

Bishop Burton College

FE Student Handbook 2020-2021

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Welcome to Bishop Burton College

Here at Bishop Burton College I am proud to say we offer first class, first choice vocational education across many different subject areas and provide our students with the perfect platform to be successful in their chosen careers.

As one of the finest land-based colleges anywhere in the country, we boast exceptional facilities and unrivalled industry and sporting partnerships, meaning we are in a unique position to provide our students with an outstanding opportunity to improve their employability.

This is reflected in our fantastic student success rates, which are some of the best in the country.

Our students benefit from hands-on training from day one and work experience placements form a key part of all our courses, ensuring students are fully prepared for the world of work by the time their journey with us comes to an end.

All our staff are focused on making sure every student not only achieves their academic goals, but also improve their health and wellbeing during their time with us. There is a clear link in our curriculum between precision agriculture improving healthy food production to sport enhancing health and fitness. We aim to help improve all elements of our students' lives.

Any student who chooses to study at Bishop Burton College is guaranteed the finest training available in the sector, with the use of incredible resources such as our own commercial farm, Olympic-standard equestrian facilities, our state-of-the-art STEM Centre and Skills and Technology Centre.

There is no better place to launch a career in your chosen subject area. I hope you will find all the information you require in this handbook. If you do require anything further, please do not hesitate to get in touch with your course manager or tutor. Our friendly and helpful staff will be more than happy to assist you in any way they can.

Bill Meredith
Chief Executive and Principal

Mission, Vision and Values

Our mission is to provide students with first class specialist education and employability skills.

Our vision is to:

- Provide world-class facilities and resources for our customers and our other stakeholders
- Foster and develop innovation and a solutions-driven response to all challenges
- Continue to grow in a sustainable way through responsiveness to the needs of our local, regional and national employers, industries and communities
- Be recognised for excellence in effective, innovative, partnership development.

We believe the College values provide us with a sense of purpose and identity. We believe in:

- First-class / first choice vocational education
- Respect for each other and our campus
- A 'can do' attitude
- Striving for excellence in all that we do.

Fundamental British Values

Our mission is to be a leading specialist college focusing on excellence, employability and enterprise for our customers.

The College recognises that it has a specific responsibility towards preparing students to become responsible citizens, contributing to wider society and life in Britain, including protecting students from prejudice-based discrimination.

Whilst the College already operates an equality and diversity Policy which supports its responsibilities under the Equality Act 2010 and a Safeguarding Policy this policy incorporates all aspects of Fundamental British Values which the government set out in its PREVENT strategy

- **Democracy** - an understanding of how citizens can influence decision making through the democratic process

- **Rule of Law** - an appreciation that living under the rule of law protects individual citizens and is essential for their well-being and safety
- **Individual Liberty** - the right to act, believe and express views free from unjust control of governments and others.
- **Mutual respect and tolerance** - raising understanding and tackling prejudice so all are treated with dignity and respect.

Student Association

Welcome

Welcome to Bishop Burton College. As the group of students responsible for last year's social and recreational calendar we feel well placed to help you get the most out of your time at Bishop Burton College.

The Student Association supported over 150 events last year including the weekly social events such as quizzes, film nights, discos, trips out to the cinema, and ice skating as well as the bigger events of the year – the Halloween, Christmas and Valentine's Balls.

As a sporty College there was also the need to shout loudly from the sidelines at matches (home and away!) and participate in after- match celebrations which, with the huge success of our sport teams, were quite frequent!

We meet up with the Principal and other staff regularly, as we act as the formal link between staff and students. It means we can discuss your issues as well as making sure that we know first-hand about planned changes within the College.

We joined the Student Association to gain experience of working within a team, to represent all other Bishop Burton College students and to ensure they had a say in how the College is run. The year has been fantastic! We have all learnt so much about being in an Association and know these skills

will remain with us for the rest of our lives and look at our great CVs! We would definitely do it again!

If you have energy, ideas and would like to contribute to student life at Bishop Burton College, then become a part of the Student Association. You can do this by speaking to staff in Student Services. We hope you enjoy your time at Bishop Burton. We all wish you the best of luck and hope to see you working and playing hard.

Best wishes,

Bishop Burton College Student Association

Accommodation

The College provides residential accommodation for over 350 students. These students are housed in 14 Halls of Residence on campus.

Living in halls is a great way to make new friends and to live in beautiful surroundings.

Non-residential students are not permitted in Halls of Residence at any time without prior permission from the Head Warden.

Activities

All social activities are open to all students whether they are residential or not – come and join in! Any non-residential student aged under 18 must make prior arrangements to travel home after these events. Under 18s who are non-residential are not permitted to stay on campus overnight and those aged over 18 must have a residential student willing to take responsibility for them, be signed in with the Duty Warden and pay the necessary fee (£10) in advance of any overnight stays.

Anti-bullying

Any concerns over bullying or harassment must be passed on to your course tutor or support staff who will ensure that they are dealt with in line with the 'Anti-harassment and Anti-bullying Policy'.

Policy Statement

The College is committed to promoting and maintaining acceptable standards of conduct by ensuring that all individuals, students and staff, understand the nature of harassment and bullying, whether physical or verbal. No incidents of bullying and harassment will be tolerated and any incidents will be dealt with in accordance with the College's disciplinary regulations.

Aim

The aim of the Policy is to define the College's position on harassment and bullying and to set out the course of action if any student or member of staff is subjected to bullying or harassment.

Definitions:

Harassment is unacceptable behaviour which can include not only violence and bullying, but also subtler behaviour such as ignoring or excluding an individual. It subjects an individual or group to unwelcome attention, humiliation, ridicule, offence or loss of privacy. It may consist of a single event or a pattern of behaviour. Harassment may leave an individual or group feeling intimidated, upset, humiliated, embarrassed or offended.

Bullying is the intentional tormenting of others through verbal harassment, physical assault, or other subtler methods of coercion such as manipulation.

Bullying often describes a form of harassment perpetrated by an abuser who possesses more physical and/or social power and dominance than the victim. The victim of bullying is sometimes referred to as a target. The harassment can be verbal, physical and/or emotional.

Assessment malpractice or misconduct

Assessment Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and / or damage the authority and reputation of those responsible for conducting the assessment and certification.

The College does not tolerate actions (or attempted actions) of malpractice by students and is deemed a serious misconduct by awarding organisations. All allegations will be taken seriously and investigated by a curriculum manager and findings with recommended outcomes reported to the Director of Quality.

Student malpractice could include the following, although the list is not exhaustive:

- Plagiarism - trying to pass someone else's work off as your own – this includes work copied directly from the Internet or book.
- Collusion -
 - Cheating in an examination by using materials prohibited in the examination room
 - Falsifying the results of laboratory, fieldwork or other forms of data collection
 - Impersonating another during an examination or submission of deadline
 - Using false statements to obtain an examination withdrawal or coursework extension
 - Falsifying a transcript or other official document.
 - Directly copying text from a source material without quoting the source.

Potential outcome from investigations if allegation upheld:

- The appropriate disciplinary procedure will be followed
- Restricted opportunity to submit valid work.
- No opportunity for a retake limiting amount of times work can be attempted in order to achieve criteria.
- Student to be awarded a failed component resulting in a fail of the qualification being studied.

Appeals against assessment decisions:

Where a student appeals against an assessment decision, and this has not been resolved through discussion with the assessor, the student has 7 days in which to write/email to the programme's Internal Quality Assurer (IQA) and contest the assessment decision.

A sample assessment will then be carried out either by the IQA (or where IQA's own assessment is being contested) by another IQA or experienced assessor familiar with the requirements of the programme. They will present the outcome to the student and assessor in writing within 10 days.

If the results of this second assessment are still contested the matter will be referred to the Head of Department, Curriculum Area Manager and the Director of Quality informed.

If appropriate, the External Quality Assurer (EQA) may also be consulted for advice by the IQA or CaLM/CL in accordance with the Awarding Organisation Regulations to come to a decision of resolve.

If you wish to appeal against the findings and action, then this should be made in writing to the Assistant Principal, setting out the grounds for appeal, within 10 days of receipt of the outcome.

The Assistant Principal or representative will review the evidence and respond to the appellant within 10 working days of receiving the appeal.

Assignment Support

The Assignment Support Staff are available for all your assignment needs, the team are based in the IT Zone within the LRC. Here are some problems you can get help with:

- Research
- Understanding the question
- How to write assignments
- Spelling and grammar checks
- Improving your grade
- Organising yourself
- Time management
- And anything else that is worrying you about your assignments...

If you're struggling with assignments, the first person you should speak to is your course manager.

Attendance

Many support funds and grants are dependent upon full attendance and, in certain instances, will be withdrawn, reduced or even requested to be returned if attendance falls below target.

On the rare occasions where you cannot attend contact the Attendance Line before 08:30 on 01964 553089 or text 07734543920. They will in turn contact your academic team so they are aware of your absence.

If you require time off from lessons for appointments that cannot be changed, for e.g. hospital appointments, please see your tutor/course manager before you take the time off. Please note not all absences will be approved.

The Sports Development Officer will arrange for the authorised absences that students attending away fixtures often require.

Boots and Other Dirty Protective Footwear

It is expected that all students will remove boots and/or dirty outdoor boots/shoes when entering College buildings.

Guidelines:

Reasons for removing footwear:

- To keep the College buildings clean and tidy for the benefit of all students, staff and visitors
- To increase the life span of finishes to College buildings
- To help ensure healthy and hygienic facilities for all
- To help ensure safe facilities for all.

Application of the guidelines:

- Any protective footwear that is worn to work in College workshops, on the College farm, the estate, within the Equine areas or animal handling areas
- Any boots worn when riding horses
- Any wellington boots

- Any footwear used for sporting activities on the College pitches (e.g. football and rugby boots, hockey boots etc.)
- Areas where such footwear should be removed:

All College buildings including classrooms, staff rooms, eating areas and social areas, sports facilities and changing rooms

All College hostels and residences.

Campus Fee

Campus Fee

A Campus Fee of £70 is payable by all full-time students.

This contributes to subsidised services, ensuring great value for money. For example, Bishop Burton students benefit from:

- Free Wi-Fi across campus
- Access to specialist facilities
- Technical support
- Laptop loans
- 24-hour comprehensive security services
- Access to College-run events
- Extensive student parking facilities
- LRC services including inter-library loans

In addition, the fee is used to subsidise:

- Travel for local trips and visits
- Catering facilities
- Sports facilities

Careers Guidance

Every student can access independent and impartial careers guidance at any point during their time at the College – even if you're thinking of leaving. For further details, please contact the Careers Coordinator on 01964 504111 who can provide you with advice and guidance. You can also locate a wide variety of careers information on iLearn.

Car Parking

All cars should be parked in the main car park. All cars must display up to date Car Park Permit and be parked in the relevant area. Copies of the College's parking regulations are provided in the induction pack and can also be obtained from Student Services.

You can apply for a car parking permit online by accessing the following link: www.bishopburton.ac.uk/student-life/free-transport/car-parking-permit-application

Catering

There is something for everyone when it comes to food on campus. The college have retail outlets that are able to cater for a variety of tastes and diets.

The Meadows, Bishops Table, Ostlers & Canters are able to provide a service from early morning to late in the evening. There is plenty to tantalise your taste buds... from full English breakfasts, freshly prepared salads, traditional roast dinners to hot and spicy curries and Mexican fajitas. In the afternoons there is a selection of delicious muffins and cakes to go with an Americano or a fruit smoothie.

Throughout the year, meal deals and promotions are available as well as theme days and evenings all served by our friendly hospitality team at a competitive price.

The department takes pride and is fully committed to providing dishes utilising local suppliers and producers. This not only ensures we have the freshest of products for our outlets but also we are reducing our carbon footprint.

We are always open to new ideas and suggestions; you can contact us by contacting us via phone (ext. 4158) or by email (food@bishopburton.ac.uk).

Change of Personal Details

In order to make any changes to your personal details – address, mobile phone number, home contact please contact staff within Student Services.

Chaplaincy

The college chaplain is available to all in college; whether Christian, of other religious traditions, or of none. The chaplain is willing to talk in confidence about any concerns you may have - personal, practical or spiritual. You can talk about work pressures, relationship difficulties, bereavement, anxiety or about life and what it throws up.

The chaplain can be contacted by email at chaplain@bishopburton.ac.uk or can be found in the Student Services office.

Comments, Suggestions & Complaints

The College wishes to provide a high level of service to you, its customers, and to help maintain and improve the facilities and standard of service it encourages and welcomes any comments and suggestions you would like to make.

The College provides you with a variety of ways in which your views can be put forward:

- By completing surveys which are given to you at intervals throughout, or at the end of, your course – these provide valuable information for the College and help us to make improvements where necessary
- By taking part in the various forums that run throughout the year.
- By inputting into College meetings with your course rep and Student Association
- By speaking directly to your course manager or year tutor either during your individual tutorial sessions or at any time you have a problem, particularly if the matter is concerning your course work or assessments
- By speaking to any member of staff.

However, if you have a problem which you cannot resolve using the above methods and you feel a formal complaint is necessary, you may do this by:

- Putting your complaint in writing, either in a letter or email and hand it into Reception or Student Services for the attention of the Director of Quality.
- Telephoning and asking for the Quality Office (01964 553000) or email:comments@bishopburton.ac.uk
- Asking at Reception for an appointment with the Director of Quality to discuss the issue.

All formal complaints are acknowledged then investigated and responded to in writing usually within 10 working days (unless holidays intervene or unless the complaint is particularly complex). You can ask for a copy of the college complaints procedure from reception or student services. This document also outlines your right to appeal.

Computer Usage Policy

This is a brief version of our “Acceptable Usage Regulations”. You automatically agree to them by using any College computing facility. The full version is available in the Learning Resource Centre or on the Intranet.

Our facilities exist for your education as long as you act responsibly. We reserve the right to examine any data stored or transmitted over our network. Access to all web sites on the Internet are monitored and logged. Access to the College network is a privilege, not a right, for an individual.

SCOPE - WHO AND WHAT DO THESE REGULATIONS APPLY TO:

The regulations cover all users of any College computing facility including enrolled students, guests and third parties given express permission. Use must be solely for College business and course related educational purposes.

LEGAL RIGHTS - YOU AND YOUR OBLIGATIONS

Please also refer to the College’s IT Policy, the E-mail and Internet Code of Practice. We are all bound by UK and international laws including the Data Protection Act 1998; the Copyright, Designs and Patents Act 1988; the Computer Misuse Act 1990; Race Relations (Amendment) Act 2000;

Regulation of Investigatory Powers Act 2000 and section 26 of the Counter-Terrorism and Security Act 2015 (PREVENT Duty).

There are also laws relating to a range of topics, including libel, annoyance, pornography, blasphemy, protection of minors, intellectual property rights, sex discrimination, equal opportunities, advertising standards and defamation of character, some of which are included in the Joint Academic Network's (JANET) Acceptable Use Policy.

ACCEPTABLE USE - WHAT YOU CAN DO

Every opportunity will be made for you to gain full advantage from our computing facilities as long as you are responsible and follow the guidelines.

The College ensures students are safe from inappropriate, terrorist and extremist material when accessing the internet on campus, by having secure filters which will block content. However, any misuse indicating that a student has accessed or shared (including via social media) inappropriate content in any way, or utilises computer systems for the purpose of facilitating or encouraging extremism will be subject to the College's disciplinary processes.

If you witness any inappropriate content being accessed or shared in any way please inform a member of staff immediately.

Normal activities include academic study, individual and group research, project work, revision, assignments, communication with staff and other students, plus limited personal use. Typically, this involves using:

- Industry standard IT applications e.g. Microsoft Office Subject specific software, e.g. CAD, Accounts
- Information sources, e.g. CDs, Intranet, Internet, E-mail
- Personal use must be non-profit making and not hinder access by others
- Commercial business use is prohibited unless arranged through a College manager
- Backups - we will do our best to retain your data. Note that all students' data is deleted each summer so you must copy it onto a CD or suitable USB stick.
- And use in conjunction with the normal work of the College.

LOGIN IDs - PASSWORD AND SECURITY

You will be allocated a unique personal user login ID, password and email address. Never let anyone know or use your password. Log off when you have finished. You are responsible for any misuse attributed to your ID. Only store your data on your floppy discs or your area of the network server (normally drive S). Do not store data on local hard drives (e.g. C).

DISCIPLINARY PROCEDURE

Breach of these conditions, including any related procedure or Law referred to, will lead to the following disciplinary procedure:

1. Withdrawal of computing resources and facilities. Typically, this involves:
 - Minor first offence - suspension from the network, or some of its facilities, for two weeks
 - Second or more serious offence - suspension from the network, or some of its facilities, for one month
 - E-mail offences may result in a ban for at least one term.
2. Repeated or a major offence will lead to implementation of the College Disciplinary Procedure (student or staff) including verbal or written warnings.
3. Reporting to the appropriate authority e.g. Police or FAST. We are obliged to refer breaches of criminal law to the appropriate authority.

UNACCEPTABLE AND POSSIBLY ILLEGAL USE AND BEHAVIOUR (WHAT YOU CANNOT DO):

- Do not disturb anyone by using personal entertainment systems.
- Keep noise to a minimum.
- Do not eat, drink or smoke in any of the computer rooms (food and drink to be kept in containers).
- Do not infringe the guidelines of the E-mail and Internet Code of Practice. This includes not creating or viewing anything: obscene, blasphemous, libellous or discriminatory; that upsets or inconveniences others; that infringes copyright; that introduces a virus or similar program.

- Remember, the Laws that cover published material also cover email; in general, be truthful and respect the privacy and feelings of others.
- Do not move, connect to, or disconnect any equipment.
- Do not install software - including games—on College equipment.
- Do not use computer games or on-line ‘chat rooms’.
- Do not download media files e.g. MP3, MPEG or similar files.
- Do not ‘hack’ into any system or data you do not have the rights to.
- Do not mistreat any of the equipment or furniture in any of the computer rooms. NB: Switch off your mobile phone before entering any computer centre.
- Do not use, contribute or participate in social networking sites where the content may bring the College, Staff or Students into disrepute (please see Student Code of Conduct 2020-2021), which will be given to you at enrolment)

HEALTH AND SAFETY

Where practicable the College adheres to current Health and Safety regulations and recommendations. Do not work on a computer for more than 1 hour without a 10 minute break.

DISCLAIMER

Neither this document nor any of the other computer related codes of practice in any way detract from the College’s disciplinary procedures. In the event of any offence being committed the College disciplinary procedures will be applied!

Debt

The College provides extensive advice and guidance for students around financial matters including bursaries or hardship awards. In some cases, students get in debt.

For advice and guidance on how the College can support you financially via its bursaries please contact the Student Services Officer (FE Finance) in Student Services.

Disabilities and Additional Learning Support

We will work to reduce disadvantages, discrimination, and inequalities of opportunity. We will promote diversity in terms of our students, our workforce, the community and partners, and the services we deliver.

Who can we support?

The Disability Discrimination Act gives students rights in their access to colleges, universities and providers of post-16 education.

The definition of disability means we can support students who are:

- Are hearing impaired or have profound hearing loss
- Are visually impaired
- Have a learning disability and/or difficulty
- Have a specific learning difficulty, such as dyslexia, dyscalculia or dyspraxia
- Have ADHD, ODD, Autism or Aspergers
- Have a long-term disabling medical condition, such as diabetes, epilepsy, cancer, multiple sclerosis, HIV or schizophrenia
- Have mental health concerns

What can you expect from us?

- To be treated fairly
- Support in disclosing your disability
- To be consulted regarding aspects of your disability
- An interview with the Student Support Co-ordinator
- Chances to review how the support is working for you
- Access to facilities
- Access to auxiliary aids and services
- To be involved in planning your learning
- Reasonable adjustments to be made for you

What type of support do we offer?

Depending upon your learning need and availability of resources we may be able to offer you:

- Educational Support

- Initial assessment for literacy and numeracy
- Pre-screening for dyslexia
- Variable support options
- Study skills support
- Assignment support and access to learning mentors
- Literacy and numeracy support
- Equipment
- Adjustable-height desks
- Specialist microscopes
- Overlays and colour lined paper
- Reading pens
- Fixed and portable hearing loops
- Portable hoist
- Technical Support
- Large-screen monitors
- Adaptive keyboards
- Laptops for loan
- TFT screens
- Voice recorders for loan
- Specialist software packages

Examination Arrangements

Where you need additional support or special arrangements for examinations, you will need to contact the Student Support Co-ordinator as soon as you enrol at the college. This allows for assessment, statements and medical information to be processed.

Concessions can include (subject to examining body regulations):

- Additional time
- Supervised breaks or rest periods
- Braille papers (more notice required)
- Large-print papers
- Amanuensis (scribe)
- Reader
- Bi-lingual dictionaries
- Alternative rooms
- Word processor
- Spelling, grammar concessions

Who to contact for information

We have a team of qualified professionals, graduate teachers and specialists to support students who require additional study skills tuition. There is also a team who support students as note takers, mentors and personal assistants. The Student Support Co-ordinator can guide, advise and arrange support for students with a study skills need or access requirement.

Katy Langfield (Student Support Co-ordinator)

Tel: 01964 553000 (ext 3154)

Email: katy.langfield@bishopburton.ac.uk

Doctors

All residential students are eligible to be registered with Beverley Health Centre. If you need to see the doctor please book an appointment through the Health and Welfare Officer. We have block booking slots set up on Mondays, Tuesdays and Thursdays. Transport can be provided for anyone who needs it.

Equality and Diversity

Throughout the year we run special themed 'Equality and Diversity Weeks' with talks, student activities and competitions.

These include:

- **Black History Month**
- **Health and Respect Week**
- **LGBTQ Month**
- **Equality and Diversity Week**
- **Mental Health and Awareness Month**

Equality and Diversity Policy

Bishop Burton College, established in 1954, has long been an institution that embraces equality of opportunity. The College curriculum extends from entry level through to Masters level. The College also delivers education and training to school pupils and full cost clients.

There is a clear recognition at all levels of the institution of the benefits to this residential College that diverse client groups bring. This policy identifies the commitment the College has made to ensure equality of opportunity for students, staff, stakeholders and visitors to Bishop Burton College.

1) Introduction

1.1. The College mission is to provide students with first class specialist education and employability skills.

1.2. Bishop Burton College recognises the benefits that diverse staff and student groups bring. This policy identifies the commitment the College has made to ensure equality of opportunity for students, staff, stakeholders and visitors to Bishop Burton College.

2) Policy Statement

2.1. The College, through its Governing Body, recognises the real educational and business benefits of having a diverse community of staff and students who value one another and contribute to the achievement of the College's mission. The College is fully committed to providing an environment of equal opportunity for all its staff and students whether potential or actual.

To achieve this, the College will not tolerate unfair or unlawful discrimination on the grounds of gender, colour, ethnicity, disability, religion, nationality, age, marital status, sexual orientation or any other irrelevant distinction. This policy applies to all staff and students who are involved in activities carried out in the name of the College.

3) Aim

3.1. To promote diversity and ensure equality of opportunity for all stakeholders.

4) Objectives

4.1. The key objectives of the Policy are:-

- To provide policy and procedures to ensure fair selection, appointment, promotion, education and training of staff and students.

- To report on and monitor workforce and student profiling.
- To ensure compliance with relevant legislation.
- To provide all staff and students the opportunity to comment and discuss issues of equality and diversity through evaluation questionnaires, tutorials, performance reviews and representation on the Equality and Diversity Committee.
- To provide ongoing programmes of staff and student development to raise awareness of issues relating to equality and diversity.
- To encourage members of minority groups to apply for jobs and courses to reflect the demographic composition of the sub-region.
- To ensure an ongoing programme of events that raise staff and student awareness of equality and diversity issues with an emphasis on fulfilling the college value of respect for each other.
- To establish and maintain contact with partners and groups who can support the College in meeting the workforce, education and training needs of diverse client groups.
- To review the programme and training course content and delivery in order that they reflect good practice in promoting equality and diversity issues.
- To strictly apply those policies and procedures that ensure the existence of a campus free from discrimination and harassment.

5) Implementation

5.1. Responsibilities

- **Principal and Corporation**
 - The Principal and Governors have a specific responsibility for ensuring compliance with this policy, relevant legislation and the promotion of good practice in relation to equal opportunities and diversity.
- **All Staff and Students**
 - Promoting diversity and maintaining equality of opportunity is the responsibility of everyone involved in College activities. All staff will undertake regular Equality & Diversity awareness training.
- **Equality and Diversity Committee**
 - The purpose of the Committee is to:
 1. Consider and respond to all aspects of Equality and Diversity as they impact on the College.

2. Advise College Management and Board on the implications of new legislation.
3. Formulate and monitor relevant policies, procedures and schemes.
4. Measure and report on progress towards agreed targets.

Finance

The College has access to the most up-to-date information on funding, allowances, grants, bursaries, support funds and benefits. The Student Services staff are also very good at translating it all for you! Many students have concerns about money when coming to College.

Keep an eye out for the Totum cards and discover special discounts especially for students! Visit www.totum.com for further details and to apply for your card.

Should you require further information on financial support please contact Student Services or call **01964 553133**.

Bishop Burton Maintenance Allowance (BBMA)

The BBMA of £500 a year is financial support for those FE students from low income families. For successful applicants, funds will only be released to those that have good attendance level of over 90% and achieving academic expectations. Payments will be in six instalments across the academic year, paid directly into the student's bank account.

Vulnerable Bursary

This is a £1200 bursary payable to students who are in care or care leavers.

19+ General Hardship Fund

If you are over the age of 19 and are struggling financially you may be eligible for financial support towards course related costs from this fund.

16-19 General Hardship Fund

If you are aged 16-19 there is a source of financial support for those students from low income families. The student must be able to demonstrate genuine financial hardship which may prohibit them from participating in education and training.

The College distributes this funding to eligible students following a means-tested application process. This process will identify those students in greatest financial need.

Typically, this funding is made available for course related costs. For successful applicants, funds will only be released to those who have 90% or above present attendance, show commitment to their course and therefore need all the help they can get to stay on that course if money becomes of concern.

For more information contact Student Services on **01964 553113**

Firearms on Campus

The onus of responsibility for the safety and security of a firearm remains solely with the holder of the Shotgun/Firearm Certificate who must be satisfied that suitable security procedures are in place at the College. Any student wishing to keep a firearm on College premises should contact Student Services on 01964 553113.

First Aid

There are many staff trained to administer first aid – if you have an accident report it to a member of staff who will access help for you. All accidents need recording formally, please assist the staff to do so.

Health and Welfare

Bishop Burton College has excellent links with local health services as well as having internal systems to support you while you are away from home. The Health and Welfare Officer can support Students in many ways so if, for example, you are homesick, have personal problems, have queries about your sexual health or are worried about your mental health then contact the Health & Welfare office in Student Services.

Students can access specialist counselling support within the college as well as additional outside agency support if required. To arrange this, contact the Health and Welfare Officer during working hours.

Tel: 01964 553064

Email:

The Sexual Health Nurse attends the college on a Friday 11-2pm for a drop in Contraception and Sexual Health Clinic based in the First Aid room in the Meadows.

This service provides:

- Relationship advice & Lifestyle choices in sexual health.
- Contraception including pills, implant (rod) and injection.
- Testing and advice on sexually transmitted infections including HIV, Syphilis, Hepatitis, Chlamydia and Gonorrhoea (no symptoms).
- Emergency contraception.
- Pregnancy testing, support and referral to appropriate agencies.
- Condoms and general advice.

Mental Health Policy

1) Introduction

1.1. The College recognises that it has specific legal responsibilities towards students whose mental condition falls within the definition of disability under the law, as outlined in the Equality Act 2010.

2) Policy Statement

2.1. This policy applies to all students, including young people and vulnerable adults, as identified below, who participate in any College activities. The College has its own procedures for the maintenance of good order and for safeguarding academic standards which will apply to all students irrespective of their medical condition or specific needs.

2.2. However, whilst the College is committed to providing a supportive environment, it is important to recognise that it is not a mental health facility nor is it a therapeutic community. There are, of necessity, limits to

the extent of the support which can be provided and it is not the responsibility of the College to replicate services that already exist in the community.

3) Definitions

3.1. A “young person” means a person who has attained the age of fourteen and is under the age of eighteen years. (Children and Young Person’s Act 1933)

NB. The Policy only relates to FE and HE students who are over the age of 16. The responsibility for schools’ students remain with that organisation. Professional Protocols for collaborative and commissioned provision issued by the East Riding of Yorkshire Council and Hull 14-19 Quality Partnership states “That the home institution provides / has a statutory duty of care regarding the health, safety and wellbeing of its students’

3.2. Vulnerable adult

The definition of vulnerable adult that applies to this policy is “a person who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.”

3.3. Confidentiality

Under the guidelines of the Data Protection Act 1998 the College has a responsibility to treat sensitive personal information with confidence. However, should information be received, by an officer of the College, that gives cause for concern, it may be considered necessary to share this with appropriate external agencies.

4) Aim

4.1. The College aims to provide a supportive environment that will help students with mental health difficulties to realise their full academic potential and to successfully complete their course. It also aims to facilitate and promote positive mental health and wellbeing.

5) Objectives

5.1. To operate and monitor the Mental Health Operating Procedure.

- 5.2. To ensure, wherever possible, the safety of students, staff, other persons and the College.
- 5.3. To comply with the Ofsted Commission for Social Care inspection recommendations for the residential accommodation of Students under 18 years of age.
- 5.4. To provide a range of support services, including a Health & Welfare Officer, a counselling service, a chaplain and a student support service.
- 5.5. To encourage students with mental health difficulties to seek support.
- 5.6. To have in place effective procedures for the disclosure of information in respect to students with mental health difficulties.
- 5.7. To ensure that the sources of support are clearly communicated to prospective and current students and their families.
- 5.8. To promote understanding and recognition of mental health difficulties.
- 5.9. To provide guidance, support and training to staff who are involved in the support and care of those with mental health difficulties.
- 5.10. To ensure regular monitoring of vulnerable students who may fall within the range of having a mental health condition.

6) Implementation

- 6.1. The Assistant Principal, Campus and Student Services, as a member of the Senior Leadership Group, will ensure commitment to this policy and the effective, confidential and sensitive operation of the attendant procedure.
- 6.2. The Student Support Coordinator will monitor day to day compliance with the policy and the recording of disclosed information.

Health and Safety

A student studying in a land-based college will encounter additional health and safety considerations – tractors, livestock movement and crop spraying not being frequent issues in a city college! It is expected that all students will follow the guidance and regulations explained during induction and be responsible for the maintenance of a safe environment for themselves and others.

In particular students must:

- Familiarise themselves with and follow the codes of practice relevant to the areas in which they work
- Be appropriately dressed for the activity being undertaken
- Fulfil any safety precautions when using equipment and report any defects immediately to a member of staff
- Report any accidents to a member of staff immediately and follow the procedures on reporting of accidents that will then begin
- Not attend any session, be it a duty or formal teaching session, under the influence of any substance which may cause alterations in behaviour. A student showing such behaviour will be removed from the session and subjected to the College's disciplinary procedures.

1) Introduction

(i) Bishop Burton College (“the College”) accepts its moral and legal duties under the Health and Safety at Work etc Act 1974 and supporting legislation. The College intends to fully comply with this legislation and is firmly committed to minimising adverse effects to the health, safety and welfare of its employees, students and any other persons affected by its activities.

(ii) Furthermore, the College acknowledges the importance and positive benefits of effective health and safety management and will strive to maintain high standards for health and safety which go beyond the minimum requirements of the law.

2) Policy Statement

The College will: -

- (i) Establish systems to identify and assess the risks to health and safety arising from its work activities, equipment and use of materials and substances.
- (ii) Put in place control measures and management systems which are sensible and proportionate to those risks.
- (iii) Involve employees in the above processes by providing adequate facilities for consultation.
- (iv) Develop appropriate systems for effective communication including raising the profile of health and safety matters throughout the organisation.
- (v) Provide all employees with the necessary information, instruction, training and supervision to ensure that they are competent to carry out their duties.
- (vi) Educate students in health and safety by incorporating the basic principles into all appropriate courses. The ultimate goal is to develop students that are 'risk aware' rather than 'risk averse'.
- (vii) Allocate adequate resources to allow the objectives within this Policy to be achieved.
- (viii) Regularly monitor and assess health and safety performance with a view to continuous improvement.

3) Departmental Arrangements

Due to the size and diversity of the organisation, each Department is required to devise written arrangements which describe how they intend to comply with the College Health and Safety Policy. Such arrangements are the Departmental Codes of Practice which give detail of how health and safety issues are managed locally.

4) General Responsibilities

(i) The College Corporation, through its Principal and Executive Team, is ultimately responsible for ensuring that this Policy and any accompanying Policies and Procedures are fully implemented across the organisation.

(ii) Nevertheless, health and safety is the responsibility of everyone within the organisation. Consequently, the College expects each and every employee to cooperate on health and safety matters and to take reasonable care for themselves and any other person who may be affected by their actions.

ID Cards and Lanyards

All students are issued with a College photo ID card and student lanyard at the commencement of each academic year. For security and easy identification of students, these must be worn at all times. Staff will challenge any students who are not wearing their lanyard and ID card or cannot prove their identity whilst on campus.

Students are often asked for their ID when using the Learning Resource Centre and other College facilities. Residential student's cards 'double-up' to also be used as their food card and for non-residential students, as a bus pass. If lost, a replacement card will cost £5 and a replacement lanyard is £5.00.

Knife Policy

The College recognises that the health and safety of students is important and endeavours to provide conditions in which both students and staff can operate without undue concerns for their safety.

Policy statement

Students must not carry, or have in their possession, knives at any time on the College campus, during College business, or on College transport, unless specifically authorised by a member of the College staff.

Aim

The College's aim is to provide a safe and secure environment in which students and staff can operate to achieve the high quality learning and skills development to which the College is committed.

Objectives

To ensure the safety of students and staff, knives will not be allowed on the College site, in a student's personal possession, in College accommodation (whether on or off site), in personal lockers or storage spaces, or in student vehicles, at any time.

Criteria for Use

Where knives are a necessary part of the curriculum delivery, knives will be distributed and accounted for by College staff.

Implementation

Members of the College staff, where appropriate, will immediately confiscate any unauthorised knife held by a student. Students responsible for breaching this policy will be disciplined appropriately with any breach of these regulations being treated as gross misconduct, such an incident may result in expulsion.

LRC

Learning Resource Centre

Our LRC is in the very heart of the campus next to The Meadows and close to the student village. It houses the College Library, open access IT zone and a suite of state of the art flexible teaching and learning environments. The building is wireless enabled with bookable PCs and laptops available for students to use throughout the building.

Alternatively, you can bring along your own wireless enabled device. Browse among our 38,000 books and 200 + journal and newspaper titles or use iLearn to explore a range of online resources. Choose to study by yourself or, to discuss your findings with friends in some of our unique learning spaces.

Skilled and helpful staff are on hand to make sure you make the most of our extensive collection of information sources and media; to assist you to work with the information to produce good quality assignments and to help you fully exploit our excellent ICT facilities.

LRC Term Time Opening Hours

Monday to Thursday: 8.45 am – 8.00 pm

Friday: 8.45am – 5.00 pm

Saturday: 11.30 am – 4.00 pm

Tel: 01964 553103

Services and resources to support you in your studies include:

- Books
- Ebooks
- Reports
- Periodicals and newspapers
- Quick access to your email
- Online full-text journals and specialist research databases
- Dissertations
- CDs and DVDs
- Material recommended by your tutor
- Recreational fiction
- Careers literature
- Maps and online maps
- Photocopying and binding facilities
- Wireless internet access
- Inter-library loans
- Get help with your coursework from our Learning Mentors.

One to one support sessions with LRC to enable you to make the most out of the resources and facilities available to you. Your student ID card also acts as your Library Card so please make sure you have it with you whenever you visit.

Litter

As part of our Respect College Value we have a zero tolerance towards the dropping of litter. There are plenty of bins around the College for the disposal of litter. At all catering outlets you are expected to clear your own tables.

Learning Support

The Student Support staff offer support for all students. They can assist with understanding assignment briefs and offer advice and support plus many other academic requirements. The Student Support Team are based in the Learning Resource Centre. For further information, please see the section on iLearn.

Lost Property

Staff will be able to guide you should you lose anything. Your bank must be informed immediately if you lose your debit/credit card/cheque book or mobile phone if you have the pay function installed.

Please hand lost property into any member of staff

Maths and English

“Maths and English are vital skills that everybody needs to deal with everyday life: at home, in education, in life and at work.”

Maths and English are taught alongside your vocational subjects. Your whole course team will work together to ensure that they cover all of the elements of Functional Skills.

The skills will be embedded throughout your course and your subject tutors will deliver the areas which are most relevant to theory and practical sessions. The underpinning skills will be taught by specialists.

In order that you are well prepared to move on with your chosen career, or into a higher programme of education, it is vital that you continue to develop your skills in maths and English (there are very few jobs these days that do not call upon you to use these skills).

Maths and English are a compulsory part of your course so you will be expected to follow the appropriate level of programme (GCSE or Functional Skills) and attend all sessions.

These sessions will help you build on the skills that you have learned previously and teach you how to apply them into a vocational context.

All members of staff are aware of the importance of Maths and English. If you need help you should speak to your course manager. Help will be given by:

- Members of the course team
- Maths and English staff
- By attending workshops.

If you need more information ask your course manager.

Mobile Phones

Mobile phones are often used as part of lessons, but please ensure they are switched to silent at all times. Using your phone whilst driving on the College campus is prohibited.

NUS/Totum

Bishop Burton College is affiliated with the National Union of Students making you eligible for a Totum card. Purchase the card from www.totum.com and save £££s with over 100 exclusive offers and discounts. From your favourite retailers to the best restaurants you could save 10- 20% on every purchase.

For every card sold, a small amount will be donated to the Bishop Burton Students Association to help fund the fantastic events held throughout the year.

And let's not forget the annual NUS Conference. Every Student Association can have at least one delegate attend on their behalf to have their say for Bishop Burton on a national scale.

Post

Residential students may collect their post from the post room with proof of ID. We also have other services available. A range of coloured paper and card for sale, stamps can be purchased, your letters and parcels posted and much more. Drop by and talk to our friendly staff.

Reprographics

Reprographics can produce top quality work in plain paper wide format copying. All costs can be found in the Post Room. Please contact 01964 553177 or email postroom@bishopburton.ac.uk for assistance.

Smoke Free

Our College is smoke free. If you wish to smoke or vape, you must use one of the three designated smoking shelters on campus.

For assistance in helping smokers give up, see the Health and Welfare Officer in Student Services.

Social Networks

The College recognises that social media provides opportunities for students to take part in interactive discussions and share information using Social Networking such as Facebook, Twitter, WhatsApp, Instagram, Flickr, Tumblr and Snapchat as well as other online platforms. These have become a significant part of life for many people, as a way of keeping in touch with friends and associates and can be used to exchange ideas and thoughts. However, the use of social media by students can lead to e-Safety issues for themselves and other students and potential damage to the College's reputation.

Student Responsibilities: Students are responsible for using the College IT systems and mobile devices in accordance with the College Acceptable Use Policy and this Social Networking Policy. You must act safely and responsibly at all times when using the internet or mobile devices. You are expected to seek help and guidance when you are worried or concerned about Social Networking or believe that an eSafety incident has taken

place e.g. online bullying, using social media, data protection and monitoring (sharing of information).

Be SMART:

Safe: Keep safe by being careful not to give out personal information – such as your name, email, phone number, home address, or College details to people who you don't trust online.

Meeting: Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' knowledge.

Accepting: Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or offensive material.

Reliable: Someone online may be lying about who they are, and information you find on the internet may not be reliable.

Tell: If someone makes you feel uncomfortable or worried report it to your Tutor or Student Services immediately.

Expectations, discussions and details of appropriate use of social media and social networking's are taught during the student college induction, group PPD sessions and supporting information on iLearn through Student Services. Should students need greater clarification on their responsibilities or our expectations they should speak to their course manager and refer to the Social Media Policy – Student Agreement."

Sports Academy at Bishop Burton College

Sport is key here at Bishop Burton! The College runs a number of sports teams and is also part of the exclusive Association of Colleges Sport Premier Programme (AoC). The College run Academies in Football (men and women), Rugby Union (men and women), Rugby League, Netball, Equine and Pentathlon, alongside teams in Clay Pigeon Shooting, Basketball and Hockey.

The Colleges' sport academies in Football and Rugby have a unique full time training programme for those students on specified courses. The College has a team of professional coaches – including former international stars!

For more information about training like a professional while continuing your studies, contact the sports development team.

The College also has a number of sports teams in Various AoC leagues, which compete against other colleges across the region.

Games are played on a Wednesday afternoon in the British Colleges Sport leagues with training sessions taking place during the week.

We want you to join in as Bishop Burton continues to build one of the fastest growing sporting reputation. Don't miss out on being a part of Team Bishop Burton.

Sporting Activities

For those of you who are interested in sport, the College has a dedicated Sports Development team who will cater for your needs whether you are trying it for your first time or you are a potential elite performer! Our £3.5m Centre for Sport and Fitness has competitive student membership rates.

If it is recreational sport you're after, the Sports Development team run a social sport programme for day and residential students.

This is a great chance to try a range of fun none-competitive sporting activities, providing you with a great opportunity to try something new, get active and have fun in a relaxed informal environment.

- Fencing (part of Pentathlon GB Partnership)
- Pistol Shooting (part of Pentathlon GB partnership)
- O2 Touch Rugby
- Futsar
- 5-a-side Football
- Badminton
- Rounders
- Indoor & Outdoor Cricket

We have opportunities for everyone. If you're interested in getting involved, please speak to staff within the sport and fitness centre.

Student Association

This is the group of students who organise the social, recreational and sporting events for their fellow students. They also act as the formal and

regular link through to College management. They meet weekly to discuss plans and budgets for the events, receive information about College developments, such as audits, inspections, visitors or new buildings that are being planned.

They provide a view on issues such as the best way to manage student behaviour and the group themselves set a good example on behaviour. There are many benefits to being on the Student Association – the learning of valuable team working skills, minute-taking, conduct in meetings and managing a budget. These all look great on your CV!

Elections for members take place during Autumn Term. If you want to take this opportunity and become a member of the committee then look out for information at the “What Else” event during induction; or call in a Student Services and speak to a member of the team.

Student Services (Advice and Guidance)

The Student Services team are located in the Old Stable Block at Bishop Burton. The team aim to provide you with the very best service by providing advice and guidance on any issues you may have beyond the classroom. At this ‘one stop shop’ staff are able to answer all queries and any issues stakeholders may have and signpost to other services accordingly.

Student Services offer:

- Attendance recording
- Open Days/Taster Days
- Financial Advice
- Transport Advice
- Accommodation
- Enrolment of students
- General Advice and Guidance
- Careers guidance interviews
- Employability workshops
- Bursary and Financial support workshops

Opening Times

Monday to Thursday: 8.30 am to 5.00 pm

Friday: 8.30am to 4.30 pm

Substance Misuse

1) Introduction

1.1. It is our intention to ensure that any suspected misuse of substances, as defined in the College's Code of Conduct, is dealt with promptly and effectively and, where necessary, reported to ensure compliance with the law.

2) Responsibilities

2.1. All staff are responsible for reporting any suspected incidents of substance abuse, as defined in the College's Code of Conduct.

2.2. All staff are responsible for ensuring their own behaviour complies with the law and the Code of Conduct whilst they are on College premises.

2.3. The Assistant Principal or designated nominee has responsibility for dealing with all reported incidents of suspected misuse of substances within the student body.

2.4. The HR Director is responsible for ensuring that all staff are aware of the College's Substance Misuse Policy and Code of Conduct.

2.5. The Assistant Principal is responsible for ensuring that all students are aware of the College's Code of Conduct.

3) Code of Conduct

3.1. For full details of the College Policy on Substance Misuse please read:

3.2. The Substance Misuse Policy, available to staff via the intranet. Also available to students through an appropriate member of staff.

4) Method

4.1. The HR Director will, during staff induction days, ensure that all new staff are aware of the College's Substance Misuse Policy and the College Code of Conduct, a copy of which will be in the Staff Handbook. Staff induction days shall be held at least termly

4.2. The Assistant Principal will ensure that all students receive the College Code of Conduct and information at induction and during tutorials.

4.3. The College has a zero tolerance towards drugs; anyone found associated with them will, in all probability, be suspended pending investigation. If residential the student may forfeit their College accommodation and if found in the presence of drugs will be reported to the Police who may pursue their own enquiries.

4.4. If a member of staff becomes aware of possible substance abuse by a student or students, he/she should report the matter immediately to the Duty Manager

4.5. The Assistant Principal will direct the required disciplinary actions. As gross misconduct, this situation can bypass first 2 stages of the disciplinary process and go to the 3rd, final stage which is always conducted by College Executive. Disciplinary action for students will be carried out in accordance with the FE College Charter (CQD53) and HE College Charter (CQD9).

4.6. If the person suspected of substance abuse appears to require medical attention the manager to whom the incident has been reported will seek the advice of a designated first aider who will then take appropriate action.

4.7. If any member of staff takes possession of a suspected illegal substance it should be passed immediately to the Duty Manager who will report the matter and ensure that the police are informed of the situation. It should be noted that actual possession of an illegal substance constitutes Gross Misconduct and shall be dealt with accordingly.

4.8. If a member of staff becomes aware of possible substance abuse by another member of staff, he/she must report the matter to the HR Director

4.9. The person to whom the incident has been reported, Course Manager; Head Warden; Academic Directors or Assistant Principal, Campus and Student Services, will decide what initial action should be taken. This may range from interview of the person(s) involved and informal verbal warnings to referral to the Assistant Principal, Campus and Student Services for disciplinary action. Whatever action is taken the details must

be recorded and, after consultation with the Principal, placed on the appropriate student or staff file.

4.10. Disciplinary action for staff will be carried out in accordance with the disciplinary procedures contained in the Staff Handbook.

4.11. Records of incidents involving students will be kept on the individual students file for a minimum of five years.

4.12. All records relating to incidents involving a member of staff will be kept on his/her personal file for a minimum of five years after cessation of employment with the College.

4.13. The College will engage the Police or other services throughout the year in order to control and manage any suspected, reported or actual indications of substance misuse.

Transport

Those students bringing cars, motorbikes or mopeds on site will need to make contact with Student Services during induction and register their vehicle/s to receive a parking permit. Everyone bringing a vehicle on site is required to read and comply with the car parking and clamping regulations and permanently display the relevant vehicle permit.

Anyone not doing so could jeopardise their access and parking privileges. Registering your vehicle will also ensure access via the College barrier system.

Tutorials

Personal Professional Development (PPD)

During your time at College you are entitled to both individual and group tutorials with your course tutor/ manager. The Group PPD sessions will be delivered each week and will alternate (as much as possible) between personal, professional and academic development topics. The PPD framework will support your journey through College.

The objective of the sessions is to help you develop essential employability skills and a wider understanding of the world beyond education. The sessions have five distinct elements, which are covered equally throughout the year:

- Progress Reviews
- Fundamental British Values
- Health and Wellbeing/Equality and Diversity
- Employability/Progression
- Student Voice
- College Values
- Academic Expectations

Attendance at PPD sessions is compulsory in order to support your learning.

You will also update your electronic Individual Learning Plan (eILP) on ProMonitor – your record of your progress at College. In the group PPD sessions you will have chance to feedback with the rest of your course about how you are finding College life, take part in some self-evaluation exercises, attend the equality and diversity week activities and attend talks on subjects such as careers, managing your finances and health issues. Ask your tutor for more details.