus

The College campus is easily accessible by bus. From Newport Bus Station take route 1 and ask for the "top of Hunnyhill bus stop" near College. Take the footpath to Medina Way via the underpass; from the underpass turn right and follow directions in to the College main entrance.

Further timetable and fare details, including information about the key smartcard, are available on the Southern Vectis website.

By bike

Many Island cycle paths connect with Newport town Centre and bike shelters are located around the campus. There are changing and shower facilities at both the main campus and CECAMM.

By taxi

There are numerous taxi companies that operate across the Island; visit our 'Travelling to College' web page for further information and contact details. It takes only ten minutes to walk from Newport Town Centre to the College.



Travelling to CECAMM

Located at The Island Technology Park, Whippingham Road, East Cowes.

You may be eligible for a College Bursary for support towards the costs of traveling to and from CECAMM – visit our Financial Support page to find out more.

By bike

It takes approximately 25 minutes to cycle from the College main site to CECAMM. There are bike shelters, changing and shower facilities available on the campus.

On foot

Travel time to walk from the College to CECAMM is approximately 1 hour 20 minutes.

By car

Travel time from College to CECAMM is approximately 15 minutes.

- Turn left on to Medina Way towards town centre.
- Take slip road to Ryde at first set of traffic lights to enter A3054 towards Ryde.
- Passing cemetery, then Medina College both on the left, continue to next roundabout.
- Take first exit at roundabout and continue along A3021 towards East Cowes.
- On passing the Whippingham Heights estate on your right, you will find CECAMM past the next bend on the left-hand side.

Parking

As with the main College campus, ample free parking is available for those visiting or studying at CECAMM. There are a number of dedicated parking spaces for 'Blue badge' holders directly in front of the building entrance, in addition you may safely park anywhere on site.

By bus

CECAMM is easily accessible by bus; The nearest bus stops are Campfield Road (Whippingham Heights) or Barton Lodge. When leaving CECAMM, the safest bus stop to use is Whippingham Forge as it has a larger pavement area and a bus shelter.

Route 4 runs Monday – Saturday, up to every 60 minutes. The route starts at Ryde – Binstead – Wootton – Whippingham – Osborne House – East Cowes.

Route 5 runs Monday – Saturday, up to every 20 minutes. The route starts at Newport – Whippingham – Osborne House – East Cowes.

Further timetable and fare details are available on the Southern Vectis website.

The Student Hub



We understand that students sometimes start college with concerns and potential difficulties.

The team within Student Support is able to give objective and confidential advice about a wide range of issues regardless of whether the problem is related to personal circumstances or college studies.

If the problem is related to housing or finance, benefits, course fees or child care, home or work, transport or employment there is someone here to help you through it.

[Find out about The Student Hub by clicking here.](#)

Careers Advice & Guidance

Our Careers Advice & Guidance team provide information and advice about the many courses we offer.

Careers Programme

The Isle of Wight College has developed a careers programme inline with government guidance. This guidance is in accordance with the Gatsby benchmarks.

Careers Senior Leader

Samantha Rooney, Assistant Principal & Careers Leader

Careers Policy

Click here to view the college's [Careers Policy](#)

Careers Advice

If you are not a college student and want general careers advice please contact the National Careers Service, telephone 0800 100 900.

If you have queries about careers advice at college please email careers@iwcollege.ac.uk. We will reply as soon as possible.

Student ID Card

Your tutor will arrange for you to receive your 'smart' Student ID Card.

Your Student ID card can be used for:

- Cashless payments in The Courtyard Café
- Entry into buildings with door control
- CECAMM for entry into those areas that have door access control

If you are entitled to free college meals, your Student ID card can be used to access these.

You will be able to add money to your card to spend in the college catering outlets from a secure web portal found at:

<https://monitor.iwcollege.ac.uk/mymonitor>

You can also get your parents, or other family members, to sign up in the web portal and they can top up your cashless catering account for you.

**PLEASE REMEMBER TO WEAR YOUR ID CARD
WHENEVER YOU ARE IN COLLEGE!**

As a student, you can also sign-up for a Totum card:

MAKE YOUR MONEY GO FURTHER

TOTUM Powered by **PLUS extra**

913584 3567 1239 3423
Hailey M Tshuma
National Union of Students
exp: 09/09/19

Big discounts on everything from Amazon to Zavvi

Go to **totum.com** to get your card now

Partners and discounts:

- co 10% OFF
- Microsoft OFFERS & DISCOUNTS
- ASOS 10% OFF
- Endsleigh 10% OFF GADGET COVER
- national express 20% OFF
- Go Ape 10% OFF ONLY £25 PER STUDENT
- 16-25 Railcard 12% OFF
- Gourmet Society UP TO 50% OFF
- Las IGUANAS UP TO 40% OFF
- ODEON 25% OFF STUDENT TICKET PRICE
- Domino's 25% OFF ONLINE
- zavvi 10% OFF

@wearetotum

Download on the App Store | GET IT ON Google Play

College Facilities

Click an area for more information



The Refectory



The Gym



Beauty Salons



The LRC



The Business Centre



The Isle of Wight
College Restaurant



Hair Salons

Student Voice

Your voice shapes what we do. We listen to students regularly and act on what we hear. We do this through our Student Exec course and group representatives, focus groups, surveys, and College-wide Learner Voice groups

How we collect your views?

- **Student Executive (Student Exec)**

A diverse, student-led team representing the whole college. Members are nominated by Teaching & Learning Managers (TLMs) and selected through interviews. The Exec meets regularly with senior leaders to raise issues, co-design solutions, and track progress.

- **Focus Groups & Student Voice**

Small, facilitated discussions to explore what's working and what isn't, from study spaces to wellbeing support. Our annual Student Voice Audit (with Unloc) turns these conversations into a practical improvement plan.

How your feedback leads to change

- **Listen** – We gather views through the channels above.
- **Analyse** – Themes and priorities are identified by Student Engagement Mentors, and the Student Exec.
- **Act** – Actions are agreed with college leaders, with owners and timelines.
- **Report back** – We publish “You Said, We Did” updates on noticeboards, the Canvas and student channels so you can see what changed and what's in progress.

Get involved

- **Try a Changemaker Workshop** – High-energy, skills-based sessions that introduce leadership and the Student Exec programme.
- **Stand for the Student Exec** – Put yourself forward (or ask your TLM to nominate you).
- **Be a Rep** – Represent your class or group and make a tangible difference.
- **Join a Focus Group** – Share detailed feedback on specific topics.
- **Student Engagement Mentors** are on hand to help you get involved.

All feedback is handled respectfully and, where appropriate, confidentially. Your voice matters; whether you speak up in a workshop, through your rep, every comment helps us improve teaching, support, and College life for everyone.

College Charter

Students will:

You and Your College; our shared values

Care about yourself, other and the environment

- Treat everyone with respect, regardless of differences and expect the same in return.
- Stand up to bullying. Report to a member of staff quickly. Tell us if you are worried about your safety or that of others e.g. online, outside or inside College. This will be treated as confidentially as possible.
- Help maintain the College environment by placing rubbish in the bins, recycling where possible and smoking/vaping in designated areas.
- Respect the personal space of other students and staff.

Be ready to learn and do your best

- Attend on time and tell us if you know that you are going to be absent.
- Go to classes with the right equipment and appropriately dressed.
- Always wear your lanyard when on College site.
- Complete all your work to the best of your ability.
- Work with us to ensure you succeed in your studies and tell us if things are not going well, so we can support you.

Respect your College community

- Follow College expectations at all times.
- While in learning sessions, do not eat and only use your mobile phone if directed to do so.
- Take part in lessons and avoid inappropriate or disruptive behaviour.
- Do not engage in any activity that would damage the College's good reputation.
- Bring nothing into College that could harm another person. Do not bring in anything that breaches Health & Safety breaches and no drugs or alcohol.

The College will:

Provide you with a high-quality learning experience

- Deal promptly and fairly with any concerns you may have.
- Deliver high-quality, work related, teaching and learning.
- Keep the College a safe and welcoming place.
- Provide high-quality learning resources, in classrooms and online.
- Ensure you know how you will be assessed and give you timely feedback to improve your work.

Treat you fairly and meet your needs

- Consider any specific needs you may have and respond with adaptations where appropriate.
- Listen to you.
- Deal with any concerns we have about behaviour or conduct fairly.
- Ask for your views about the College and as a result, tell you what we have done.

Encourage you to succeed

- Help you choose the right programme for you.
- Challenge you to raise your expectations and achieve your goals.
- Help you explore options for future work or study to have a fulfilling career and life.
- Develop your skills for work and life.

Student Success

Eight Habits of Highly Effective Students

As a student, building good habits helps you succeed and enjoy your time here at The Isle of Wight College. The following list of eight habits has been agreed by the student execs.

- 1. Concentration**
- 2. Perseverance**
- 3. Time Management**
- 4. Creativity**
- 5. Cooperation**
- 6. Enjoyment of Learning**
- 7. Self-Improvement**
- 8. Learner Voice**

Why these are important

Concentration and perseverance help you stay focused and push through challenges. Time management keeps you organised, while creativity makes learning more fun and engaging. Cooperation is key for working well with others, and enjoying learning keeps you motivated. Self-improvement helps you grow, and using your learner voice means your ideas and opinions shape your experience.



Attendance

Attendance at college is really important. **It is expected that you will attend all timetabled classes and activities associated with your qualification, including English and Maths lessons (where applicable).**

The qualification you are studying will have an attendance requirement. If you are unwell and cannot attend, or are running late for College you must inform your tutors as soon as possible. eNotify is our preferred method for you or your parents/carers to notify the College of your absence.

If you are in receipt of a College bursary, not attending college will adversely affect this - you will lose money.

If you have a smart phone:

eNotify is a mobile phone app which you can download to your phone. Once you have the app you will be able to simply press a button to let the college know the reason for your absence.



The app is available for Windows, Apple and Android phones:

- Go to your App Store and install the eNotify FREE app.
- Select if you are a student or a parent/carer of a student.
- Enter your email address (the one you used on your application form).
- When asked to choose your school/College select 'Isle of Wight'.
- You will then receive a verification code number to that email address.
- Enter the verification code when requested.
- Press 'Validate', click on your name, this takes you to 'Raise a Notification'.
- Select the appropriate reason for your absence, click 'Submit'.
- You will then be asked to confirm if it is **okay**, or **cancel**.
- Select as appropriate. Clicking okay will automatically notify staff linked to you.

If you don't have a smartphone:

- Visit the website at <http://enotifystudent.vlesupport.co.uk> and click on **I am a student. For help click here.**
- You can also email your tutor directly.

English & Maths

Our mission is to ensure that every learner makes positive progress, whether that means achieving a GCSE grade 4 or making a single grade jump. If you didn't get a grade 4 or higher in GCSE English or Maths at school, our dedicated College staff are here to support you.

Many employers and higher education establishments require candidates to have a good level of English and Maths. We are committed to helping you achieve the grades needed to support your future goals.

English and Maths also play a crucial role in everyday life skills, such as calculating tax, writing job applications, and communicating effectively in job interviews. These subjects build confidence and are integral to both adult life and future careers. They are used in many areas of work and life, which is why the College values them so highly.

We are here to support your success.

Student Behaviour

College is an adult, professional environment and student behaviour at College is very good - students are tolerant and friendly towards each other.

The College will initiate the final stage of its discipline process if any student has participated

in or is found with the following:

1. Illegal drugs/alcohol

Possession, use, selling, being under the influence of drugs or alcohol, or being in possession of them, or equipment associated with their use while on the College campus or while participating in activities organised by the College, wherever these might be.

2. Bullying

Physical, sexual violence and harassment and online.

3. Health and safety

Not complying with instructions, messing about, negligence.

4. Cumulative or excessive abusive language or behaviour

There is a clear Positive Behaviour Policy at The Isle of Wight College, which is available to view [here](#).

Substance misuse (drugs, legal highs and alcohol)

The Isle of Wight College will not tolerate the use or sale of drugs (behaviour, mood or mind changing), including alcohol, either by students, visitors or staff on the College campus. This includes participating in activities run by the College while under the influence of drugs or alcohol consumed prior to coming into College.

The College reserves the right to involve the necessary authorities in the enforcement of its expectations relating to behaviour and conduct. This may include a range of detection methods that are deemed to be appropriate by either the College or authorities.

Smoking & Vaping

College statement on smoking & vaping:

- Smoking & vaping on campus is **ONLY** permitted in the designated shelters.
- Student, staff and visitors are asked to only smoke or vape in the designated areas, as shown on the campus map.
- If you try and smoke or vape elsewhere on campus you will be asked to move to one of the designated areas.
- Smoking or vaping outside a designated area may become a disciplinary issue.
- Only those of legal smoking and vaping age are permitted to smoke.

Bullying, Peer on Peer Abuse and Harassment

The Isle of Wight College does not accept any form of bullying, online bullying and harassment. At the college we wish to maintain a learning community where everyone is respected and valued. All students have the right to enjoy their learning and leisure time free from any form of bullying or harassment. No one should have to tolerate bullying because it hinders learning and is harmful.

The college will not tolerate bullying or harassment even if it was not intended to hurt. We have policies and procedures for dealing with bullying, which have been developed with students, and it is important that you are aware of these.

What is bullying?

Bullying can be defined as the use of passive or active aggression with the intention of hurting another person. It results in pain and distress to the victim and can have far reaching effects on a person and can hinder their ability to learn and achieve. Bullying may be an isolated incident or occur over a period of time. This means that any unkind action or comment is a form of bullying. Students should support each other and report all incidents of bullying.

Bullying may include the following behaviours or actions:

- **Emotional:** Being unfriendly, excluding, ignoring, tormenting (e.g. threatening gestures, unpleasant comments on appearance, stealing, hiding or damaging property)
- **Physical:** Pushing, kicking, hitting, fighting, punching or any use of violence
- **Racist:** Racial taunts, graffiti, gestures, comments on faith or belief
- **Harmful Sexual Behaviour:** Unwanted physical contact or sexually abusive comments in any form
- **Verbal:** Name calling, gossiping, spreading rumours, teasing and mimicking
- **Cyber:** All areas of the internet, such as Artificial Intelligence (AI) email, social networking and chat room misuse, mobile phone threats by text messages and calls, misuse of technology (e.g. camera and video facilities)

The College takes all allegations and incidents of bullying seriously. When bullying is reported it will be dealt with swiftly, firmly and in an appropriate manner to ensure that:

- The bullying stops.
- The student who has been bullied feels confident that the matter has been dealt with appropriately, and where possible the individuals involved are reconciled.
- If appropriate, guidance is offered to the bully to help them change their behaviour.

In serious cases that involve assault, cyber-bullying or persistent bullying outside the jurisdiction of the college, the police may be contacted by the college.

Need more information?

Our policies and procedures are available on the college website for you to access. In particular if you are concerned that you, or someone you know is being bullied, we urge you to talk to your tutor or Student Engagement Mentor. They can be contacted on tel. 550687 or by emailing student.mentor@iwcollege.ac.uk

Students with learning difficulties and/or disabilities (SLDD)

Some students with learning difficulties and/or disabilities may be especially vulnerable to bullying. Students and adults with care and support needs who have difficulties communicating will be given the chance to express themselves to a member of staff with appropriate communication skills and/or be provided with an advocate.



Student Governors



Students can apply to be a student governor on the College's governing body (known as the Corporation). The role of student governor is both an important and responsible one; it is your chance to play a very active role in the College and to be involved in key decision making.

Usually, two or three student governors are appointed each year, who attend five Corporation meetings, plus a number of other governor events. You will also be asked to serve on a termly sub-committee. At the Corporation meetings, you will be able to put forward your views. The College exists for its students and the views of its students are important to ensure that their best interests are reflected in the decisions made. Each student governor will receive an induction from a member of the College senior management team and be allocated a mentor who is a member of the Corporation.

Becoming a student governor is a very valuable experience which should enhance any university application or (employment) CV. However, a student governor will have to balance these responsibilities as a governor with ensuring they continue to work hard in their studies.

What the student governors are expected to do:

- Attend induction and other student governor support sessions
- Read committee papers and reports, treating them as confidential
- Attend meetings and develop meeting skills
- Participate, contribute, be positive, constructive and willing to consider new ideas
- Ensure you are not distracted from your studies

Feedback from a previous student governor:

"I enjoyed being a student governor as it was not only a fresh experience to complement my course, but greatly enhanced my appreciation for the practices used across the college - as I understood the process and decisions behind them. It was also a good demonstration of proper conduct in a formal environment, which I'm sure will help me later in my career."

The responsibilities of the Corporation are to:

- Determine the educational character and mission of the college
- Ensure that the College fulfills its mission
- Ensure the College is financially solvent and its assets are safeguarded
- Approve annual budgets
- Oversee the employment of senior post holders and review and approve the framework for the pay and conditions of service for all other staff
- All governors have individual and collective responsibilities both to the Corporation and the College.
- Governors should support and share responsibility for decisions taken collectively at formal meetings and respect the Governor's Code of Conduct.

Find out more by talking to your tutor or contacting:

Stephanie Taylor, Director of Governance
stephanie.taylor@iwcollege.ac.uk



Staying Safe at College

The Isle of Wight College constantly works towards improving the health, safety and wellbeing of the whole College community. In order to achieve this the college has a dedicated Health and Safety department. We also work with other different agencies.

- While driving on and off the campus all students must abide by the speed limit of 10mph – those driving recklessly will be challenged and could face disciplinary action.
- The Isle of Wight College has CCTV and records images for the purpose of health and safety.
- The college carries out various emergency safety drills. Students will take part in safety drills across the site.

During your time at College you may experience issues that you need help with. In the first instance, you should contact your tutor, student engagement coaches or the safeguarding team.

The College can offer you support if you experience:

- Poor mental health and wellbeing
- Harassment, bullying, including bullying on-line Drug or alcohol issues
- Any form of abuse
- Personal issues, concerns or barriers to learning

The college provides:

- Signposting – If we can't help, someone outside of the college can
- Support about staying safe online
- Awareness events throughout the academic year with information stands and guest speakers
- A safe and inclusive environment for learning

Student Engagement Mentors



Jo Flemming
07808 798 251



Sam Whitehead
01983 550 850



Catherine Sawkins
07788 317 575



Claire Rixon
07808 798 246



Lucy Webster

Staying safe and being safe online

'Being Safe and Feeling Safe' includes staying safe online.

Here are some useful resources to help you stay safe online:

- [cyberaware](#) is the UK government's guidance on how to follow their six top tips for staying safe online.
- [thinkuknow.co.uk](#) is from National Crime Agency - CEOP, which has advice about staying safe when on a phone, tablet or computer.
- [saferinternet.org.uk](#) includes tips, advice, guides and resources for non-experts to help keep safe online.
- [childline.org.uk](#) is a great resource to help you keep safe, and what to do when things go wrong. Some of the topics covered are tips to staying safe online, keeping your information secure, and how to spot fake news.
- [ceop.police.uk](#) is for safely and securely reporting online sexual abuse, whether you have been the victim of online sexual abuse or you're worried this is happening to someone that you know.
- [reportharmfulcontent.com](#) guides you through reporting and removing harmful material from social media.

Don't forget, if you are experiencing general anxiety, depression or other mental health worries and would like advice or support, the Student Engagement team will guide you in the right direction:
engagementmentors@iwcollege.ac.uk

TALK CAMPUS

The Isle of Wight College also has a wellbeing and mental health support app called Talk Campus. We are encouraging all students to download this as you never know when you might need some extra support. TalkCampus offers instant, anonymous, 24/7 support.

Connect with a supportive student community by signing up using your student email at talkcampus.io/sign-up.

More information can be found on our web page (click below).



Safeguarding

Safeguarding Team:

01983 550847

Safeguarding@iwcollege.ac.uk

At College, we want everyone to feel safe, supported, and respected. That's why there are rules and guidance in place to protect young people under 18 and adults in care or adults who might need extra help.

Everyone at College—governors, staff, and students—has a part to play in keeping each other safe and making sure no one experiences harm or abuse.

While serious incidents are rare, we know that anyone under 18 or adults in care or adults who might need extra help, should be protected—whether at home, in College, at work, or anywhere else.

If you're ever worried about your safety or someone else's, please don't keep it to yourself. You can talk to a Student Engagement Mentor, one of the Safeguarding Leads, or any member of staff. We're here to listen and help.

Key safeguarding contacts:

Your Designated Safeguarding Lead



Samantha Rooney

Your Designated Safeguarding Team



Tom Bulpit
01983 550847



James Butchers
07788 317 575



Jo Eccleston Todd
07592 587 195



Susan Churches
01983 550709

Prevent Duty

The College has a legal duty to protect students from being drawn into terrorism and being exposed to extremist views. We do this in a number of ways: talking to you about it in sessions; holding information, events during the year and providing you with online information and resources and displays around the College. If you are concerned about you or your friends being radicalised or feel you are at risk of being drawn into terrorism or extremist views, talk to a member of staff who will be happy to help.

Fundamental British Values

The college supports and promotes the concept of fundamental British values. We believe that these values are not just British, they are human rights important to everyone. [These are:](#)

- Democracy
- The rule of law
- Individual liberty
- Mutual respect for and tolerance of those with different faiths and beliefs

Run, Hide and Tell (Lockdown Drills)

- During your time at College, you can expect to be involved in our run, hide, tell training drills
- You will hear announcements over our intercom system and will be instructed on what to do
- This is to ensure that in the event of a serious threat situation, you are able to stay calm, safe and feel prepared

[Childline](#) is there to help anyone under 19 in the UK with any issue they're going through. You can talk about anything. Whether it's something big or small, our trained counsellors are here to support you. Childline is free, confidential and available any time, day or night. 0800 111

[NSPCC](#)

The NSPCC works with schools and colleges up and down the country through their Speak Out Stay Safe programme, helping children to keep themselves safe. Their projects such as 'Together for Childhood' help children who've experienced abuse, support parents, and work to transform the way communities come together to prevent child cruelty.

Financial Information FAQs



You can find the most up to date information about this online, [here](#).

What to do in an emergency

What to do when the fire alarm sounds:

- Upon hearing the alarm, please exit the building by the **safest route**, don't stop to collect personal belongings
- If evacuating via stairs, descend on the right-hand side
- Please evacuate in a quiet orderly manner. **Do not run!**
- Once you have left the building, gather in the designated assembly area.
- Stay in the assembly area until given the all clear
- **NEVER re-enter buildings** while the alarm is sounding
- Once the alarm is silenced, you may resume your previous activity or return to the classroom **ONLY** when directed by a designated fire officer
- Alternatively, in the event of a real fire a College member of staff will provide appropriate instructions which will be based on **KEEPING YOU SAFE!**

What to do when the lockdown alarm sounds:

- Stay inside the building in alarm unless advised not to. If outside of the building run to another building if safe to do so, if not hide
- Go to a hiding place, such as a room. Don't hide in a corridor
- If the hiding place has blinds close them
- Turn off all lights
- Lock the door if able, or barricade the way in
- Hide out of site away from the door
- If you have a mobile phone, turn it to silent
- Stay still and quiet
- Stay put until the all clear alarm is activated

How to get first aid

The College is never open without first aiders being on campus. If first aid is required, please inform your tutor or a member of staff as soon as possible. All incidents must be reported to a member of staff. You can also scan the QR code on the Health and Safety boards to report an accident.

Risk Assessments

- A risk assessment details all the potential hazards and safety considerations attached to an activity.
- There are risk assessments for all the things you do during your course, from using the computers to going on a day trip. Your tutor may ask you to help write a risk assessment for your area.
- Sometimes, there are also safe working practices or 'safe systems of work' which detail how to work safely in a particular environment.
- It is important you know about the risk assessments for your course because YOU must provide a signature or similar to say you agree to the controls and safe systems of work.
- Please see page 33 for more information if you have mobility difficulties.

[Copies of all the college's health and safety policies can be found on the College website.](#)

General Site Safety

- The college has a car park for students. This is close to the main College entrance by the Pink building. This is the only car park students should use.
- This has additional parking areas for motor bikes and scooters. Scooters and bikes cannot be driven through the site past the college car park
- The College has a 10mph rule for all motorists
- Please drive safely for all our users
- The College has CCTV on site for monitoring and for your protection.
- If you have mobility difficulties, or find it difficult to hear an emergency alarm let your tutor know. They will carry out a Personal Emergency Evacuation plan (PEEP) with you so that in the event of an emergency you are able to get to a place of safety
- If you have a medical condition or disability please declare this to us, so that we can support you while at College
- The College has designated smoking shelters and a separate vaping shelter. Smoking is not permitted elsewhere on the site
- To support those with serious allergens our Refectory does not sell nuts. Those with food allergies are advised to check with our catering staff who can provide an ingredients list when asked
- Some areas of study will require you to wear Personal Protection Equipment (PPE) please adhere to any request for the need of PPE and look after your health

Equality, Diversity & Inclusion

The Isle of Wight College is committed to providing equality of opportunity for all.

EQUALITY, DIVERSITY AND INCLUSION

At The Isle of Wight College we pride ourselves on being a warm, diverse and inclusive College where everyone is supported to grow, develop and flourish and you, our students, are at the heart of everything that we do.

Everyone is championed to be their authentic selves, respected and valued as individuals and with the ability to express themselves freely so that ideas can come to life and your passion, whatever that may be, can become your future.

Our Equality and Diversity Policy is a core part of College life. The aim is to create an environment in which people treat each other with mutual respect regardless of their protected characteristic:

- Age
- Disability
- Gender reassignment
- Marriage/civil partnership
- Pregnancy/maternity
- Maternity
- Race
- Religion/belief
- Sex or sexual orientation

Being at College may be different from your previous place of learning. You will come into contact with people with a broad and diverse range of backgrounds and with skills that are different to yours. You may also look, talk, believe in things and dress in a way that looks 'different' to others around you.

We all want to be respected for who we are. Part of College life is about understanding and respecting the different views, opinions and choices of those around us. Embracing the diversity of those around us will provide positive opportunities to widen our knowledge of different cultures, faiths, lifestyles and abilities.

We expect our staff and students to work together to make sure that everyone here is supported to achieve their own potential without experiencing fear, bullying, harassment or discrimination because of who they are.

You will see and hear people talk about our 'Equality and Diversity' policies. These policies are where we have written down in detail 'the code' that sets out how we expect people to treat you, and you to treat others. You can find the full policy here.

Students with disabilities

We're here to help every student succeed, no matter their background or support needs. If you have a disability, we'll do everything we can to make sure you're treated fairly and have what you need to thrive at College.

Our staff and governors take this seriously. We follow the Equality Act 2010 and will make reasonable adjustments to remove any barriers you might face.

If you have any concerns or need support, speak to your tutor or Student Engagement Mentor—they'll connect you with the right people and services.

Getting around campus for students with mobility difficulties

Most areas of the main College site are accessible to students with mobility difficulties and the gym has specialist equipment for wheelchair users.

Please see iwcollege.ac.uk for further information.

Personal Emergency Evacuation Plan (PEEP)

If you are a student with mobility difficulties, your tutor will agree a PEEP with you. This is a personal plan developed with you that details how you will safely leave your building in the event of fire. This will be set up as part of your induction programme.

There is an Additional Learning Support service (ALS) that can provide accessible equipment, support in class, exam support and adaptations as needed to ensure access and progress on your programme. You can contact the team on SeniorLSA@iwcollege.ac.uk 01983 550811



Using College Computers

> You can find helpful Study Information and IT guides [here](#)

- College computers and computer systems are for educational use.
- When you use a college computer you must always respect the IT Acceptable Use Policy (you might hear this referred to as the 'AUP').
- The policy applies to all students and staff.

What is acceptable use?

The computers are here to help you with your studies. You can use the internet, email and software provided by the College so that you can complete your projects and College work. As well as College computers, you can connect to wi-fi using your laptop, iPad or other mobile device.

The College uses web filtering to block unacceptable websites (e.g. malware, pornography, etc). The filtering system records all attempts to access inappropriate material and the College will take action against students who break the IT Acceptable Use Policy.

What is unacceptable use?

- Owning or looking at things on the computer that are illegal, racist, pornographic, violent, obscene or offensive.
- Introducing viruses, sending abusive messages or damaging College property.
- Hacking, or trying to break security measures.
- Using the computers for commercial activity without agreement from the Head of IT.

Did you know that all computer files are
College property?

College staff can check your files
if they have good reason to.

We also ask you not to:

- Download or upload software to College computers
- Change settings on College computers (other than accessibility settings).
- Waste College resources by using a computer when you do not need to (such as playing online games)
- Disturb other computer users who are studying
- To access your computer account, the College will give you a username and a password. You must not give these to any other person - either another student or someone outside the college
- You must not use another person's computer account
- The College keeps a record of all Internet use and can look at what sites you have visited
- You are responsible for all uses of your computer account and any Internet sites accessed through your account

What will happen if I do not respect the policy?

- The College can block your account for a period of time.
- The College can close your account
- In serious cases, the college will take measures against you in line with the Student Disciplinary Procedure
- If your actions are illegal (if you damage college property or the property of others) the College can refer you to the Police or take legal action
- A full copy of the Isle of Wight College's Acceptable Use Policy for Information Technology is available on request



You and Your Data

GDPR (General Data Protection Regulations)

The Isle of Wight College needs to hold and process personal data relating to all its students. It does this in order to provide support and guidance to students, monitor their academic progress and keep relevant, accurate, up-to-date records.

We hold financial, sponsorship and fees data so that we can invoice students correctly and record payments; information on health and disability so that we can properly support students; academic information so we can track progress and provide appropriate learning and teaching support and opportunities; and many other categories of information in order to run the College, to help and support students and fulfil our legal obligations.

In addition, the College needs to hold and process personal data relating to those seeking to become students (prospective students and applicants). This is in order to support and guide prospective students, assess their academic suitability to enrol on a course, and facilitate the admission process. This may include assessing their fee status and, for international students, arranging the CAS number used in visa applications. We also hold data on prospective students' socio-economic and family background to support the College's mission to widen access to education.

The College takes the security and integrity of all the personal data it holds very seriously. We have an Information Security Policy and staff are trained in Data Protection. We do not release information about students to any third parties outside the College unless we have a legal obligation to do so, in very specific and limited circumstances or in very serious emergency situations.

The handling of personal data is controlled by the General Data Protection Regulation (GDPR) and associated legislation. The College is obliged to make available fuller details of your legal rights under this legislation, including how and why we are processing your personal data. This is achieved through the College's Privacy Notice which is available on the College [‘Policies & Legal’](#) web page. General information on Data Protection law is available from the Information Commissioner's Office at <https://ico.org.uk>.