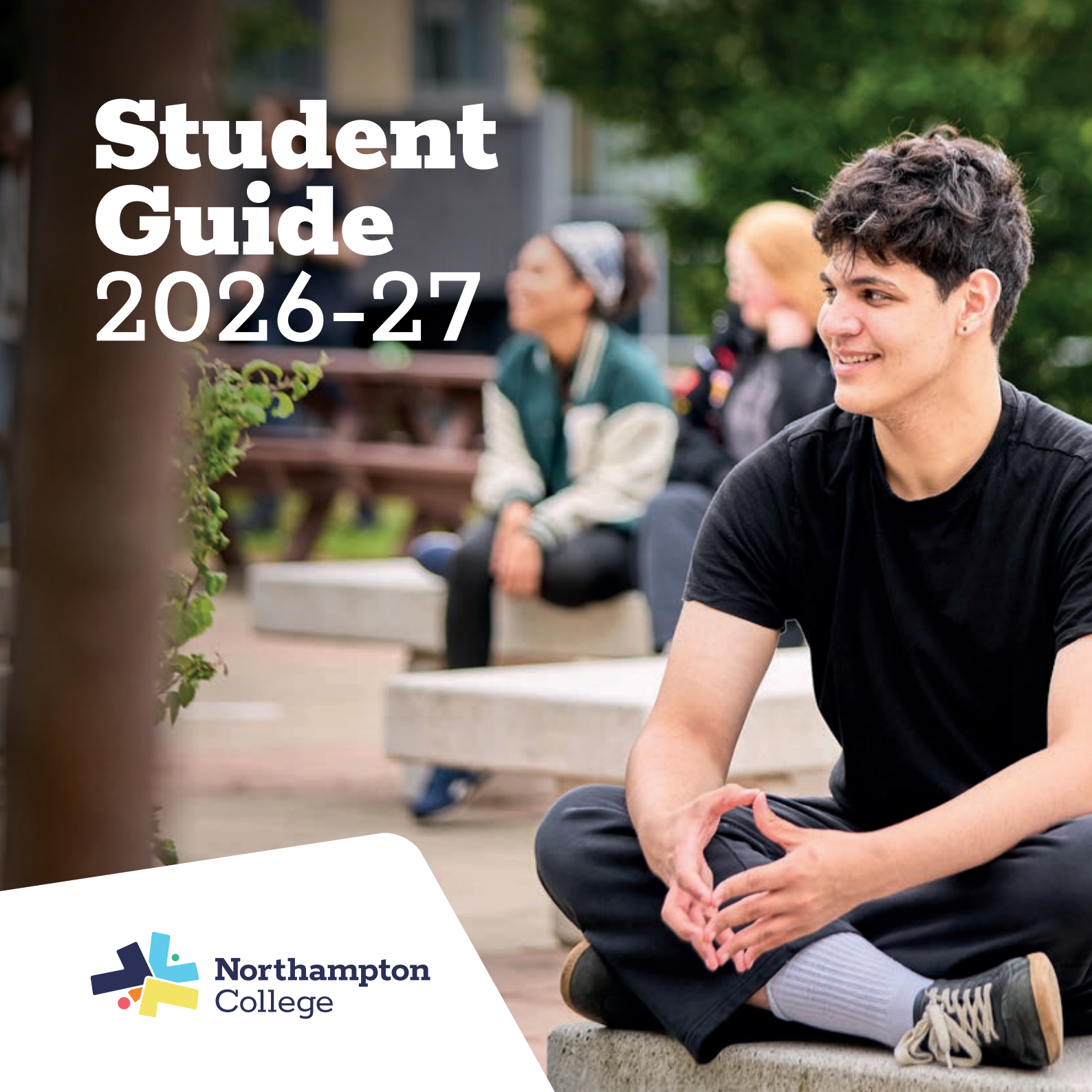
Student Guide 2026-27



Northampton College

Contents

3-4	Welcome to Northampton College
5-6	Student Support
7-8	Student Life
9	Preparing for the world of work
10	Futures
11-12	Enrichment
13-14	Code of conduct
15-16	Expectations
17-18	Staying Safe
19-20	Safeguarding
21	Recognising our NC lanyards
22	ProPortal
23-24	Student ICT



Key dates 26-27

Term 1

First day of term

w/c Monday, 31 August 2026 - all full-time, A Level, T Level and ESOL students

w/c Monday, 7 September 2026 - all adult students, all Access to Higher Education students and Year 2 & 3 Apprentices

w/c Monday, 21 September 2026 - all University Level students

Last day of term (all students)

Friday, 23 October 2026

October study review week

Monday, 26 October 2026 - Friday, 30 October 2026

Term 2

Monday, 2 November 2026 - Friday, 11 December 2026

Closure day

Friday, 20 November 2026

Christmas break

Friday, 18 December 2026 - Friday, 1 January 2027

Term 3

Monday, 4 January 2027 - Thursday, 11 February 2027

College training day

Friday, 12 February 2027

February study review week

Monday, 15 February 2027 - Friday, 19 February 2027

Term 4

Monday, 22 February 2027 - Thursday, 25 March 2027

Easter break

Friday, 26 March 2027 - Friday, 9 April 2027

Term 5

Monday, 12 April 2027 - Friday, 28 May 2027

Bank holiday

Monday, 3 May 2027

May study review week

Monday, 31 May 2027 - Friday, 4 June 2027

Term 6

Monday, 7 June 2027 - Friday, 18 June 2027

Welcome to Northampton College



We're delighted you've chosen to study with us and are committed to giving you an outstanding student experience. Whether you're continuing your studies or starting a new course, you're in for an exciting academic year.

At Northampton College, we set high expectations around behaviour, attendance and engagement - because we believe excellence should be the norm. Our focus is on helping you build resilience, gain new skills and get ready for your career. We'll support your ambition to go as far as you can, encouraging you to aim high and make the most of every opportunity.

We hope that you will love your time at the College and we strongly believe that you deserve the best. This guide contains some useful information to help you settle into college life. Please read it carefully and visit Student Services if you have any questions or call **01604 734049.**

Payment information

All cafeterias and vending machines are card payment only - no cash accepted.

College facilities

As a student of Northampton College, you have access to our facilities at all three of our college campuses including:

- Student Services
- Digital and Academic Resources Centre (DARC)
- Students' Union
- Fitness suite
- The Support Hubs
- The Wellbeing Hub
- Enrichment activities and trips
- The Lane Restaurant & Brasserie at Booth Lane.

Absence reporting

If on rare occasions you are unwell and unable to attend your lessons, you must inform the College before 9am on each day of your absence. You can do this by sending a text to **07860 022 842.**

Your text should say SICK followed by a space and your College ID number, for example: **SICK ABC12345678**

You will then receive an acknowledgement that the College has been informed of your absence shortly afterwards.

Dress code

The College doesn't have a formal dress code or uniform, but, as we are preparing students for the world of work, we encourage all students to dress in a manner that is appropriate for a professional environment.

General guidelines:

Students have the freedom to choose their attire. Casual dress is acceptable as long as it is respectable and sensible. Avoid clothing with inappropriate language or imagery, and ensure that your appearance is neat and tidy. Staff may speak to you about this if appropriate.

We also follow an industry standard dress code in many areas which you must abide by for health and safety reasons. These specific dress codes are for those studying courses including construction, catering and engineering, and will be shared with you during enrolment.

GOOD LUCK in your studies

Your study programme

When you join the College, you are signing up for a study programme of skills, experience and opportunities.



Digital skills

Digital Skills form part of our curriculum and you will be supported to realise the powerful effect that using technology can have within your learning. All students aged 16-18 on a full-time study programme will participate in one hour of digital skills per week. Our laptop loan scheme will ensure every student receives a high-quality education experience and there are no barriers to learning.



Main qualification

You have chosen the subject area that you are interested in and we will make sure you are working at the right level and are challenged to achieve the highest level of qualification you can.



Maths and English

Everybody needs maths and English skills in their everyday life as well as in the workplace, where employers expect a good standard in both before they will offer you a job. All students will continue to improve their maths and English and if you don't have a grade 4 at GCSE, we will work with you to help you achieve this.



Directed study

Directed Study is timetabled independent learning time that allows you to complete work set by your teacher. This may include assignments, research, or other course-related activities. Directed Study is part of your college timetable and is not the same as homework.



Support and progress

Weekly timetables will include progress and support activities. These may consist of full group activities or one-to-one sessions to discuss individual progress and support needs.



Industry placements

Industry placements are an integral part of the T Level courses. They provide students with a valuable opportunity to develop their practical and technical skills in a role directly relevant to their course with a local employer.



Work experience and employability

When it comes to getting started in the career of your choice and securing the right job, we want our students to stand out from the crowd. As part of your course, you will undertake a work experience placement that will help you adapt to the world of work.

You will get involved in sessions that cover CV writing, interview skills, finding employment, time management, money skills, and personal development to build your confidence.

You will also get to meet local employers when they come into college as visiting speakers or as part of industry visits to business venues.



NC core skills

NC Core Skills, built into your course, will help you get ready for your next steps, including work, further study and life in society. Success in higher education, apprenticeships or employment begins with developing key personal, social and employability skills - all of which are embedded into your study experience at Northampton College. From meeting deadlines to working in teams, every part of college life helps build your core skills. Social skills will be strengthened through group projects and active participation in discussions and presentations.



Student support

College travel support

Northampton College recognises that travel is a key part of student life. That's why we work with West Northamptonshire and North Northamptonshire Councils to offer a college travel scheme.

You may be eligible for help with travel costs if:

- You are studying a full-time course, and
- You live more than three miles from the college campus you'll be attending.

Our Student Services team can provide personalised advice on travel options and financial support for eligible learners.

For more information, just pop in to Student Services or get in touch with us directly.

Student bursary support

Students can apply for financial help with the cost of attending college. This may include:

- Travel expenses
- Course-related equipment
- Uniforms
- Educational trips
- Childcare support.

You may be eligible if your household income is below £30,000 per year, or if you are facing exceptional financial circumstances that could affect your ability to attend college.

To qualify, households are expected to have applied for all other financial support available to them.

If you are under 20 and in full-time education, your household should be receiving Universal Credit before applying for bursary support.

To apply or find out more, please email: **financial.support@northamptoncollege.ac.uk**

Learning support

We are committed to ensuring that students with additional needs, learning difficulties or disabilities, e.g. dyslexia, dyspraxia, dyscalculia, ADHD, autism, sensory or physical difficulties are given the support they need to succeed.

Students who did not achieve a grade 4 in maths and English can benefit from a wraparound support programme which is included on their timetable.

To find out more or to discuss your needs with the team, please call the Additional Learning Support team on **01604 734184**.

Initial and diagnostic assessments

When you join the College, you will complete some tests that are designed to measure your skills in reading, writing, spelling and maths. Your teachers will use this information to make sure you are supported in the lessons and that any difficulties you may have are addressed. Following the assessments, you may be referred for additional support sessions or have a Support Assistant in your class to help you to complete work.

Exam access arrangements

The College has a duty to make sure that all our students are supported to achieve. Sometimes this means students need help in exams e.g. extra time, someone to read a question or the use of a computer. If you think you need support in exams please make sure you talk to your teachers as soon as possible. Alternatively, contact your previous school or college and ask for the evidence that supported your exam access arrangements.

The College has to provide evidence to the Awarding Body that you are eligible for support and this may mean we have to arrange for you to have a test with one of our Specialist Assessors.

Access arrangements can only be approved where the College can evidence that they reflect your normal way of working and are based on need, not ability.

Mental health and wellbeing personal support

This academic year may be challenging at times, and we understand that some students may feel slightly anxious about some of the changes taking place. Whatever emotion you're experiencing, it's perfectly understandable. If you need someone to talk to, our Student Services team are just a phone call away and can support with any problems you may be facing. They're available between 8.30am and 5pm Monday – Friday.

You'll also have access to a 24/7 Student Wellbeing Helpline and app through our partnership with Health Assured.

Download WISDOM now.
Unique code: MHA309881

Student life

Catering

The Lookout Express - Booth Lane

Opening hours:
Monday - Thursday, 8am - 3.45pm
Friday, 8am - 2.45pm

Hot and cold drinks, breakfast items, pastries, snacks, sandwiches, cakes, paninis and salads.

The Lookout – Main Canteen Booth Lane

Opening hours:
Monday - Friday
Breakfast:
8am – 9.30am
Lunch: 10am – 2pm

Grab-and-go fast food, main meals, Pasta King and jacket potatoes.

Daventry Café

Opening hours:
Monday, Tuesday, Thursday and Friday, 9.30am – 2pm

Breakfast items, fast food, main meals, sandwiches and salads.

Lower Mounts Café

Opening hours:
Monday – Friday, 9.30am – 2pm

Hot and cold meals, snacks, fast food, main meals, sandwiches, salads, Pasta King and jacket potatoes.

Free school meals

Available at all three campuses.

Students eligible for Free School Meals receive a £5 daily allowance, loaded onto their student ID card, which must be used for payment.

Free student breakfasts & snacks

Free breakfast for all students: 8am – 9.30am at Booth Lane.

Free mid-morning snack: 9.30am – 11am at Lower Mounts and Daventry.

Dietary options

We offer a range of food options to suit different dietary needs, including vegetarian, vegan, halal, gluten-free and allergy-aware choices.

Packed lunches can also be provided for college trips and off-site visits.



Payment information

All cafeterias and vending machines are card payment only - no cash accepted.

Totum

As a student of the College, you are eligible to buy a TOTUM student card (powered by the National Union of Students).

This card entitles you to discounts on over 400 brands nationwide, including reduced prices in many stores and restaurants such as ASOS, Amazon and Domino's.

You can purchase your TOTUM card online or download the **TOTUM** app.

Students' Union

Your voice, your say, your union.

Students' Union elections are a great chance for you to get involved and make a real difference at college. The Northampton College Students' Union (NCSU) represents the views of all the students at the College and gets involved in many fund-raising activities, events, student conferences and more.

Student Ambassadors

During your time at college you will also have the chance to become a Student Ambassador. Our Student Ambassadors are a vital part of the College community, helping out at open events and talking to prospective students and their parents about what life is like at Northampton College.

Student Parliament

The Student Parliament is made up of representatives from across the student population and there are a wide range of opportunities available. We encourage students to develop and practise leadership skills in preparation for the challenges of today's world.



Preparation for the world of work

NC Core Skills, built into your course, will help you get ready for your next steps, including work, further study and life in society.

From meeting deadlines to working in teams, every part of college life helps build your NC CORE Skills:

Communication

Strong communication helps you express ideas clearly at college, interviews, and the workplace.

Curiosity

Being curious drives deeper learning in subjects and helps you explore career options with confidence.

Resilience

Resilience helps you handle exam pressure, coursework, assessments and the challenges of work experience.

Collaboration

Teamwork is key for group projects and essential in every career path.

Ambition

Having ambition pushes you to aim higher in your studies and pursue future goals with purpose.

Problem solving

Solving problems builds critical thinking, and is vital in all subjects and professions.

Engaging in group projects, presentations, enrichment activities and the Students' Union helps grow your confidence and leadership - preparing you for what comes next.

Employability skills

Employability skills, such as problem-solving, critical thinking, and adaptability, are vital for career success. Securing a part-time job or participating in volunteering opportunities will help you develop these skills alongside your college course. All students are required to complete up to 30 hours of work experience and industry placements which are built into your course. This will help you get ready for your next steps, including work, further study and life in society.

This will provide you with an opportunity to develop industry-specific skills, understand workplace culture, and build professional networks. You should approach all these experiences with curiosity and professionalism, seeking feedback and reflecting on your performance to continually improve.



Futures - advice and careers service

'Futures', our Careers service, is on hand to provide you with specialist support and guidance with career planning at every stage of your college journey.

All students have access to one-to-one careers advice with our team of experienced advisers who are passionate about supporting students to make informed choices, enabling them to maximise their potential, and make a successful transition into further study, training, or employment.

What we offer

We offer a wide range of services to provide impartial information, advice and guidance on the full range of career pathways available. This guidance is high quality, professional, empowering and raises aspirations amongst our students, pupils at local secondary schools, and across the wider community.

Advice and guidance for students

You can speak to a Futures adviser if you would like in-depth advice and guidance tailored to your needs. This could be about course or career options, your university application, CV advice, or anything else related to your progression. Futures advisers will help you to explore the full range of options available and support you to make the right choice for you.

At Booth Lane students can drop into the Futures room (E1.01) by the Lookout. At Lower Mounts and Daventry telephone appointments can be made by visiting Student Services.

Students can also email
futures@northamptoncollege.ac.uk
and an adviser will be in touch.



Where possible, the college will offer a wide range of **free Enrichment activities.**

Enrichment

Where possible, the College will offer a wide range of free enrichment activities in order to develop your skills, experience and improve your employability prospects.

Why participate in enrichment?

When you apply for a university place, apprenticeship, or job opportunity, you will need to show evidence of wider achievements as well as good grades.

Universities and employers want to know about your other skills, including leadership, teamwork, motivation, commitment and time management.

Our enrichment programme will help you to demonstrate all of these skills, and whatever activities you choose to do, you'll have fun and boost your self-confidence at the same time!

All activities may vary, are subject to availability and may not run every term. For a full list, please check:

https://moodle.northamptoncollege.ac.uk

Activities

- Sport and fitness events (football, table tennis, gym, boxing)
- Music (learn to sing, play the keyboard, play the drums)
- Sign language
- Driving test theory
- Clay modelling
- Car maintenance

Plus many more!

Day trips

- Alton Towers
- Warner Bros. Studio Tour
- Thorpe Park
- Ice skating
- Musical theatre trip

How to book

Keep an eye on Moodle, where you can see what's available and book your place.

Alternatively, you can come to Student Services, email enrichment@northamptoncollege.ac.uk or call **01604 734393**.

To book on Moodle, follow these instructions:

- Go to the College's Moodle page
- Click on **'College Links'** and select **'Student Enrichment'**
- Select the orange box that says **'Book here!'**
- Click on **'Make a Booking'**
- Select the session you are interested in
- Click on '**Spaces available! Click here to book your place'**
- Fill in your mobile number
- Click **'Add to bookings'**

We always try to offer the activities that students tell us they prefer, so your ideas and suggestions are always welcome!





All students attending College must abide by our code of conduct.

Code of conduct

By respecting these rules and interacting with others in a safe and appropriate way, we can ensure that all members of the College community are kept safe.

The College will not accept any actions that break health and safety rules or place any member of the College community or general public at risk. Any student found to be breaking this code of conduct or disrespecting any instructions issued by a member of staff may be subject to disciplinary action which for serious issues, may include being asked to leave the campus.

01 Behave safely at all times and comply with all health and safety requirements of the College.

02 Follow all instructions given by teachers, managers and other staff and abide by college policies.

03 Be respectful and considerate of each other and the College environment, avoiding causing nuisance, upset or harm to others. For example, students should speak to one another and staff calmly and politely, avoiding words and actions that may be interpreted as abusive, offensive or threatening, including swearing and discriminatory language.

04 Wear your college lanyard and ID badge so that it is clearly visible, with the photograph and name easily seen, to ensure you can be identified as a Northampton College student. You are required to show your College ID card if asked by a member of staff.

05 Place your mobile phone in the designated phone station at the start of each lesson and only access it when directed to do so by a member of staff.

06 Remove caps, hats and hoods whenever in college and follow the College dress code - https://www.northamptoncollege.ac.uk/studentlife/dress-code.

07 Attend all lessons and other learning activities including trips, visits and work experience and arrive for them in good time for the scheduled start.

08 Only smoke or vape in clearly designated shelters, outside the building.

09 Be properly prepared for classes, bringing the equipment you need including your college laptop or Chromebook which should be fully charged, pen, notepad, calculator, and any other equipment specified by your teachers.

10 Complete all assignments and homework tasks within the timescale set by teachers and attend all examinations, practical and controlled assessments.



Expectations

We'll treat you with respect whilst you're at Northampton College but will expect certain things of you, and we know that you'll also expect certain things from us.

In addition to the Code of Conduct students must not:

- Consume or possess alcohol, or use, possess, supply or deal illegal or controlled substances, legal highs or other substances that may impair performance on college premises or during college activities on or offsite.
- Discriminate against others in any way. Students must comply with the law and the college's Equity, Inclusion and Belonging Policy.
- Cheat in examinations or coursework, including misuse AI.
- Use or wear Artificial Intelligence (AI) enabled smart glasses, smart eyewear, or any wearable device capable of recording, transmitting, analysing, or storing audio, video, images or other data.
- Bring the College into disrepute through anti-social and inappropriate behaviour on or off campus.
- Cause any health and safety concerns on college premises or during any college activities on or offsite.
- Display or circulate offensive or distressing material, including via college resources or use foul, inappropriate, or abusive language.
- Display violent, indecent, threatening, or offensive behaviour towards staff, students, or visitors and should not bring to the College any offensive weapons or objects deemed as such by the College.
- Litter, deface, or damage college property.
- Impersonate other students, misuse ID cards, or allow others to use their ID card.
- Take photographs, video or any other recording of staff members, students or visitors to the College without permission.

Failure to follow the code of conduct may lead to disciplinary action being taken in line with the Student Behaviour and Intervention Policy.





Are you ready to learn?

Attendance and punctuality

Your attendance at college is really important. If you miss classes, you could fall behind or miss an important part of your assessment. You are expected to have 100% attendance and always be on time, so please avoid taking holidays during term time and book appointments such as the dentist, doctors and driving lessons after college or on non-timetabled days.

It is our expectation that students arrive at lessons five minutes prior to the scheduled start time.

If you have worries or personal problems that could affect your punctuality or attendance, please discuss these with your personal tutor or visit Student Services where one of the advisers will help you.

Your success

Are you ready to learn?

We take success very seriously, and so should you. It is vital to us that every student at Northampton College reaches their potential. We will work together to help you achieve your best and get ready for your next step but this also needs lots of effort on your part.

Here are some tips to help:

- Take off your outdoor clothing (hat/coat/scarf/hood) and place them safely where they won't cause a trip hazard.
- Make sure you have a pen, pencil, paper and other equipment (e.g. calculator) you may need on your desk.
- Put everything else in your bag, including mobile phones (on silent).
- Make sure your bag is safely under the desk or at the back of the room, where it won't cause a trip hazard.
- No bag? Put your phone on the desk at the front.
- Bring your college laptop/Chromebook/device to every lesson.

Know what's expected

We are dedicated to developing you and your skills during your time here and we will have high expectations of you. Know the targets which are set for you and work hard to meet these.

Blue — On track to exceed target grade

Green — On track to achieve target grade

Amber — At risk of not achieving target grade

Red — Not currently on-track to achieve



Staying safe at college

RUN · HIDE · TELL

The threat of terrorism in the UK is real, but with a little knowledge you can increase your safety and help protect yourself against a terrorist attack. Whilst these attacks are very rare, it helps to be prepared.

So Stay Safe, and just remember the words:

RUN to a place of safety. This is a far better option than to surrender or negotiate. If there is nowhere to go then...

HIDE, it's better than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally, and only when it is safe to do so…

TELL the police by calling **999** or inform the nearest member of staff.

This simple, straightforward information could save lives and it is important that students stay alert and know what to do if the worst was to happen.

Health and safety

Fire procedures

Your safety is important to us.
If you hear the fire alarm, you must:

- Leave the building immediately using the nearest safe exit and go to the designated assembly point.
- If this means going through an adjacent block (where the alarm may not be sounding), you should still leave the building.
- Do not stop to collect your belongings unless they are already within arm's reach.
- Leave the building calmly and safely.
- Follow any instructions given by college staff or emergency personnel.
- Do not enter any building or area that is being evacuated, even if you have left something behind.
- Remain at the assembly point until staff tell you it is safe to leave or return to the building.

If you need support to evacuate safely, we will work with you to create a Personal Emergency Evacuation Plan (PEEP), which explains the assistance you will receive during an emergency.

By following these instructions, you can help keep yourself and others safe.

NEVER ASSUME IT IS A PRACTICE DRILL/FALSE ALARM – ACT PROMPTLY AND SAFELY.

DO NOT ATTEMPT TO TACKLE A FIRE – RAISE THE ALARM.

Fire exits

Be aware of how fire exit routes are labelled.

Examples:



Check the 'Fire action' notices on display in workshops, classrooms etc., and familiarise yourself with the escape routes. You need to be aware of alternative routes in case your first choice is unavailable. If you attend different campuses / blocks / buildings, you should become familiar with all available escape routes.

First aid

If first aid is required, ask a member of staff (they will know how to contact a first aider). If no help is available, contact main reception/security, who will arrange for a first aider to attend.

You can dial the emergency services yourself if you think you cannot wait for a first-aider. In this instance you must let reception know that the emergency services have been contacted and where the casualty is, so that the estates team can direct them to the casualty upon their arrival.



Safeguarding and your safeguarding team

We recognise that members of staff and students have an important role to play in safeguarding the welfare of children and vulnerable adults and preventing their abuse.

You have a right to be safe at college, on work placement or in your work place. You also have a responsibility not to hurt others.

British values

We prepare our students for life in modern Britain by promoting values that support a strong sense of social and moral responsibility and help you to understand:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance of those with different faiths and beliefs
- Being kind to others.

Respect, inclusion and non-violence

We will robustly challenge any form of hate speech, racism and all forms of discriminatory language or behaviour.

We have a duty, through the **PREVENT** strategy to safeguard everyone from the threat of all types of extremism and radicalisation, including terrorism.

If you feel that you or somebody you know may be at risk, please speak to a member of staff or a member of the College Safeguarding Team.



How could I be hurt?

You might be suffering from some form of abuse:

- By being made to do sexual things you don't want to do
- By not being looked after properly
- By being physically hurt
- By being bullied or made to do something you don't want to do. (This includes cyber bullying).
- By being emotionally hurt.

If you think you have been hurt or abused by an adult, another student or young person, member of staff or visitor, you should report this as soon as possible by telling a trusted member of staff.

Alternatively, you can email **safeguarding-team@northamptoncollege.ac.uk**, use the **REPORT ABUSE** button on the Moodle homepage, or call the Student Services team:

Booth Lane: **01604 734015**
Daventry: **01604 736320**
Lower Mounts: **01604 736595**
www.northamptoncollege.ac.uk

Healthy relationships

At College, you'll meet a whole range of new people. But if one of those relationships causes you concern, we're here to help. The College has a zero tolerance policy for sexual misconduct, bullying, harassment or any form of hate crime. College staff will support students who are reporting allegations of misconduct, by listening in a non-judgemental way to your issues and concerns, and talking through suitable support options.

Contact the safeguarding team by email using safeguarding-team@northamptoncollege.ac.uk or calling **01604 734049** to arrange a one to one appointment with a Student Mentor.

Sexual harassment

Sexual harassment is not acceptable. Together, we are committed to tackling sexual harassment and believe staff and students have the right to live and study in a safe and supportive environment and therefore are committed to maintaining an inclusive and welcoming community that is free from harassment.

Sexual harassment comes in many forms. It can be physical, emotional, and verbal – anything that makes another person feel uncomfortable or intimidated.

Examples of sexual harassment include:

- Unwanted groping
- Uninvited kisses and/or bodily contact
- Wolf whistling
- Catcalling
- Inappropriate sexual comments
- Sexually based insults, jokes, songs or taunts.

We believe that you should never have to put up with sexual harassment. You should never be made to feel uncomfortable by another individual of any gender whether this occurs on campus, on public transport or online, and by whomever - people you know or complete strangers.

Students who believe they have been a victim of sexual harassment or assault should speak to any member of staff within the College who will arrange for you to be supported and for the incident to be dealt with appropriately through its safeguarding team. Alternatively you can report your concerns via email to:
safeguarding-team@northamptoncollege.ac.uk

Our Safeguarding Officers



Jan Hutt
01604 734395



Mark Owen
01604 734015



Julie Kennedy
01604 734244



Jade Care
01604 734046



Carrie Newton
01604 734247



Amy Owers
01604 734075

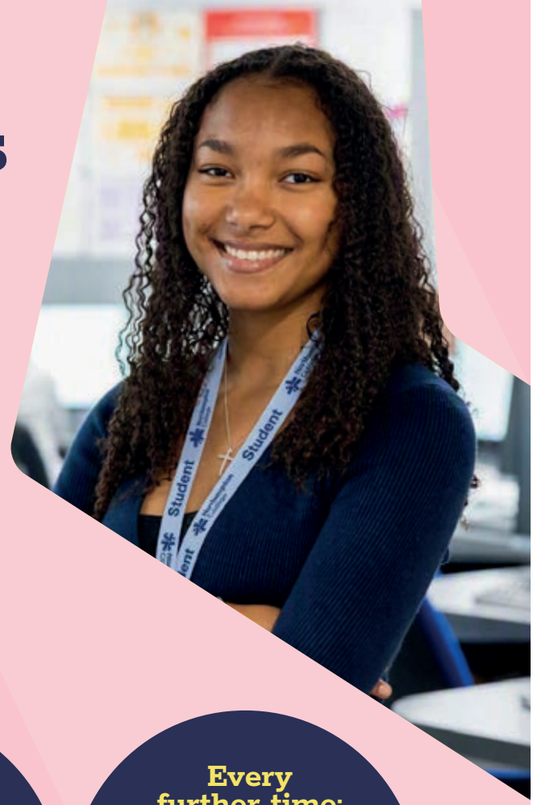


Paige Young
01604 734197



Tracey Shrigley
01604 734307

Student ID cards



As part of our commitment to maintaining a safe and secure environment, all students are required to wear a student ID card and lanyard around their neck in a position where it can easily be seen.

Wearing an ID card is a common requirement in many workplaces. Following this rule helps you get ready for professional environments where it's expected. It also promotes a sense of responsibility and professionalism.

If you forget your ID card:

First time:

You will receive a replacement card free of charge.

Second time:

A replacement card will cost £5 (payable by you or a parent/carer) or you will need to return home to collect your ID card and return to college as soon as you can.

Every further time:

Each replacement card will cost £5.

If payment cannot be taken for a replacement card, you will be sent home.

Whenever a new card is issued, any old cards are deactivated and should be destroyed.

Wear your lanyard

When you join the College, you will be given a student ID card. You must bring this with you every day, as it is required to access college buildings and services.



1. **Yellow**
   Student Ambassador
2. **Green**
   Associate staff
3. **Red**
   Visitor

   Always accompanied by a member of staff. *Students should never be left alone with a visitor. If you see a visitor unaccompanied, report it immediately.*
4. **Orange**
   HNC/HND student
5. **Blue**
   College staff member
6. **Grey**
   College student



ProPortal

ProPortal is where you will access your individual learning plan and view your overall progress on your study programme.

Scan to access ProPortal

What information can you see on ProPortal?

- Your contact details
- Your attendance/punctuality summary
- **SMART** targets and course targets
- **BRAG** ratings
- Your timetable
- Tutorials and teacher comments
- Update Individual Learning Plan (ILP)
- Work Experience/Placement

Your teachers and personal tutor will regularly meet with you to set and discuss SMART targets. These targets will help you make the best possible progress in college and support you in achieving your target grade.

Getting ready for your exams

Exams are an important part of your course, and we want you to feel prepared, confident and know what is expected of you. This section explains what you need to know before, during and after your exams, including the rules you need to follow and where to get help if you are unsure about anything.

Before your exam

Your tutor will give you details of your exams, and you will also receive texts regarding your entries and when the exams will take place. If you are unsure, speak to your tutor before exam day.

Do:

- ✔ Check the date, time and room
- ✔ Arrive 15mins before the start of the exam
- ✔ Bring your college ID
- ✔ Bring the right equipment eg: black pen
- ✔ Read the instructions provided by your tutor.

Do not:

- ✘ Bring notes, revision material into the exam room
- ✘ Bring a mobile phone, smartwatch, earbuds or other electronic devices into the exam room.

During your exam

Do:

- ✔ Listen carefully to the invigilator's instructions
- ✔ Raise your hand if you need help
- ✔ Follow the rules so the exam is fair for everyone.

Do not:

- ✘ Talk once you have entered the exam room
- ✘ Leave your seat without permission.

After your exam

Remain seated and follow the invigilator's instructions.

Do not:

- ✘ Remove exam material from the room.
- ✘ Discuss exam content with students who may not yet have taken the assessment.

If you have questions about results, next steps or missed exams, speak to your tutor or the Exams Team.

Contingency day - Wednesday, 23 June 2027

This is a spare day set aside by the exam boards in case an exam has to be moved because of a major local or national disruption, such as severe weather, a power failure or another unexpected event.



Exam Access Arrangements

Exam Access Arrangements (EAAs) must be identified and approved before the day of the exam. Requests made on the day of an exam will only be considered in cases of sudden illness or an unforeseen emergency. In these circumstances, the College's procedures for access arrangements must be followed before any adjustments can be approved. The deadline for submitting EAA applications for the summer examination series is 21 March 2027.

Malpractice

Malpractice means breaking the exam rules or trying to gain an unfair advantage. Any suspected or confirmed malpractice will be reported to the exam boards and may result in penalties, including disqualification from the examination.

Results and certificates

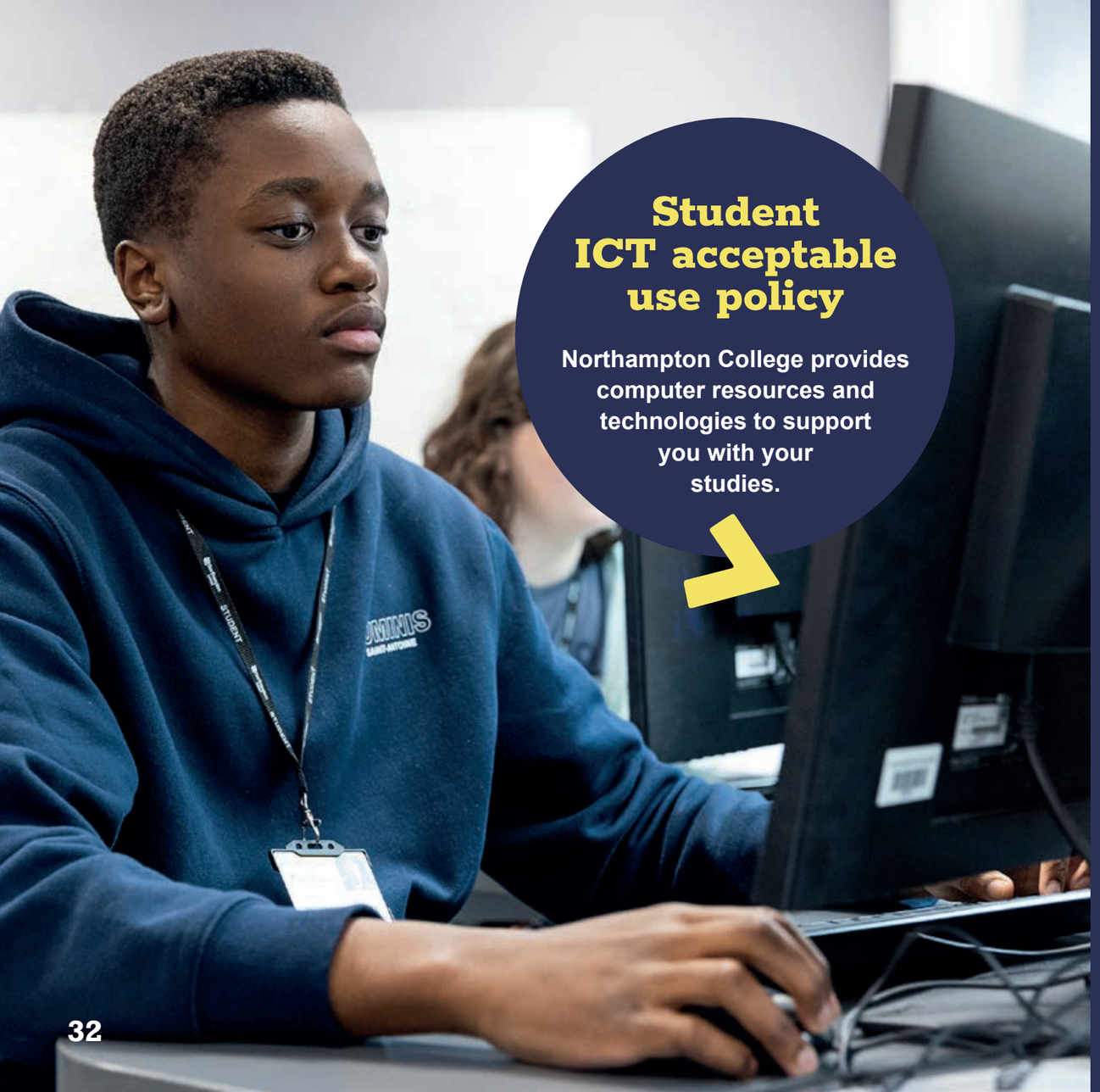
- Results will be emailed to you on results day.
- A Level Year 2, T Level Year 2 and GCSE students may also be invited to collect results in person.
- Certificates will be posted to the address we hold for you.

Important: Make sure your address is up to date. The College cannot take responsibility for certificates lost in the post.

Post-results services

If you are unhappy with your result, speak to your subject teacher first, they can explain your options.

Some services may have a cost. We will explain the costs before a request is submitted.



Student ICT acceptable use policy

Northampton College provides computer resources and technologies to support you with your studies.

Sanctions

Any breach of this policy will be subject to the Student Behaviour & Intervention Policy. Any illegal activity will be reported to the relevant authority.

While it is not possible to anticipate every instance of activity likely to contravene this policy, if you are in any doubt whether your proposed activity is permitted, then you should first seek further guidance from a member of staff.

You must not:

- Create, store, exchange, display, print or share offensive material (or material likely to cause annoyance, inconvenience or anxiety) in any form; as well as anything that depicts violence and/or incites or promotes sexism, homophobia, transphobia, racism, radicalisation or anything else detailed in the Prevent duty
- Violate the privacy of other users or harass others with unwanted email, social media or electronic communication of any description
- Deliberately introduce any harmful or nuisance programmes or files or take deliberate action to get around any precautions taken or prescribed by the College to prevent this
- Copy, examine, amend or delete the data or data structures of other users
- Change the default settings on software unless authorised by ICT Services
- Download and install new software unless authorised by ICT Services
- Use the College resources for unauthorised commercial or personal financial gain
- Deliberately attempt to access facilities or services on the College computer network to which you are not allowed
- Share your password with anyone.

As well as the above, you must not do anything that may bring the College into disrepute.

Your use of the College's computer facilities must comply with current legislation. This includes the Copyright, Designs and Patents Act 1988, the Computer Misuse Act 1990 and the UK General Data Protection Regulation and Data Protection Act 2018.

College loaned devices

If you have been loaned a College device, you are expected to:

- Bring your device and charger to every lesson
- Take good care of the device
- Return the device in good condition at the end of the academic year
- Immediately report any issues with devices to the Helpdesk on ext **4216 (01604 734216)** or by emailing: **helpdesk@northamptoncollege.ac.uk.**
- Do not share the device with anyone else
- Do not tamper with any settings or the device.

College loaned devices are monitored and controlled by the college. Any College device not returned will be disabled. Full replacement cost of the loaned device will be charged if it is not returned by the agreed date or if it is lost, stolen or damaged.

Any lost or stolen device may be reported to the police where appropriate.

01604 734393

northamptoncollege.ac.uk

Northampton College