



# NC

**STUDENT  
GUIDE  
2023-24**





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# WELCOME TO NORTHAMPTON COLLEGE

**We're delighted you have chosen to study with us and are committed to giving you an outstanding student experience.**

**Whether you're returning to continue your studies or starting a new course with us, you're in for an exciting academic year.**

**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.**

## 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.

## COLLEGE FACILITIES

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

- Student Services
- The Library NC
- Students' Union
- Fitness suite
- The Support Hubs
- The Wellbeing Hub
- Enrichment activities and trips
- The Lane Restaurant & Brasserie

## A CASHLESS COLLEGE

Our College operates a cashless payment system. We accept debit or credit cards or payment via banking apps only. This even applies to the vending machines.

## ABSENCE REPORTING

If you are sick and you are 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

At Northampton College we don't have a formal dress code/uniform, but we do ask all students to be mindful that the college is a professional environment. Therefore, we ask you not to wear:

- Clothes that cause offence to others
- Items that expose significant amounts of flesh such as vests, crop tops, transparent clothing and exceptionally short skirts or shorts
- Clothing with discriminatory, explicit or sexual slogans or images
- Hoods, caps or hats whilst inside
- Excessively high heels
- Unsuitable footwear, such as slippers

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

**Good luck in your studies.**







**ALL STUDENTS ATTENDING  
COLLEGE IN PERSON 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 will immediately be required to leave the College campus and will be subject to disciplinary action.

**01**

Students are required to 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**

Wear your ID badge at all times in a position where it can easily be seen so that you can be identified as a Northampton College student. When asked by any member of staff you must show your college ID card.

**04**

Only use mobile phone and other devices when specifically directed to by a member of staff.

**05**

Remove caps, hats and hoods whenever you are in college.

**06**

Attend (in person or online as per timetable) all lessons and other learning activities including trips, visits and work experience and arrive or log on for them in good time for the scheduled start.

**07**

Do not smoke or vape on or near college premises. If students are caught vaping, vapes will be confiscated and stored in a secure location in Student Services until the end of the week.

**08**

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. Equipment will not be available to loan.

**09**

Complete all assignments and homework tasks within the timescale set by your teachers and attend all your examinations.

**10**

Follow the College dress code - <https://www.northamptoncollege.ac.uk/student-life/dress-code>



# EXPECTATIONS

**WE'LL TREAT YOU LIKE AN ADULT WHILST YOU'RE AT NORTHAMPTON COLLEGE BUT WILL EXPECT CERTAIN THINGS OF YOU, AND KNOW THAT YOU'LL ALSO EXPECT CERTAIN THINGS FROM US.**

**In addition to the student code of conduct, you should:**

- Engage with the College (e.g. through student forums).
- Be respectful and considerate of each other and the College environment, avoiding causing nuisance, upset or harm to others.
- 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.
- Attend work experience or industry placements or complete other activity to prepare for employment as arranged by the College and to follow all instructions given by the employer.
- Speak to your teacher(s) (and/or other staff as appropriate) if, for any reason, you are unable to attend college on time or follow any of the above points.



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

## 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 try to book appointments such as the dentist, doctors and driving lessons after college.

It is our expectation that students arrive at lessons 10 minutes prior to the scheduled start time.

If you have worries or personal problems that are affecting your punctuality or attendance, please discuss these with your personal tutor or visit Student Services where one of the advisors 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.

## 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**





# STUDENT SUPPORT

## 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 will 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 Academic and Vocational Support Team on 01604 734184.

## SUPPORT WITH TRAVEL

Northampton College understands that travel is important to all our students and works in partnership with Northamptonshire Country Council to offer a college travel scheme. Some students are entitled to help with their travel costs. This may apply to you if you are studying on a full-time course Live more than three miles from the college site you'll be attending. Staff in Student Services will be happy to provide information and advice about travelling to college and provide advice on financial assistance for travel costs for eligible learners.

## STUDENT BURSARY

Students can apply for help with the cost of coming to college including course fees, travel costs, any equipment you may need to buy, uniform and childcare.

You may qualify for help if your household income is below £26,000 per year. If there are three or more dependent children aged under 18 in full-time education in the household, you may qualify for assistance even if your household income is up to £30,000.

To be eligible for financial support, it is expected that households have claimed **all** funds available to them from other sources. If you are aged under 20 and in full time education, your household should be in receipt of Tax Credits or Universal Credit in order to be eligible for Bursary support. If you have not yet claimed Tax Credits or Universal Credit, you would be expected to do so **before** applying to the Bursary Scheme.

If you would like to apply for financial support, please email - [financial.support@northamptoncollege.ac.uk](mailto:financial.support@northamptoncollege.ac.uk) for details.

## INITIAL AND DIAGNOSTIC ASSESSMENTS

When you join the College, you will be asked to complete some tests that are designed to measure your skills in reading, writing, spelling and maths. Your teachers will be able to 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. 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.

## 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.



# 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

In the event of a fire alarm sounding, all staff and students should leave promptly and calmly by the nearest safe point of exit, and then continue to the assembly point. At Booth Lane (blocks A to H) this may simply mean moving to the next block and waiting there. Do not use lifts or stairs within the same block. Do not wait around or gather belongings.

Nobody must re-enter the area in alarm until authorised to do so by estates/fire brigade personnel.

At Lower Mounts, Daventry, (and the Pavilion, ACE Centre, Oak and Cherry buildings at Booth Lane) the evacuation procedure is that all persons should leave the building and move to the nearest, safe external assembly point.

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

### 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.

### ASSEMBLY POINTS

After leaving the building, you should make your way to the nearest, safe external assembly point, which will be marked by a large sign.

Be prepared to move further away from the building if asked to do so.

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



### 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 belief
- Being kind to others.

### PREVENT

Prevent is a government strategy about safeguarding people and communities 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 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 assault should speak to any member of staff within the College who will arrange for you 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**  
Vice Principal – People and Organisation Development  
**01604 734395**



**MARK OWEN**  
Assistant Principal – Student Services, Curriculum Services & Quality  
**01604 734015**



**JULIE KENNEDY**  
Student Welfare Adviser  
**01604 734244**



**JO COX**  
Student Adviser  
**01604 734266**



**JO DAVIES**  
Centre co-ordinator, Daventry  
**01604 736320**



**WILL BROWN**  
Futures Advisor  
**01604 734031**



**CARRIE NEWTON**  
Safeguarding Officer  
**01604 734247**



**AMY OWERS**  
Family Support Officer  
**01604 734075**





# STUDENT ICT ACCEPTABLE USE POLICY

**NORTHAMPTON COLLEGE PROVIDES  
COMPUTER RESOURCES AND MOBILE  
COMPUTING TECHNOLOGIES TO  
SUPPORT YOU WITH YOUR STUDIES.**

## SANCTIONS

**Any breach of this policy will be subject to the Student Behaviour Disciplinary Policy.**

**Any illegal activity will be reported to the relevant authority.**

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; racism, radicalisation or anything else detailed in the PREVENT strategy
- 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 programs 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 told to do so by a member of staff
- Download and install new software unless told to do so by a member of staff
- Use the College resources to make money
- Deliberately attempt to access facilities or services on the college computer network to which you are not allowed
- Deliberately tell other people your password.

**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 & Patents Act 1988, the Computer Misuse Act 1990 and the EU General Data Protection Regulation 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 devices.
- Return the device in good condition.
- Immediately report any issues with devices to the Helpdesk on ext 4216 or by emailing: [helpdesk@northamptoncollege.ac.uk](mailto:helpdesk@northamptoncollege.ac.uk)
- The device should not be shared with anyone else.
- Do not tamper with any settings or the device itself.

These loaned devices will be 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 will be reported to the police.



# STUDENT LIFE

## CATERING

The Lookout Express at Booth Lane is open Monday - Friday from 8am - 2pm to purchase hot and cold drinks, a range of breakfast items, pastries, snacks, sandwiches, cakes, paninis, and jacket potatoes.

The main canteen at Booth Lane is open every day from 10am - 2pm serving a selection of grab-and-go fast food items, main meals, pasta king and our popular salad bar.

Our café at Daventry is open from 9am - 2pm on Monday, Tuesday, Thursday and Friday offering a variety of hot and cold meals and snacks.

There are well-stocked vending machines at our Lower Mounts campus.

Please note the College operates a cashless system.

Students in receipt of free college meals will be advised of how they can access their entitlement via their bursary application.

## 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.

These include sport and fitness activities, music lessons and discounted off-site trips.

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](mailto:enrichment@northamptoncollege.ac.uk) or call **01604 734393**.

## 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/PARLIAMENT AND AMBASSADORS

**Your voice, your say, your union.**

The Students' Union election is 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.

The Student Parliament is made up from student representatives from across the student population.

Student Ambassadors will be expected to attend Open Events, participate in focus groups and assist the Students' Union with charity events.

To find out more please contact Student Services on **01604 734393**.

## FUTURES INFORMATION, ADVICE AND GUIDANCE & CAREERS SERVICE

We have a careers service called 'Futures' that is available to all students and is there to offer you information, advice and guidance on your next steps into university, further study or employment.

You can book a telephone careers appointment with a Futures adviser if you would like in-depth advice and guidance tailored to your needs. Email [futures@northamptoncollege.ac.uk](mailto:futures@northamptoncollege.ac.uk) and an adviser will be in touch.

**WHERE POSSIBLE,  
THE COLLEGE WILL OFFER  
A WIDE RANGE OF FREE  
ENRICHMENT ACTIVITIES.**





**0300 123 2344**

**[northamptoncollege.ac.uk](http://northamptoncollege.ac.uk)**

