



TRAFFORD
COLLEGE

THE COLLEGE CHARTER

OUR COMMITMENT TO YOU





TRAFFORD
COLLEGE



WE LIVE OUR VALUES

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

AMBITIOUS

We set high expectations and standards for students, colleagues, and our communities, striving for excellence in all that we do.

RESILIENT

We believe that every challenge is an opportunity to learn, develop and become stronger.

COLLABORATIVE

We work together, support one another, share ideas, and encourage success.

INCLUSIVE

We value individual differences and creating an environment where everyone has the same opportunities.

RESPECTFUL

We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind.

STUDENT CODE OF CONDUCT

We believe that education is key to success and to your future, that's why the college make a commitment to YOU by:

- 1 Ensuring that you have all of the important information to make informed decisions about your chosen course and that it meets your needs as an individual.
- 2 Supporting you with your learning needs enabling you to make a positive transition to college life.
- 3 Guiding you to reach your full potential by setting targets that are achievable, yet challenging.
- 4 Providing you with high quality of teaching, learning and assessment which is both motivational and engaging.

- 5** Fostering positive working relationships that are built on respect and understanding.
- 6** Making a commitment to provide a safe and supportive learning environment where diversity is celebrated.
- 7** Delivering impartial advice on your own personal goals, careers and aspirations for the future.
- 8** Enabling you to have access to a wide range of extra-curricular opportunities to enhance your skills.
- 9** Removing barriers to learning through our knowledge and approachable support services.
- 10** Taking action to further improve our college by listening to your views and feelings.

STUDENT CODE OF CONDUCT

Our aim is to ensure that you have a successful and enjoyable time with us. In order to achieve this aim, it's important that we work in partnership.

This includes to:

- 1 Attend college and all events punctually, reporting any absence or lateness.
- 2 Inform us of any additional needs or support you might require so that we can put this in place for you.
- 3 Be respectful to all who are involved in our college community.
- 4 Actively participate in all aspects of learning and college life.

- 5 Ensure that you meet the requirements for your course of study, including meeting deadlines, completing independent tasks and being prepared for lessons.
- 6 Help you reach your full potential by completing all tasks to the best of your ability and by acting on feedback from your tutors.
- 7 Show respect to the college environment, acting safely and responsibly at all times.
- 8 Be an active learner by taking responsibility for your own learning and development.
- 9 Participate in opportunities to share your views and feelings, providing constructive feedback to support improving your college experience.

STUDENT VOICE

Students 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 Student Leaders in your curriculum area – taking the views of your peer group forward to be addressed by Head of Studies in your area.

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

Student Governor: Stand for election to the highly responsible role of Student Governor. There is a 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 effect change in your local area and community.

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.

Contact: traffordstudentbursary@tcg.ac.uk

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:

- > **Cheadle:** Room C09
- > **Marple:** Room B2H
- > **Stockport:** Learner Services
- > **Trafford:** Altrincham: Room G57
Stretford: Room TF53

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 a Mentor and a College Counsellor who provide one to one support on a range of issues from homelessness to sexual health and concerns about your assignments.

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 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 Trafford 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 25th August 2022 - Friday 2nd September 2022

From Monday 5th September 2022

To Friday 21st October 2022

Half Term Monday 24th October 2022 - Friday 28th October 2022

From Monday 31st October 2022

To Friday 16th December 2022

Christmas Friday 19th December 2022 - Monday 2nd January 2023

TERM TWO

From Tuesday 3rd January 2023

To Friday 10th February 2023

Half Term Monday 13th February 2023 - Friday 17th February 2023

From Monday 20th February 2023

To Friday 31st March 2023

Easter Monday 3rd April 2023 - Friday 15th April 2023

TERM THREE

From Monday 17th April 2023

To Friday 26th May 2023

Half Term Monday 29th May 2023 - Friday 2nd June 2023

From Monday 5th June 2023

To Friday 30th June 2023



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



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Part of The Trafford College Group



www.trafford.ac.uk