



The Isle of Wight College

Your Future Starts Here



Student Handbook

26/27

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Principal's Welcome

I am delighted to welcome both our new and returning students to The Isle of Wight College.

As you begin or continue your journey with us, I want you to know that the College is far more than a place of learning. Our College is a community where ambitions are nurtured, aspirations are encouraged, and opportunities are created. Whether your goal is to progress into employment, develop your career, or continue into higher education, we are committed to helping you gain the skills, knowledge, and confidence you need to take your next step successfully.



Fidelma Washington,
Principal & CEO

From the moment you join us, you become part of our College community. We are proud of the inclusive, supportive, and welcoming environment we have created, and we want every student to feel valued, respected and empowered to achieve their potential. Throughout your time here, our staff will be on hand to guide, encourage and support you on your journey.

I would encourage you to take some time to read the Student Handbook. It contains a wealth of useful information about college life, the services available to you, how you can become more involved as a student and the wide range of support we provide to help you succeed both academically and personally.

Your future starts with the choices you make today—believe in your potential, embrace every opportunity, and never underestimate what you can achieve.

Fidelma

Student Executives



We're your Student Executives, and we're excited to welcome you to our College community. We are here to represent your views, share your ideas, and help make College life the best it can be.

We encourage you to get involved, make the most of the opportunities available, and have your voice heard. If you're interested in developing leadership skills, meeting new people, and making a positive difference, why not consider becoming a Student Executive yourself?

To find out more, speak to one of our Student Engagement Mentors.

Engagementmentors@iwcollege.ac.uk

Welcome to The Isle of Wight College. We can't wait to see what you'll achieve!



About us



Founded in 1951, we have been helping Island learners achieve their goals for more than 70 years. Based in Newport, the Isle of Wight College has grown alongside the local community and continues to provide high-quality education, training and career opportunities. Whether you're taking your first step after school, developing new skills for work, or planning your next career move, we're here to support you every step of the way.

Today, we offer a wide range of courses and apprenticeships designed to help students of all ages succeed. Our curriculum includes subjects such as **Business, Computing and Digital Technologies, Engineering, Health & Social Care, Hospitality & Catering, Animal Care, Media Production, Performing Arts, Sport and Travel & Tourism**. We also support adult learners through GCSEs, Functional Skills, Access to Higher Education programmes and Higher Education courses, providing flexible opportunities to gain qualifications, retrain, progress to university or advance in a chosen career.



We're also looking ahead to an exciting future, with a major new development due to open in October 2027. The new building will feature a welcoming new entrance, modern teaching spaces, flexible classrooms, industry-standard training kitchens and a public training restaurant. Alongside specialist facilities for subjects including performing arts, hospitality and travel & tourism, the development will provide inspiring, real-world learning environments that reflect modern industry standards. Designed with sustainability at its heart, the new facility will help ensure we continue to offer an outstanding learning experience for current and future generations of students.

Your First Weeks

Starting Your Journey at College

The first few weeks of term are designed to help you settle in, meet new people, and get ready for success on your course. During **Enrolment Week**, you'll complete your registration, receive important information, and make sure everything is in place for the year ahead. You'll then take part in our **Connect2College** activities, which are a great opportunity to get to know fellow students, explore the campus, and learn about the support services available to you. Your tutors will provide key **course information**, including what you'll be studying, expectations, timetables, and assessment details. You'll also begin a range of **course activities** that will introduce you to your subject area, help you develop new skills, and build your confidence for the year ahead. We encourage you to get involved, ask questions, and make the most of these important first weeks.

Key Contacts

Name	Direct Dial	Email Address
IW College Switchboard	01983 526631	info@iwcollege.ac.uk
Absence Line	01983 550720	Absence Line
Safeguarding Team	01983 550847	Safeguarding@iwcollege.ac.uk
Student Engagement Mentors	01983 550687	engagementmentors@iwcollege.ac.uk
Inclusion Team	01983 550811	Inclusionteam@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
Exams Office	01983 550596	Exams@iwcollege.ac.uk
Learning Resource Centre	01983 535201	lrc@iwcollege.ac.uk

For more staff contact details [click here](#)

College Calendar

Term Dates

Academic Year 2026/2027

Autumn Term

Monday 7th September – Thursday 17th December

Half Term

Monday 26th – Friday 30th October

Spring Term (2027)

Monday 4th January – Thursday 25th March

Half Term

Monday 15th – Friday 19th February

Summer Term (2027)

Tuesday 12th April – Friday 9th July

Half Term

Monday 31st (BH) – Friday 4th May

Staff Development Days

Thursday 3rd September 2026

Wednesday 2 December 2026

Wednesday 24 February 2027

Monday 19 April 2027

Thursday 15 July 2027

Quality Days (College Closed)

Friday 18th December 2026

Friday 18th June 2027

Open Events

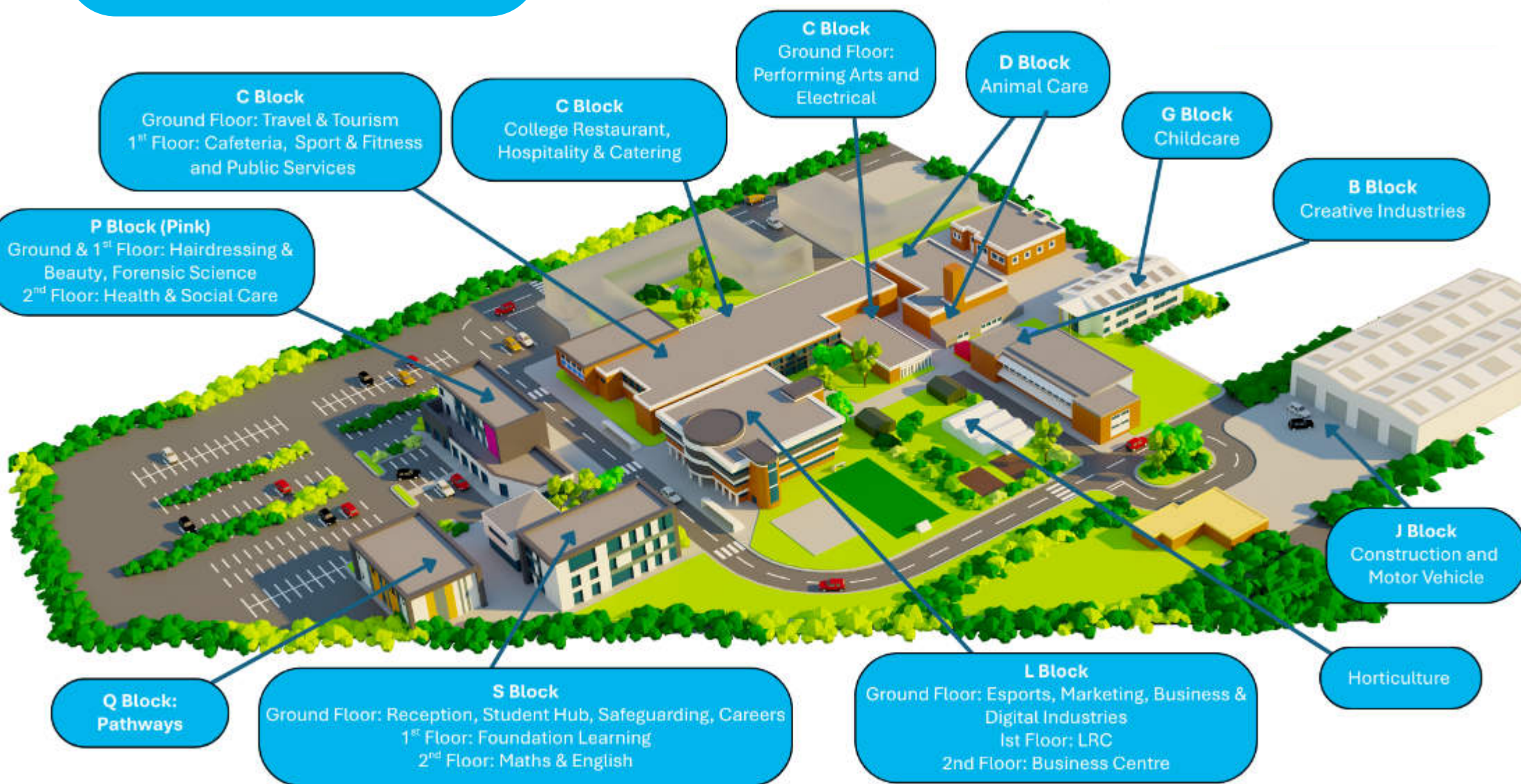
Open Evening: Thursday 17 September 2026

Open Morning: Saturday 7 November 2026

Open Morning: Saturday 30 January 2027
(CECamm Campus only)

Open Morning: Saturday 13 March 2027

Campus Map



Student ID Card

Your tutor will arrange for you to receive your 'smart' Student ID Card. Your ID card is an important part of college life and can be used for:

- Cashless payments in **Starbucks**
- Access to buildings with controlled entry systems
- Access to **CECamm** and other areas with door access control
- Access to this Student Handbook via QR Code on the back of your ID Card

If you are eligible for Free College Meals, your ID card will also be used to access this entitlement.

Adding Money to Your Card:

You can top up your card for use in college catering outlets through the secure online portal:

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

Parents, carers, or other family members can also create an account on the portal and add funds to your cashless catering account on your behalf.

IMPORTANT:

Please remember to wear your ID card at all times while on college premises.

Student Offers:

With a TOTUM card, you can access a wide range of discounts and deals from top retailers both online and in-store. Designed for students, apprentices and professionals, it's a simple way to make everyday spending go further.

<https://totum.com/>



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](#)

Travelling to College

You may be eligible for a College Bursary to help with travel costs. Visit our Financial Support page for details.

Newport Campus

By car

Easily accessible via the A3020 dual carriageway. 10mph speed limit on campus. Free parking available, including designated Blue Badge spaces near Reception. Visitors must register their vehicle at the Welcome Hub.

By Bus

From Newport Bus Station, take Route 1 and alight at the Top of Hunnyhill stop. Access the College via the footpath and underpass to Medina Way. Timetables and fares: Southern Vectis (www.islandbuses.info).

By Bike

Connected to Island cycle routes.
Covered cycle parking, changing and shower facilities available.

By Taxi or On Foot

Local taxi services operate across the Island.
The College is approximately a 10-minute walk from Newport town centre.

CECamm/Whippingham Campus

Island Technology Park, Whippingham Road, East Cowes.

By Bike

Approximately 25 minutes from the main campus.
Cycle parking, changing and shower facilities available.

By Car

Approximately 15 minutes from the main campus via Medina Way, A3054 and A3021 towards East Cowes.
Free on-site parking, including Blue Badge spaces near the entrance.

By Bus

Route 4: Ryde - East Cowes

Route 5: Newport - East Cowes

Timetables and fares: Southern Vectis (www.islandbuses.info).

For more information visit: www.iwcollege.ac.uk/information/travelling-to-college/



Financial Information



Get the Financial Support to ensure you can focus on your future.

Starting college can come with extra costs, so we're here to help. Depending on your circumstances, you may be able to get support with:

- Travel costs
- Course materials and PPE
- Free college meals
- Childcare
- Advanced Learner Loans for eligible adult students

Who can apply?

Support depends on things such as your age, household income, residency and course. For many types of support, the household income threshold is £35,000 or below.

How do I apply?

Apply online and provide the supporting information we need. Please apply as early as possible, as funding is limited.

There may also be extra support available, including bus passes, Care to Learn childcare support and additional help with travel, childcare or course costs.

Need help?

Not sure what you're entitled to? Just ask! Our friendly Student Support team is here to help.

More information can be found on our webpage:

[Financial Support - Isle of Wight College](#)

Careers, Advice & Guidance

Not Sure What Comes Next?

You don't have to work it out on your own. Our CIAG team is here to help you explore your options, understand your choices and plan for your future.

We can Support you with:

- Careers Information, Advice and Guidance
- Planning your next steps
- University and UCAS applications
- Personal statements
- Apprenticeship searches and applications
- CV writing and interview preparation
- Exploring career pathways and opportunities

Why Use the Careers Service?

- One-to-one support from qualified careers professionals
- Impartial advice tailored to your goals and aspirations
- Help with important career and progression decisions
- Ongoing support throughout your college journey and beyond
- Whatever your next step, we'll help you create a plan to achieve it.

Let's build your future together.

Pop into the Careers Hub, speak to the team or get in touch to find out how we can help.

Meet the Team



Linda Stone
Careers Advice & Guidance
Coordinator



Fieron Walsh
SUN Progression
Mentor



Danielle Lovett
Student Transition &
Guidance Advisor



Jon Stone
Student Transition &
Guidance Advisor

Careers Leader
Samantha Rooney
Assistant Principal

Helping you plan your next steps.

Careers, Advice & Guidance

SWOP DON'T 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

Careers Programme

The Isle of Wight College has a comprehensive Careers Programme designed to help students develop the knowledge, skills and confidence needed for their future.

Our programme is delivered in line with the Gatsby Benchmarks, ensuring all students have access to high-quality careers education, information, advice and guidance that prepares them for further study, apprenticeships and employment.

For more information, please see our [Careers Programme and Careers Policy](#).

Exams Support



Exam timetables will be published by the College and shared through student systems and tutors. It is your responsibility to check your timetable and report any issues. For exam queries, contact your tutor, Progress Coach or the Exams Team.

Attendance at all exams and assessments is essential. Missing an exam without an approved reason may affect your qualification and could result in additional charges.

You must follow all exam regulations and instructions from the College and awarding organisations. Important exam information, guidance and results will be communicated through College systems.

Plagiarism & Cheating

Plagiarism is the use of another person's words, ideas or work without proper acknowledgement. Taking work from published sources, websites, artificial intelligence tools or other students and presenting it as your own is unacceptable.

Plagiarism and cheating can include:

- Copying content from books, websites or other published sources without referencing
- Submitting another student's work as your own.
- Allowing another student to copy your work.
- Purchasing or downloading assignments.
- Presenting content created by another person or source as your own work.

Working collaboratively and sharing ideas is encouraged where appropriate; however, all submitted work must demonstrate your own understanding and meet the requirements of your qualification.

The Isle of Wight College has a zero-tolerance approach to academic misconduct. Any student involved in plagiarism or cheating may be subject to disciplinary action and awarding body sanctions.

Exams Support



AI & Assessments

What is AI?

AI (Artificial Intelligence) can create text, images and other content. Tools like Microsoft Copilot and ChatGPT can support learning but may not always be accurate.

How can AI be misused in assessments?

AI misuse is submitting AI-generated work as your own without permission or acknowledgement.

How do I avoid misusing AI?

Know the Rules:

Do not use AI in exams unless authorised. Your tutor will advise when AI can be used in coursework.

Reference AI Use:

If AI is allowed, state the tool used, how it was used and keep evidence if required.

Your Work Must Be Your Own:

Any AI-assisted content must be declared and referenced.

What happens if I misuse AI?

Misuse may lead to lost marks, resubmission, disqualification or disciplinary action.

The Isle of Wight College encourages the responsible and ethical use of AI to support learning.

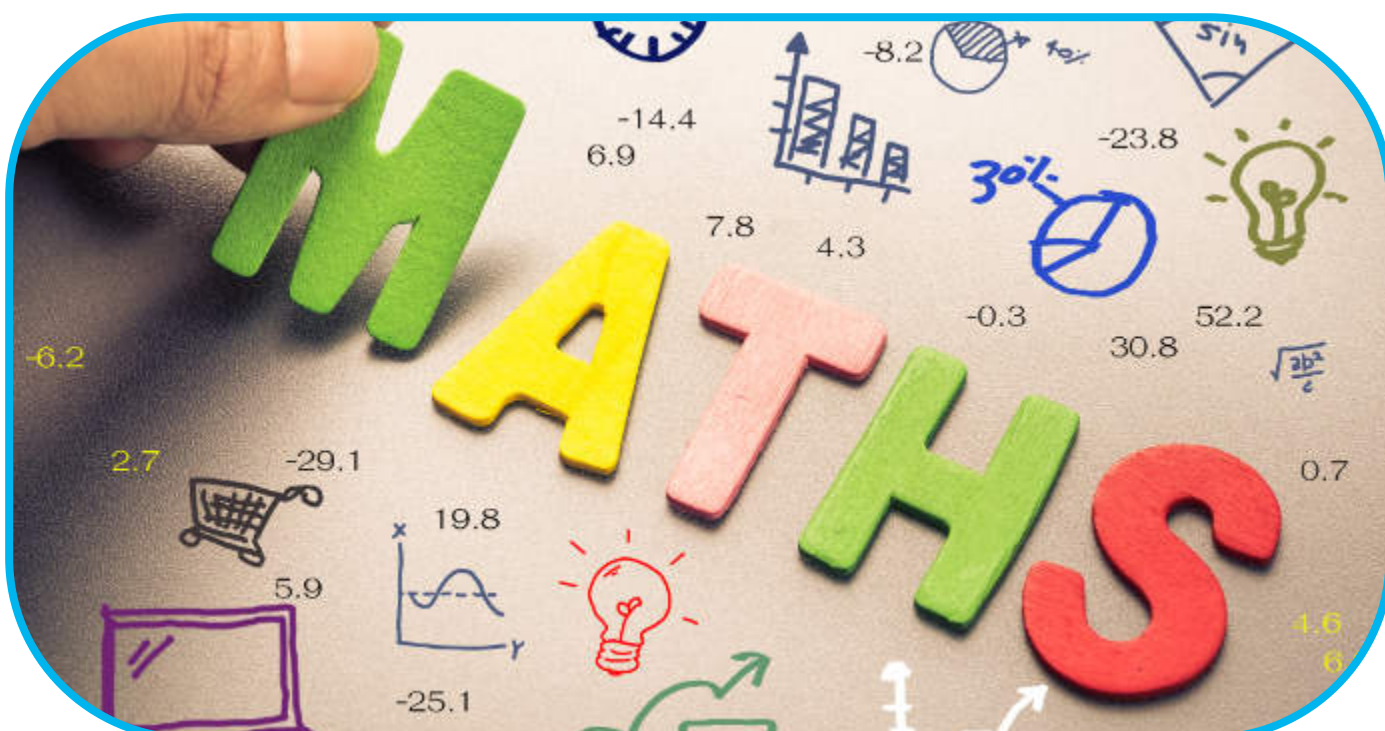
Maths & English Support



At Isle of Wight College, we are committed to helping every learner make positive progress in English and Maths, whether that means achieving a GCSE grade 4 or improving by a grade.

These qualifications are highly valued by employers, universities, and training providers, and they also help develop essential life skills such as communication, problem-solving, confidence, and financial awareness.

If you have not yet achieved a grade 4 or above, our dedicated staff are here to support you every step of the way.



Well Being Support

Student Engagement Mentors

Starting college is a big step, and sometimes you might need a little extra help. Student Engagement Mentors are here to listen, offer advice and help you get the most from college.

Student Engagement Mentors can help you with:

- Someone to talk to when things feel difficult
- Settling into college and feeling confident
- Challenges that may affect your learning
- Finding the right support
- Building confidence and staying on track
- Planning your next steps and creating an action plan together

Need someone to talk to?

You don't have to deal with things on your own. Student Engagement Mentors are here to help you feel supported, confident and ready to succeed.

Meet the Team



Jo Albon

Student Engagement Co-Ordinator



Claire Rixon
Student Engagement
Mentor



Tracy Burroughs
Student Engagement
Mentor



Lucy Webster
Student Engagement
Mentor



Samantha Whitehead
Student Engagement
Mentor



Oliver Clare
Student Engagement
Mentor

Contact Student Support

Telephone: 01983 550687

Email: engagementmentor@iwcollege.ac.uk

Visit: Student Hub (located by Reception) and ask to speak with a Student Engagement Mentor.

Inclusion Team

Everyone learns differently, and sometimes a little extra support can make a big difference. Our Inclusion Team (Additional Learning Support) is here to help students with disabilities, learning difficulties and SEND needs overcome barriers and get the most from college.

We can support you with:

- In-class or one-to-one learning support
- Assistive technology and specialist equipment
- Reasonable adjustments to support your learning
- Support for specific learning needs
- Online support through Microsoft Teams
- Exam arrangements and additional time, where eligible

How can I access support?

You can let us know about your support needs when you apply or at your interview, through an Education, Health and Care Plan (EHCP), or simply speak to the Inclusion Team yourself.

You don't need to wait until you're struggling, the earlier we know, the sooner we can help.

We want you to feel confident, included and supported throughout your college journey, while developing the skills and independence you need to achieve your goals.

Need some support? Just ask!

Meet the Team



Gina Dawson
Inclusion Officer



Zoe Thomas
Inclusion Officer



Julie Sturrock
Inclusion Officer

Contact Inclusion Team

Telephone: 01983 535210

Email: InclusionTeam@iwcollege.ac.uk

Student Voice



Your voice shapes what we do. We gather feedback through:

Student Exec - A student-led team that works with senior leaders to drive improvements.

Class Reps - Students who represent the views of their peers.

Focus Groups & Surveys - Opportunities to share feedback on your college experience.

How your feedback leads to change

Listen - We collect your views.

Analyse - We identify key themes and priorities.

Act - We work with college leaders to make improvements.

Report Back - We share "You Said, We Did" updates so you can see the impact of your feedback.

There are plenty of ways to get involved, including joining Student Exec, becoming a rep, attending focus groups, or taking part in Changemaker Workshops. Every voice matters and helps improve teaching, support, and College life for all students.

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.

Student Executive



We're your **Student Executive Team**, and we're here to make sure that every student's voice is heard.

As elected student representatives, we work closely with students and staff to share ideas, raise concerns, and help shape the College experience. Whether it's improving facilities, supporting student wellbeing, creating new opportunities, or organising activities and events, we're passionate about making a positive difference for everyone.

We encourage you to get involved, make the most of your time at College, and have your say. Your ideas and feedback help us create a welcoming, inclusive, and supportive community where everyone can thrive.

If you'd like to develop leadership skills, build your confidence, meet new people, and make a real impact, why not consider becoming a Student Executive yourself?

To find out more, speak to one of our [Student Engagement Mentors](#).

Welcome to The Isle of Wight College. We can't wait to see what you'll achieve!



Student Governors



Students have the opportunity to apply to become a student governor on the College's governing body, known as the Corporation.

This is an important role that allows students to contribute to key decision-making and ensure that the student voice is represented.

Typically, two or three student governors are appointed each year and attend five Corporation meetings, additional governor events, and a termly sub-committee. Student governors receive an induction from a senior member of staff and are supported by a mentor from the Corporation.

The role provides valuable experience that can strengthen university applications and CVs, while helping you develop leadership, communication, and meeting skills. Student governors are expected to attend training sessions, prepare for meetings by reading confidential papers, actively contribute to discussions, and balance their responsibilities with their studies.

The Corporation is responsible for setting the College's strategic direction, overseeing finances, approving budgets, and ensuring the College fulfils its mission. Previous student governors have praised the role for providing insight into how the College operates and for developing professional skills that will benefit their future careers.

For more information, students can speak to their tutor or contact Stephanie Taylor, Director of Governance, at stephanie.taylor@iwcollege.ac.uk.

College Charter

What you can expect from us — and what we ask from you

**The College
Will:**

**Students
Will:**

Help you
feel included.

**Welcome &
Respect**

Help by
respecting others
and valuing difference.

Listen,
support you and take
action.

**Safe &
Supported**

Help by
speaking up if
something is not right.

Teach, guide
and challenge you.

**Ready to
Learn**

Help by
attending, being on time
and taking part.

Give you clear
feedback and advice.

**Responsible
& Growing**

Help by
asking support,
acting on feedback
and by keeping on going.

Open opportunities
and help you plan
your next step.

**Ambitious for
the Future**

Help by
aiming high and making
the most of College life.

Listen to you
and act on the
changes you want.

**YOUR VOICE
MATTERS**

Help by
telling us what is working
and what could better.

Our Shared Promise

We will work with you, listen to you and support you to succeed.
You can help by being ready, respectful, responsible, safe and ambitious.

Student Success

Eight Habits of Highly Effective Students

At The Isle of Wight College, our Eight Habits of Highly Effective Students are displayed across the College to help students develop the skills, attitudes and behaviours needed for success.

Developed with our Student Executive team, the eight habits are:

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

Why are they important?

These habits support you to become a confident, successful and independent learner. They help you stay focused, overcome challenges, work effectively with others, manage your time, and take an active role in your learning. By developing these habits, you'll be better prepared to achieve your goals and make the most of your time at college.

Extra Curricular & Leadership Opportunities

The Isle of Wight College offers a wide range of enrichment and leadership opportunities to help students develop confidence, independence and employability skills alongside their studies.

Students can take part in the Duke of Edinburgh's Award, leadership programmes, volunteering projects and Public Services activities, including challenge days and residential experiences.

The College also empowers learners to represent their peers through the Student Executive Team and Student Governor roles, helping them develop leadership, communication and decision-making skills. In addition, Students can benefit from international travel and exchange opportunities, including programmes in Germany, India, Norway and Thailand, which promote cultural awareness, personal growth and global employability

Attendance



Attendance is essential to your success at college.

You are expected to attend all timetabled classes and activities related to your course, including English and Maths lessons where required.

Your course has a minimum attendance requirement. If you are unable to attend due to illness or expect to be late, you must inform your tutor as soon as possible. The College's preferred method for reporting absences is eNotify, which can be used by students or their parents/carers.

Please note that poor attendance may affect any **College bursary** you receive and could result in reduced payments.

More information regarding attendance can be found in the [Attendance Policy](#).

Using eNotify

If you have a smartphone, you can download the eNotify app. Once installed, you can quickly report an absence and provide the reason directly to the College at the touch of a button.

Click here for info on how to use and download.

[Report an Absence - Isle of Wight College](#)

Behaviour Expectations

The Isle of Wight College is a professional learning environment where students are expected to be respectful, responsible and considerate. The College promotes positive behaviour, self-discipline and accountability to create a safe, inclusive and successful learning community. Support, guidance and early intervention are used to help students succeed.

Students are expected to:

- Treat others with respect, fairness and tolerance.
- Follow staff instructions and College rules.
- Attend lessons and engage positively with their studies.
- Take responsibility for their behaviour and actions.
- Contribute to a safe, inclusive and professional environment.
- Demonstrate self-awareness, self-discipline and respect for others.

What Happens if Expectations Are Not Met?

Where behaviour falls below expectations, the College will usually provide support and early intervention, such as meetings, mentoring, restorative discussions and behaviour improvement plans. Repeated or serious concerns may result in formal disciplinary action. The aim is to help students understand the impact of their behaviour and make positive changes.

Possible consequences for failing to meet expectations can be found in the [Student Behaviour Policy](#).

The College may move directly to the final stage of the disciplinary process where a student is involved in or found with:

Illegal drugs or alcohol:

Use, supply, being under the influence, or possession of related equipment.

Bullying:

including physical bullying, harassment, online abuse and sexual violence.

Health and safety breaches:

unsafe behaviour, ignoring instructions or actions that place others at risk.

Serious or repeated abusive behaviour:

threatening, offensive or abusive language or conduct.

Other examples of serious misconduct include discrimination, verbal or physical abuse, misuse of social media, possession of offensive weapons and behaviour that damages the College's reputation. In the most serious cases, students may be referred directly to Stage 4 of the disciplinary process, which can result in temporary or permanent exclusion.

Full details are available in the [Student Behaviour Policy](#).

Respect & Inclusion

Students with Disabilities:

We are committed to helping every student succeed. If you have a disability, we will support you and make reasonable adjustments to ensure you can fully participate in college life, in line with the Equality Act 2010.

If you need support or have any concerns, speak to your tutor or Student Engagement Mentor, who can connect you with the appropriate services.

Campus Accessibility

Most areas of the college are accessible for students with mobility difficulties, and the gym includes specialist equipment for wheelchair users.

Personal Emergency Evacuation Plan (PEEP)

Students with mobility difficulties will work with their tutor to create a Personal Emergency Evacuation Plan (PEEP) during induction. This plan explains how you will safely evacuate the building in an emergency.

Inclusion Team (Additional Learning Support)

Our Inclusion Team (Additional Learning Support) team can provide:

Specialist equipment

In-class support

Exam access arrangements

Other reasonable adjustments

To contact the Inclusion team, email Inclusionteam@iwcollege.ac.uk or call 01983 550811.

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,
- 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 & vaping age are permitted to smoke.
- Smoking & vaping inside college buildings e.g toilets, corridors and classrooms is **NOT PERMITTED**

Using College Computers

IT Acceptable Use Policy

You can find helpful study information and IT guides here.

College computers, systems, and networks are provided for educational purposes. All students and staff must follow the [College's IT Acceptable Use Policy](#) (AUP) whenever they use College technology.

Acceptable Use

- College computers and technology are provided to support your learning. You may use:
- The internet, email, and College software for coursework, projects, and study-related activities.
- College Wi-Fi on your own devices, such as laptops, tablets, and mobile phones.
- The College uses web filtering to block inappropriate websites, including those containing malware, pornography, and other unsuitable content. Any attempts to access blocked material are recorded, and action may be taken if the Acceptable Use Policy is breached.

Unacceptable Use

You must not:

- Access, store, view, or share material that is illegal, racist, pornographic, violent, obscene, or offensive.
- Introduce viruses or other harmful software.
- Send abusive messages.
- Damage College property or systems.
- Attempt to hack or bypass security measures.
- Use College computers for commercial activities without permission from the Head of IT.
- Download or install software on College computers without authorisation.
- Change computer settings, except for approved accessibility settings.
- Use College resources for non-educational activities, such as online gaming.
- Disrupt or disturb other users who are studying.

Using College Computers

Your Computer Account

The College will provide you with a username and password to access your account.

You must:

- Keep your username and password secure.
- Never share your login details with anyone.
- Never use another person's account.
- You are responsible for all activity carried out using your account.

Monitoring and Privacy

All files stored on College systems are considered College property.

The College:

- May access your files if there is a legitimate reason to do so.
- Keeps records of internet activity and websites visited through College accounts.
- Monitors the use of College systems to help keep users safe and ensure compliance with College policies.

Consequences of Misuse

If you do not follow the Acceptable Use Policy, the College may:

- Temporarily suspend your account.
- Permanently close your account.
- Take disciplinary action in line with the Student Disciplinary Procedure.
- Refer serious or illegal incidents to the Police or take legal action where appropriate.

Further Information

A full copy of the Isle of Wight College IT Acceptable Use Policy is available here.- [IT Acceptable Use Policy](#)

Safeguarding

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 team, or any member of staff. We're here to listen and help.

You can find more information on safeguarding at the Isle of Wight College in our [Safeguarding Policy](#)

Childline

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 1111

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.

Your Safeguarding Team



Jo Eccleston-Todd
Safeguarding Officer
07592 587 195



James Butchers
Safeguarding Manager
07788 317 575



Becki Warren
Safeguarding Officer
07549 195 512

Your Designated Safeguarding Leaders

Designated
Safeguarding Lead



Samantha Rooney
Assistant Principal

Deputy Designated
Safeguarding Lead



Susan Churches
Head of Student Experience



Safeguarding at the Isle of Wight College

Everyone has a right to be safe

All children and adults with Care and Support Needs (CASN)
have the right to be protected from harm.

All staff play an important role in safeguarding and have a responsibility
to act on any concern, suspicion, or disclosure that may indicate someone
is at risk of harm.

How We Help

- ✓ We work closely with external agencies to provide timely support and intervention
- ✓ We put the Student at the centre of all safeguarding decisions.
- ✓ We keep students informed and involved wherever possible.
- ✓ We provide information about local and national organisations and charities that can offer support.



The Safeguarding Team can
be found in SGO6.
Ground Floor of Green Building

Our Commitment

Creating an environment where students know
where to go to for help and to know that help can be counted on.
We want our students to feel:

Safe

Supported

Included

Trusted

REMEMBER

If something doesn't feel right, speak to a member of staff
you will be listened to, supported and taken seriously

Safeguarding>>>

If you or someone you know are at significant risk of harm,
you can tell any member of staff.



safeguarding@iwcollege.ac.uk



01983 550 847



Health, Safety & Wellbeing

The Isle of Wight College is committed to promoting and maintaining the health, safety and wellbeing of everyone within our College community. To support this, we have a dedicated Health and Safety team and work closely with a range of external agencies to ensure a safe and supportive environment.

Campus Safety

All students driving on College premises must adhere to the 10mph speed limit. Reckless or dangerous driving will be challenged and may result in disciplinary action.

The College operates CCTV across the campus and records images to help maintain a safe and secure environment.

The College regularly conducts emergency evacuation and safety drills. Students are required to participate in these exercises as part of our commitment to campus safety.

Student Wellbeing

During your time at College, you may face personal challenges or concerns that affect your wellbeing or studies. If you need support, your first point of contact should be your Tutor, Student Engagement Mentor, or a member of the Safeguarding Team.

The College can provide support with:

- Mental health and wellbeing concerns
- Harassment or bullying, including online bullying
- Drug or alcohol-related issues
- Any form of abuse
- Personal difficulties, concerns, or barriers to learning

How We Can Help

The College offers:

- Guidance and signposting to specialist services where additional support is required
- Advice and support on staying safe online
- Wellbeing and awareness events throughout the academic year.
- A safe, welcoming and inclusive learning environment where all students can thrive

Health & Safety

The College is always staffed by trained first aiders when open. If you need first aid, tell your tutor or a member of staff immediately.

All accidents and incidents must be reported to a member of staff. You can also report an accident by scanning the QR code on the Health and Safety noticeboards.

Risk Assessments

Risk assessments identify potential hazards and explain how risks are managed to keep everyone safe.

Risk assessments are in place for all course activities, from classroom learning to educational visits.

Your tutor may ask you to help develop risk assessments for your learning area.

Some activities also have Safe Systems of Work, which explain how to work safely in specific environments.

You must read and agree to the risk assessments and safety procedures relevant to your course, usually by signing to confirm your understanding.

If you have mobility difficulties, please see page 27 for further information.

All College Health and Safety policies are available on the College website.

General Site Safety

Students must use the designated student car park near the main entrance by the Pink building.

Motorcycle and scooter parking is available. Vehicles must not be ridden beyond the student car park.

A 10mph speed limit applies across the College site.

CCTV operates throughout the campus for safety and security.

If you have mobility difficulties or may struggle to hear an emergency alarm, inform your tutor. A Personal Emergency Evacuation Plan (PEEP) can be arranged where needed, see page 27.

Please tell us about any medical condition or disability so we can provide appropriate support.

Smoking and vaping are only permitted in the designated shelters.

To support those with severe allergies, nuts are not sold in the Refectory. Students with food allergies should speak to catering staff for ingredient information.

Some courses require Personal Protective Equipment (PPE). Always wear any PPE provided and follow safety instructions.

The Prevent Duty

The Prevent duty is a legal requirement for schools, colleges, and universities to protect students from extremist ideologies, radicalisation, and being drawn into terrorism. It treats the risk of radicalisation as a standard safeguarding issue, much like protecting young people from online harm, bullying, or mental health struggles.

The College has a legal duty to protect students from being drawn into terrorism and being exposed to extremist views, grooming, and radicalisation.

We do this in a number of ways: talking to you about it in sessions, holding 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.

What you can do!

- Stay Safe Online
- Think critically about information you see online.
- Be wary of content that promotes hatred, violence, or division.
- Check facts from reliable sources before sharing.
- Respect different views
- Colleges are places for open discussion and debate.
- Challenge ideas respectfully and report behaviour that encourages violence or harm.

Look Out for Warning Signs

- Someone may need support if they:
- Become increasingly isolated.
- Express extreme views that encourage violence.
- Show a sudden obsession with extremist content.
- Try to pressure others into adopting extremist beliefs.

Speak Up if You're Concerned

If something doesn't feel right:

- Talk to a tutor, safeguarding team member, or student support service.
- Concerns will be treated seriously and sensitively.
- PREVENT is about support and safeguarding, not getting people into trouble.

Emergency Procedures

What to Do in an Emergency

Run, Hide, Tell (Lockdown Drills)

During your time at College, you will take part in Run, Hide, Tell lockdown training drills.

You may hear lockdown announcements through the College intercom system with instructions on what action to take.

These drills help ensure that everyone knows how to respond in the event of a serious threat.

By participating, you will be better prepared to stay calm, remain safe, and follow the correct procedures during an emergency.

When the Fire Alarm Sounds

Leave the building immediately using the nearest safe exit. Do not stop to collect personal belongings.

- If using the stairs, keep to the right-hand side as you descend.
- Evacuate calmly and quietly. Do not run.
- Once outside, proceed to your designated assembly point.
- Remain at the assembly point until instructed otherwise.
- Never re-enter a building while the alarm is sounding.
- When the alarm has stopped, only return to the building or your classroom when directed by a designated Fire Officer or member of staff.
- In the event of a real fire, College staff will provide further instructions to ensure your safety.

When the Lockdown Alarm Sounds

Remain inside the building unless instructed otherwise. If you are outside and it is safe to do so, move quickly to the nearest secure building. If this is not possible, find a safe place to hide.

- Move to a secure room or hiding place. Do not remain in corridors or open areas.
- Close any blinds or curtains if available.
- Switch off lights and any equipment that may attract attention.
- Lock the door if possible, or barricade the entrance.
- Stay out of sight and away from doors and windows.
- Silence your mobile phone and any other devices.
- Remain still, quiet, and calm.
- Stay where you are until the official all-clear announcement is given.

Data Protection & Privacy

You and Your Data

General Data Protection Regulation (GDPR)

The Isle of Wight College collects and processes personal information about students and applicants so we can provide education, support services, and meet our legal obligations.

We use your information to:

- Support your learning, wellbeing, and academic progress.
- Maintain accurate and up-to-date student records.
- Manage fees, sponsorships, and payments.
- Provide support for health conditions, disabilities, or additional learning needs.
- Deliver appropriate teaching, learning opportunities, and student services.
- Meet legal and regulatory requirements.
- We also collect information from prospective students and applicants to:
 - Provide information, advice, and guidance.
 - Assess suitability for courses.
 - Process applications and admissions.
 - Determine fee status where required.
 - Support visa applications for international students.
 - Help widen access to education by understanding applicants' backgrounds and support needs.

The College takes the security and confidentiality of your personal data seriously. Staff receive Data Protection training, and information is handled in line with our Information Security Policy.

We will not share your personal information with organisations outside the College unless:

- We have your consent;
- We are legally required to do so; or
- There is a serious emergency or safeguarding concern.

The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and associated Data Protection legislation. Full details of how and why we use your information, together with your rights under Data Protection law, can be found in the College's Privacy Notice, available on the Policies & Legal section of the College website.

For more information about Data Protection law and your rights, visit the Information Commissioner's Office (ICO) website: www.ico.org.uk.

Parent/Carer Information

At The Isle of Wight College, we believe that parents and carers play an important role in supporting their young person's success, and we are committed to keeping you informed about their progress. **The Parent Portal (eTrackr)** is an online system that gives you access to key information about your young person's college experience, including attendance, punctuality, progress reviews, current performance, qualifications, work experience, and other important updates throughout the year.

Once classes have started, you will receive an email with your login details and simple instructions on how to access **The Parent Portal**. The first time you log in, you will be asked to confirm and update your contact information. We encourage you to check the portal regularly to stay up to date with your young person's progress, and if you have any questions about the information displayed, their tutor will be happy to help.

Look out for the email with the sign up details included.

Please note that you will only be able to access this portal once the term has started and you have been sent log in details.

Mental Health & Wellbeing

YoungMinds Parents Helpline

<https://www.youngminds.org.uk/parent> Expert advice on supporting a young person's mental health and wellbeing.

Anna Freud Centre

<https://www.annafreud.org>

Resources and guidance to help parents support children's emotional wellbeing.

Financial Support

Student Finance England

<https://www.gov.uk/student-finance> Information about loans, grants, and financial support for students.

Turn2us

<https://www.turn2us.org.uk> Find grants, benefits, and financial support available to families.

MoneyHelper

<https://www.moneyhelper.org.uk> Independent advice on budgeting, saving, and managing household finances.

Parent/Carer Information

Online Safety & Safeguarding

NSPCC

<https://www.nspcc.org.uk>

Advice on safeguarding, online safety, and supporting young people.

Internet Matters

<https://www.internetmatters.org>

Expert guidance on keeping children and young people safe online.

Family & Additional Support

Family Lives

<https://www.familylives.org.uk> Advice and support on family relationships, behaviour, and parenting challenges.

Talk to Frank

<https://www.talktofrank.com>

Advice and information about drugs and alcohol for parents and carers.

More information for parent carers can be found here

[Parents and Carers - Isle of Wight College](#)

Student Resources

As a student at Isle of Wight College, you can access a wide range of online resources and systems wherever you are. From checking your college email and using Office 365, to accessing Canvas, eTracker, online enrolment services and learning support platforms, everything you need to support your studies is available in one place. Use the links below to quickly access the tools and resources that will help you stay organised, connected and on track with your course.

[Staff and Student Resources - Isle of Wight College](#)

Whether you need help with your studies, wellbeing, finances, or planning your future, there are lots of organisations and online resources available to support you throughout your time at College. The websites below provide trusted advice, guidance, and practical help whenever you need it.

Wellbeing & Mental Health

Every Mind Matters

<https://www.nhs.uk/every-mind-matters/>

NHS advice for managing stress, anxiety, sleep, and wellbeing.

YoungMinds

<https://www.youngminds.org.uk>

Mental health information and support for young people.

Samaritans

<https://www.samaritans.org>

24/7 confidential emotional support. Call 116 123.

Isle of Wight Youth Trust

<https://www.iowyouthtrust.co.uk>

Local counselling and mental health support for young people.

Money & Financial Support

Student Finance England

<https://www.gov.uk/student-finance>

Information on loans, grants, and student funding.

Turn2us

<https://www.turn2us.org.uk>

Find grants, benefits, and financial help.

MoneyHelper

<https://www.moneyhelper.org.uk>

Free advice on budgeting and managing money.

Student Resources

Study Support

CENTURY Tech

<https://www.century.tech>

Online learning support for English and Maths.

Khan Academy

<https://www.khanacademy.org>

Free lessons covering a range of subjects.

Careers & Progression

National Careers Service

<https://nationalcareers.service.gov.uk>

Career planning, CV advice, and job information.

UCAS

<https://www.ucas.com>

University, apprenticeship, and student life advice.

Find an Apprenticeship

<https://www.gov.uk/apply-apprenticeship>

Search and apply for apprenticeship opportunities.

Additional Support

Talk to Frank

<https://www.talktofrank.com>

Confidential advice about drugs and alcohol.

Childline

<https://www.childline.org.uk>

Free, confidential support for under-19s.

The Mix

<https://www.themix.org.uk>

Support with wellbeing, relationships, housing, money, and work.