

**THE COLLEGE CHARTER**  
OUR COMMITMENT TO YOU



**LEARNER CODE OF CONDUCT**

**WHEN LEARNING, YOU HAVE AGREED TO:**

- > Attend all lessons and exams, unless the absence is authorised.
- > Complete assignments on time, without cheating, copying or plagiarising.
- > Dress appropriately – the wearing of hoods and caps is not allowed in classrooms.
- > Not to eat or drink in class or study areas, apart from water.

**ABOUT CAMPUS, YOU HAVE AGREED TO:**

- > Carry out all reasonable instructions from any member of staff.

- > Wear your ID badge visibly at all time.
- > Treat the campus with care and respect.

**IN YOUR GENERAL BEHAVIOUR, TRAFFORD COLLEGE EXPECTS YOU TO:**

- > Behave in a thoughtful, considerate and responsible manner.
- > Not use bad language.
- > Not bully, harass or offend anyone in person or on-line.

At Trafford College Group the emphasis is on developing and educating learners to recognise and learn to adopt appropriate professional standards and behaviours

**STAY SAFE**  
Covid-19

Only come to college if you do not have a temperature or continuous cough. Wash your hands often. **Follow college guidelines at all times.**

**WE LIVE OUR VALUES**

**WE EXPECT LEARNERS TO ADHERE TO THE COLLEGE VALUES**

**BOLD**

Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential.

**AMBITIOUS**

Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.

**RESPECT**

Appreciate your own strengths whilst demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind.

**COLLABORATE & TEAMWORK**

Share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals.

**PROFESSIONAL**

Be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work.

**LEARNER VOICE**

Learners are the focus and heart of the College and as such their voice will be heard in all areas of College life. In line with British Values and College values our students will have the opportunity to stand for office through inclusive democratic elections.

Opportunities to represent your class and your curriculum area will be made available to you. In addition, youth social action group involvement will ensure your voice is heard and issues you care about are addressed.

**Course Representatives:** Stand for election to be your Course Representative. In this role you will work closely with the Learner Leaders in your curriculum area – taking the views of your peer group forward to be addressed by Head of Studies in your area.

**Learner Leadership Representatives:** Nomination to Learner Leader for your curriculum area. In this role you will work closely with Course Representatives and the Learner Engagement and Learner Voice Lead – taking the views of your peer group forward to be addressed by the Senior Leadership Team in the College.

**Learner Governor:** Stand for election to the highly responsible role Learner Governor. College wide election process where you will campaign and demonstrate your suitability to take on this responsible position working with College leadership and College Governors.

**Equalities Council and Green College Assembly:** Join one of our student participation groups, and involve yourself in the issues of the day and have the opportunity to affect change in your local area and community.

**LEARNER SERVICES OPENING TIMES**

Monday to Friday  
8.30am - 4.30pm

You can drop in to see us or book an appointment by ringing:  
**0161 296 5810**

## FINANCIAL SUPPORT

Drop in and see the student finance team in Learner Services – they can give you impartial information, advice and guidance about student finance, information about supporting you with the costs related to being at College including travel, childcare, tuition fees and a range of other issues.

If you need financial assistance with the costs of coming to College several options are available, including:

### > Learner Support Fund (LSF)

The LSF may be able to help students on a low income with course related costs e.g. childcare, equipment, books and travel.

### > Advanced Learning Loan Bursary

Students receiving an Advanced Learning Loan can apply for this Bursary for help towards, Travel, books and childcare

## CAREERS GUIDANCE

Our professionally qualified careers advisers provide impartial, confidential advice and guidance to help you:

- > decide what you are going to do next
- > find out more about your options in education, training and work, both at College and beyond
- > put your plans into practice
- > get support with job search and with your UCAS application.

If you are looking for information or have a quick query you can drop in to the Learner Services Help Desk or for more in-depth advice and guidance, careers interviews may be arranged by appointment.

## LEARNING SUPPORT

Our dedicated team of Learning Facilitators will work with you to design a personalised support package. We also work with partner agencies to ensure you can access the help you need. This could include any of the following:

- > In class support
- > Out of class support
- > Study skills support
- > Modified materials
- > Communication support
- > Support from Sensory Support/SALT specialists
- > Exams Access Arrangements
- > Assistive Technology and Equipment

To discuss your needs call into one of the following locations:

- > **Stockport:** Learner Services
- > **Altrincham:** G9
- > **Stretford:** ALS Teaching Room

## PERSONAL SUPPORT

We are here to help you with any personal difficulties or issues you might face whilst at college.

During your time with us you have access to Pastoral Support Mentors and a College Counsellor who provide one to one support on a range of issues from homelessness to sexual health and concerns about our assignments.

Pastoral Support Mentors work with internal and external agencies to ensure you receive the right support to overcome barriers and help you get back on track with your programme of study.

You can access a progress mentor directly through the learner services helpdesk.

## A SAFE ENVIRONMENT

We take the wellbeing and safety of every single learner very seriously. We strive to ensure a safe and welcoming environment at Stockport College. There is a designated team of safeguarding officers & a safeguarding and anti-bullying policy in place to ensure that our learners can study in a safe and secure environment.

If you or someone you know is being harmed or abused, in or out of College, you should tell someone such as your Pastoral Support Mentor, tutor or a Designated Safeguarding Officer who can be accessed at Learner Services or through any member of staff at the college.

## COLLEGE TERM DATES

### TERM ONE

**Please note** Student Enrolment takes place from: Thursday 20th August 2020 - Friday 4th September 2020

**From** Monday 7th September 2020

**To** Friday 23rd October 2020

**Half Term** Monday 26th October 2020 – Friday 30th October 2020

**From** Monday 2nd November 2020

**To** Thursday 17th December 2020

**Christmas** Friday 18th December 2020 – Friday 1st January 2021

### TERM TWO

**From** Monday 4th January 2021

**To** Friday 12th February 2021

**Half Term** Monday 15th February 2021 – Friday 19th February 2021

**From** Monday 22nd February 2021

**To** Friday 26th March 2021

**Easter** Monday 29th March 2021 – Friday 9th April 2021

### TERM THREE

**From** Monday 12th April 2021

**To** Friday 28th May 2021

**Please note** the College is closed Monday 3rd May

**Half Term** Monday 31st May 2021 - Friday 4th June 2021

**From** Monday 7th June 2021

**To** Friday 25th June 2021