

# PARENTS' AND GUARDIANS' HANDBOOK

Information for Parents / Guardians / Carers



# WIGAN & LEIGH COLLEGE

On behalf of my colleagues, I am delighted to welcome you to Wigan & Leigh College. We are looking forward to a productive partnership with you to ensure that your child achieves their full potential.



We are delighted that you have chosen Wigan & Leigh College to continue your child's education and we look forward to working in partnership with you, as they take this important step in their journey towards higher education and employment.

We are committed to providing high quality teaching and learning and offering a first class student experience. We really appreciate parental support in meeting expectations around student behaviour and attitudes to learning.

We expect:

- Students to attend lessons on time with the equipment they need for learning.
- Homework, independent study and assignments to be completed within agreed deadlines.
- Work experience and placement hours to be completed to develop essential employability skills.
- Students to work with tutors and staff to ensure the right progression pathway and next step destination.

We thank you for your support and look forward to meeting you at our new student parent evenings.

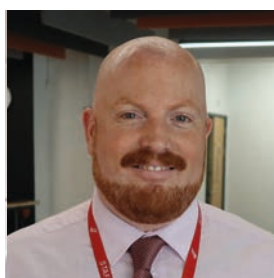
**Anne-Marie Francis**  
**Vice Principal of Curriculum**



MAXINE MEALEY  
ASSISTANT PRINCIPAL



SAM STEVENS  
ASSISTANT PRINCIPAL



NEIL CAMPBELL  
ASSISTANT PRINCIPAL



SARAH BOYD  
ASSISTANT PRINCIPAL

## STUDYING AT WIGAN & LEIGH COLLEGE

We are committed to providing a quality learning environment to prepare students for the world around them. While we recognise the transition from school to a new and exciting adult environment, we are firmly committed to providing the boundaries and expectations that help develop young people to become valuable, contributing members of society.

All young people will be supported by a timetable of lessons that establishes the expectations of when they should be at college. We expect 100 per cent attendance and commitment to their courses. The best way to ensure success and a bright future is when the goals they set themselves are achievable and the careers they aspire to are within their grasp.

Some lesson periods on the timetable will be dedicated to self-study. This is when students are expected to use the many resources available online and in the Learning Resource Centres to complete their work. Students who are struggling with aspects of college life, like self-study, being organised or meeting deadlines, are encouraged to speak to their Personal Tutor or the Additional Learning Support team.

We offer support for those with identified learning needs, or those who need help to adapt to different expectations and ways of working. Student Liaison Officers can help with a wide range of issues facing young people.

Many students will have the opportunity to gain industry relevant experience as part of their programme of learning, by completing a work experience placement with a local or national employer. We also understand that many gain valuable life skills, as well as much needed funds from taking on part-time jobs while at college. We would however ask you to discuss with them the number of hours they work and encourage limiting their time at work to ensure studies are manageable. A greater focus on studies means success and higher grades.

We promote a truly inclusive culture aligned to FREDIE values. Fairness, Respect, Equality, Diversity, Inclusion and Engagement.

## BEHAVIOUR AND STANDARDS

We expect all students to become part of the college community and adhere to its values of respect and support for one another, tolerance and an understanding of the views and beliefs of others. These are not just expectations of the college, they reflect the expectations of society in general.

We have set out our basic expectations in the Student Code of Conduct, which are reasonable standards of behaviour for all to follow. We hope that you support us in these expectations. We will keep you informed when the standards are not being met.

We will also celebrate and recognise students' outstanding achievements and character.

Your support and interest is vital in them achieving the best outcome from their experience at college.



# WIGAN & LEIGH COLLEGE

There may be occasions when you have concerns that you wish to raise. In the first instance this should be done through their Personal Tutor. Each student will be allocated a Personal Tutor group and will have weekly meetings with them. If you wish to see their Personal Tutor your child can arrange a time during the tutorial session. Alternatively, if you have more serious concerns, you or your child can make an appointment by email to speak to a Head of Studies. The Head of Studies provides a strong and supportive pastoral system, focused on helping them get the most from college life to develop their full potential.



RICHARD HUGHES  
HEAD OF STUDIES  
Parsons Walk and Centre for  
Advanced Technical Studies  
r.hughes@wigan-leigh.ac.uk



MARIE TIGHE  
HEAD OF STUDIES  
Leigh College  
m.tighe@wigan-leigh.ac.uk



DAWN COLES  
HEAD OF STUDIES  
Pagefield  
d.coles@wigan-leigh.ac.uk

The Heads of Studies are also supported by a team of Student Liaison Officers, who provide help and guidance outside of studies, to deal with any problems. This team may also contact you with concerns about attendance, behaviour or engagement with their course.

## STUDENT LIAISON OFFICERS (SLO) AND SPECIALIST PERSONAL TUTORS (SPT)

### PARSONS WALK

Ellie Waterhouse (SPT)  
**e-waterhouse@wigan-leigh.ac.uk**

Jessica Harrison (SPT)  
**j.harrison@wigan-leigh.ac.uk**

Kim Etchells (SPT)  
**k.etchells@wigan-leigh.ac.uk**

Amanda Ammekk (SLO)  
**a.ammekk@wigan-leigh.ac.uk**

Cassie Seddon (SLO)  
**c.seddon@wigan-leigh.ac.uk**

### PAGEFIELD CENTRE

Sarah Hardcastle (SPT)  
**s.hardcastle@wigan-leigh.ac.uk**

Lottie Ball (SPT)  
**l.ball@wigan-leigh.ac.uk**

Emma Brady (SPT)  
**e.brady@wigan-leigh.ac.uk**

Patrick McLoughlin (SPT)  
**p.mcloughlin@wigan-leigh.ac.uk**

### LEIGH COLLEGE

Emma Olondo (SLO)  
**e.olondo@wigan-leigh.ac.uk**

All students must report absences by 10am on the first day. Details of how to report absences are printed on the back of the college ID card and in our Absence Procedures on page 12 of this booklet.

## COLLEGE CONTACT WITH YOU

We have Support and Disciplinary Procedures, which provide a framework, so the balance of support, the consistency of application and the needs of the whole student community are taken into account. Contact with parents is an important part of our procedures when deciding on the best outcomes for students.

We will write to you at different points in the year, to inform you about events and cross college activities. We may call you to discuss support, or matters where you may need to intervene. We ask you to provide accurate contact information, such as a home or mobile phone number and your email address at the point of enrolment.

We can only communicate with the named parent given at enrolment.

We may need to contact you about the following:

- Your child is not attending college and we have not been advised of the absence in accordance with our absence procedure.  
This will usually be by telephone and will come from the Retention and Intervention Officer, Personal Tutor or Student Liaison Officer.  
For persistent absence, when we have been unable to contact you, we will write to you.
- Personal Tutors and individual subject tutors may contact you with concerns about engagement with the programme of learning, persistent low level behaviour issues and unexplained absences.

They may also contact you to let you know if your student is entered into an award or competition.

- Heads of Department are in charge of a curriculum area and may contact you over serious academic achievement concerns, or behavioural issues.

They may also contact you to recognise when your student has achieved something of note..

- Heads of Studies may contact you for serious behavioural issues, attendance patterns that will affect or impact on achievement, and as part of the disciplinary process. They may also be in touch to recognise areas of praise that should be celebrated with your student.
- The Safeguarding Team may contact you in cases where concerns of welfare or safety come to light. They will only do this if it is deemed in the best interests them or others. There may be occasions when the team is not allowed to do this, because safeguarding legislation directs them to take other actions.

Please be aware that your child has to give consent for us to contact you. Please check that consent has been provided.



## STUDENT PORTAL

All students are given access to their own student portal account. This holds information about their attendance, achievement, grades and goals. Students can access this from home using a password, so you can view and discuss the information here with them.

## THE ROLE OF THE PERSONAL TUTOR

Every full-time student is allocated a Personal Tutor as a first point of call in all matters concerning personal, social and academic welfare. Nothing is too trivial and your student should never hesitate to seek their Personal Tutor's help.

Every full-time student will have a timetabled tutorial session at least once a week and attendance is compulsory. These sessions will cover group activities on four key employability themes and one-to-one sessions about how your student feels at college, monitoring their progress and completing their Individual Learning Plan.



## REVIEWING PROGRESS ON COURSE

Progress is a partnership between you, students, and the college team. All parties should commit to this process and communicate effectively. Progress reviews will be carried out over the academic year and recorded on the Individual Learning Plan, which can be accessed through the student portal. You will be invited to monitoring meetings to ensure student progress is on track. Where necessary, intervention measures may be put into place, in consultation with you and the learning team.



# STUDENT CODE OF CONDUCT

We expect students to be ambassadors for the college, positively promoting and upholding fundamental British values.

By enrolling on a programme of study at Wigan & Leigh College and signing the learning agreement, I agree to adhere to the following:



- Attend all lessons punctually and meet deadlines for completing work to a high standard at all times.
- Report all absences, or expected late arrivals to timetabled classes on the absence reporting number 01942 761 600 – option 4 - before first class or by 10am on each day of absence.



- All absences affect my attendance rate and I understand that the rate expected from all students is 100 per cent. The attendance target is set to ensure that I have the best opportunity to succeed on my course and as a preparation for the expectations of working life.
- Follow instructions for completing assignments and exams without cheating, copying or plagiarising (using someone else's work, eg from the internet, another student, or a book or magazine), and pretending it is my own.



- Wear my student identity card so that the photograph can be seen at all times and show it when asked. I will never allow it to be used by another person.



- Not to smoke (including electronic cigarettes), anywhere on college premises, except designated smoking areas. This includes entrances and exits.
- Respect the wellbeing and property of other members of the college and the wider community, and treat college property with care.

- Keep my mobile devices on silent and non-vibrate mode or switched off in learning areas and use only with permission of the staff.
- Demonstrate respect to all students and staff and behave in a thoughtful, caring and responsible manner. Violence, discrimination, harassment, bullying or foul and abusive language are not tolerated. This includes wearing or displaying logos or slogans that could offend other people.
- Safeguard the reputation of Wigan & Leigh College by not behaving in a way that could damage its good name. This includes not posting images or words online which may give a bad impression of the college, its students or staff.
- Agree to the IT User Policy and use computer facilities only to support my learning.
- Observe Health & Safety regulations, pay attention to my own and other people's health and safety and follow staff instructions.
- The possession or use of drugs including legal highs, alcohol or weapons on college premises is strictly prohibited.
- Be aware of, and follow the wider college rules and respond to any reasonable request from staff about behaviour and standards, eg being asked to remove hoods or hats indoors.

If I fail to follow this Code, disciplinary action may be taken in accordance with the Student Disciplinary Procedure. This may lead to exclusion from the college.

If in receipt of Learner Support Funding (ie 16-19 Bursary, 19+ Discretionary Learner Support, Childcare funding or Advanced Learner Loan Bursary), I am aware that should my attendance drop below 100 per cent or I fail to meet the terms of the Student Code of Conduct, this may result in loss of funding.

## WHAT OUR STUDENTS CAN EXPECT FROM US

- A safe, welcoming and supportive environment.
- Impartial guidance to make sure they are on the right course at the right level.
- A period of induction to provide an insight to the course and to Wigan & Leigh College life.
- A quality course delivered by qualified, experienced tutors who have passion for their subject and a wealth of experience in industry.
- Regular setting of work, prompt marking and relevant feedback.
- A variety of teaching and learning styles, which may include small group tutorials, individual tutorials, assignments, project work and other methods of supported self-study.
- Programmes which meet relevant assessment requirements, providing a sound and logical course of study, leading to a qualification of value.
- Regular reviews to assess and monitor progress, to record achievement and action plan.
- Additional learning support for those who have a difficulty or disability.
- If appropriate to the course, the opportunity to develop skills, knowledge and understanding relevant to the world of work, including good quality work experience at suitable industrial sites, work simulation, industrial awareness, conference visits and work shadowing.
- Accurate and impartial advice to help achieve a successful progression route.
- Opportunities to enrich studies through trips, visits, competitions, social and charity events and volunteering.
- Opportunities to have their say on the course and the college, which we take into account in our planning.

## COMMUNICATION WITH PARENTS AND GUARDIANS

Communication with parents and guardians is very important. We will keep you informed of events and notices in a variety of ways, including the college website, social media, e-mail and letters. Our website features current news, updates and the college calendar. Our Facebook, Instagram and Twitter pages are also a useful source of information.

If problems occur during a student's time at college, if you want to update us, or would benefit from a conversation with a member of staff outside of the curriculum area, regardless of the issue, subject or question, then the Head of Studies team is your first point of contact;

For Pagefield contact  
**PF-HOS@wigan-leigh.ac.uk** or Dawn Coles

For Parsons Walk, or the Centre for Advanced Technical Studies please contact  
**PW-HOS@wigan-leigh.ac.uk** or Richard Hughes

For Leigh College contact  
**LC-HOS@wigan-leigh.ac.uk** or Marie Tighe





# STUDY DAYS

**As part of your weekly timetable at Wigan & Leigh College you will have STUDY DAYS.**

Time for you to:

- Attend Enrichment and Work Experience activities.
- Sign up and take part in the Duke of Edinburgh and iDEA programmes.
- Engage with a number of software programmes such as Careers Coach, National Online Safety and Blended Learning Consortium.
- Practice, revise, reflect and be creative.
- Complete coursework.
- Attend work placements.
- Run your own clubs and groups, or join them, through the Head of Studies team.



**Want to find out more?  
Speak to your Personal Tutor or  
pop in to the Head of Studies Office**



**Wigan & Leigh  
College**

# ONLINE LEARNING AT WIGAN & LEIGH COLLEGE

We treat online learning with the same importance as face-to-face learning. We use the following online platforms to connect with students and we will help them to access and engage with these platforms.



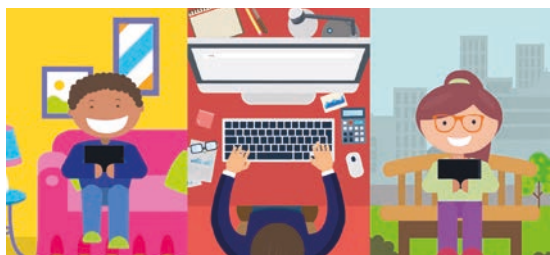
## 1. Microsoft Teams - The key online communication tool at college

### What is it?

An app and website where learners are part of online groups connecting to classes. Files, chats, assignments and a variety of other apps are used. Group and individual audio/video calls are made from this platform, usually at the start of each lesson.

### How to log in?

Access it by logging in using the same college log in (Microsoft 365) account details. We strongly recommend downloading the MS Teams app from the app stores to phones, as this is key to the communication and learning for the year.



## 2. Nearpod - For interactive presentations

### What is it?

An app and website where tutors launch their lesson presentations. Students can engage in a variety of interactive elements. Questions, drawings, 360-degree field trips, video and, matching tasks are all available.

### How to log in?

Tutors will share a unique code for each lesson to join the session.

## 3. VLE - Virtual Learning Environment

### What is it?

A web page where course resources can be found, it also has additional interactive elements.

### How to log in?

Linked from the Wigan & Leigh College website. Students use their usual college username and password to log in.



## 4. ProPortal

### What is it?

A web page to view and edit assessment grades and individual learning plans.

### How to log in?

Link from the Wigan & Leigh College website, with college username and password.



# WHAT IS NETIQUETTE?

Netiquette is a combination of the words network and etiquette and is defined as a set of rules for acceptable online behaviour. Similarly, online ethics focuses on the acceptable use of online resources in an online social environment.

It means respecting other users' views and displaying common courtesy when posting your views to online discussion groups.

For example, on an email discussion list - where not everyone may have seen past messages - it's considered polite to quote from a message you're replying to, so your response has context. It's also considered polite to keep those quotes short and relevant.

## RULE 1 THE HUMAN ELEMENT

Words, photos, or videos that you post are read by real people and they all deserve respectful communication. So before you press that "send" or "submit" button, ask yourself "would I have a problem if someone else had written it?". Whenever you communicate online, through email, instant messaging, group discussion, or any cyber activity, remember the golden rule "Do unto others as you would have others do unto you".

## RULE 2 IF YOU WOULDN'T DO IT IN REAL LIFE, DON'T DO IT ONLINE

Would you stand in front someone and be rude face-to-face? Hopefully not. Stick to that standard online as well.

## RULE 3 CYBERSPACE IS A DIVERSE PLACE

You might be super awkward or funny around your friends, but you behave formally at work. The online space is also geographically dispersed, so the word choice and topics you send to your WhatsApp group should not be the same as the email you send to your colleague, even if it's between you two.

## RULE 4 RESPECT PEOPLE'S TIME AND BANDWIDTH

Online communication consumes time and bandwidth (megabytes) and people lead busy lives these days. You don't want to be that stop sign with your fancy elaborated paragraph. Keep it short and simple, and reduce the amount of videos and photos that people need to download.

## RULE 5 CHECK YOURSELF

You will, however, be judged based on your content and engagement, so keep these tips in mind:

- Perform spelling and grammar checks, Grammarly, is FREE and integrates seamlessly online.
- Make sure you did your homework on the subject and chose clear words.
- Be positive and courteous in your general behavior.

## RULE 6 SHARE YOUR EXPERTISE

Information can live on the internet forever, where it will remain accessible by people for years to come. Sharing your expertise consistently plays a big part in shaping your personal brand; this is how influencers are made.

## RULE 7 EXTINGUISH FLAME WARS (METAPHORICALLY SPEAKING)

Flaming is when people express their annoyance on a subject without withholding their emotions. Flame wars, however, is when two or more people exchange angry and explicit posts between each other. This must be controlled before it escalates to compromise the integrity of the group. Don't feed the flames; extinguish them by guiding the discussion back to a more productive direction.

## RULE 8 RESPECT PEOPLE'S PRIVACY

Maybe you mentioned someone in a rather embarrassing story or wrote a post that revealed something they were trying to hide. What do you think the consequences would be? Embarrassment? Hurt feelings? Job loss maybe? So remember rule #1 "Do unto others as you would have others do unto you".

## RULE 9 WITH GREAT POWER COMES GREAT RESPONSIBILITY

Being extremely tech-savvy these days gives you great leverage. If that's you, make sure you're not abusing your power to hurt others. Thou shalt not hack your friends, for instance.

## RULE 10 FORGIVE

At some point, you will see a stupid question, read an unnecessarily long response, or encounter misspelled words; when this happens, practice kindness and forgiveness, as you would hope someone would do if you had committed the same offence. If it's a minor "offence" you might want to let it slide. If you feel compelled to respond to a mistake, do so in a private email rather than a public forum.





# WIGAN & LEIGH COLLEGE STUDENT REPS

- This is your chance to get involved with something challenging, rewarding and exciting.
- Students need a variety of voices and views to represent them, so nominate yourself now.
- No experience is required and training is provided.

## INTERESTED?

**Speak to your  
Personal Tutor or  
Head of Studies team**

discuss and share things about your course that may be affecting you and your peers. This allows you to develop confidence in formal, decision led situations and forges a working relationship between students and staff.

Student Reps also foster a sense of collectiveness and community, which can make other students feel listened to and valued and many also apply to join the Student Council.

Being a Student Rep for your tutor group doesn't take up a lot of time yet Student Reps have a big impact. Student Reps have the support of the Head of Studies team and Personal Tutors.

# ABSENCE PROCEDURES

Students commit to undertake a programme of study and we expect them to attend all timetabled lessons. Poor attendance leads to underachievement, and being late is disruptive for other students in the class and will not be tolerated. Persistent late arrivals and absenteeism will result in disciplinary action, in accordance with our disciplinary policy.

Absenteeism may also result in the student being liable for a fee for missed examinations, and impacts on progression to higher education or employment. Absenteeism may also result in losing bursary awards / payments.

**Holidays during term time will not be approved and will always be recorded as unauthorised absence.**

You may request specific attendance information.

## REPORTING ABSENCES AND LATE ARRIVALS

All students (or parent / guardian / carers of those under 18) must notify us of an absence, or expected late arrival, before the start of the first lesson, or no later than 10am. For work placement absences you must notify your placement and the college. If the college does not receive notification, we will contact you to tell you about the absence and ask for reasons. In these instances students will be in breach of the College Code of Conduct and may be subject to the disciplinary process. Bursary / free bus pass offer or other college offers will be affected by all absences (notified and not notified) and persistent absence may result in the loss of the full award.

## STUDENT ATTENDANCE AT COLLEGE IS AN ABSOLUTE PRIORITY.

To inform the college of genuine reasons for absence your student should contact the Retention Improvement Officer:

**01942 761600** (option 4) before 10am

## LATE ARRIVALS TO CLASS

If students are going to be late, they must also report this on the telephone number above. It is their responsibility to ensure a late mark and not an absence mark has been recorded. They should speak to the tutor at the end of the lesson.

## UNAUTHORISED ABSENCE

All absences for sickness will be recorded as unauthorised absence. Holidays are not permitted in term time and all routine doctor, dental, orthodontic and opticians appointments should be made outside of the timetabled classes. Where these do occur in the college day, they will also be recorded as unauthorised absence.

## AUTHORISED ABSENCE

Some absences may be classified as authorised absence. Students must inform their personal tutor in advance and get approval for an authorised absence.

Authorised absence will only be approved if the reason is unavoidable and students have provided evidence to support the request to their personal tutor. An absence, even for the reasons listed below, will not be recorded as authorised if prior evidence is not provided and agreed. Evidence provided after the absence has taken place, will not change the recorded mark of unauthorised absence, except in serious, emergency medical cases or sudden unexpected bereavement.

### Authorised Absence

- University open days (limit of three)
- University / apprenticeship / full-time job interviews
- Hospital appointments / admissions supported by a doctor's note / hospital letter
- Bereavement / funeral
- Religious holidays considered.

## DISCIPLINE AND RESOLUTION AT WIGAN & LEIGH COLLEGE

We are committed to creating and maintaining an environment of mutual trust, respect and confidence and have a legal and moral obligation to promote the general good of all by acting against unacceptable behaviour or practice. We are all responsible for upholding the college community.

We will challenge any form of discrimination, harassment, vandalism or disruption against people and / or property. We will take disciplinary action and involve the police, or other external agencies when breaches of rules occur. The college reserves the right to take disciplinary action against students involved in illegal activities off college premises, where they pose a risk to staff, students, our reputation or partner organisations.

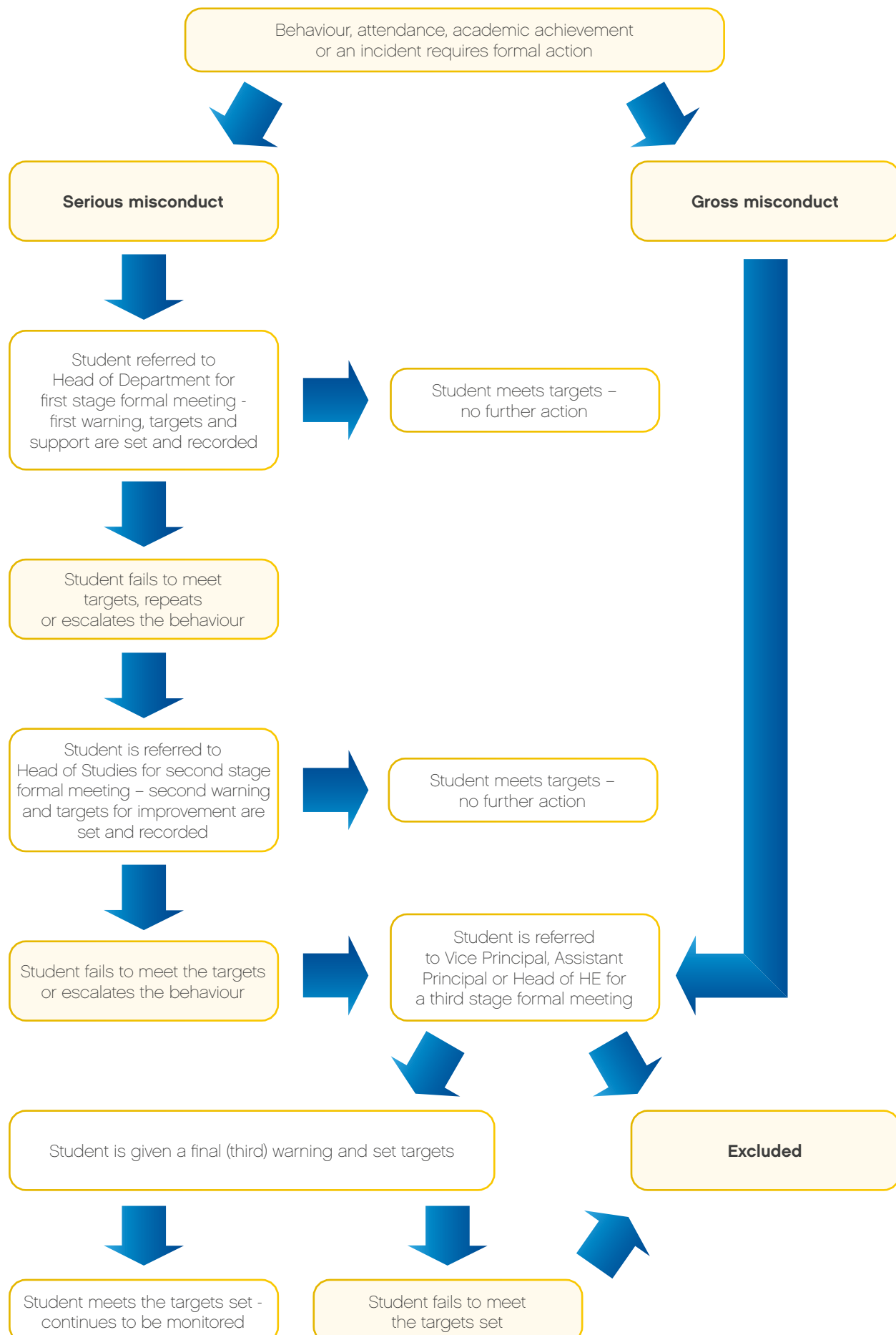


We have included the disciplinary flowchart so that you can see the process we follow. This is a simplified version of the process. The college has a full disciplinary procedure that covers all eventualities and levels of seriousness.





# STUDENT DISCIPLINARY SUSPENSION AND RESOLUTION PROCEDURE



# SUPPORT TO ACHIEVE YOUR DREAM CAREER



We make sure that every young person has the support to develop skills for a rewarding and successful career.

As the lead college of the Greater Manchester Careers Hub – Bridge GM – we share best practice on careers guidance. We are the first college in the Wigan Borough to achieve the 8 Gatsby Benchmarks, government guidelines that define the best careers provision in schools and colleges, putting careers education at the heart of everything we do.



## MOLLIE ANN GATRICK

**Former school:** St Joseph's RC High School

**Course:** T Level – Nursing

Mollie's work experience within Wrightington, Wigan and Leigh NHS Foundation Trust has helped her to decide on a career within the NHS.

*Mollie has a career ambition to become a paramedic and received numerous university offers to study for a Paramedic qualification. Reflecting on her work placements throughout her course, she said: "Working in the hospital setting and seeing first-hand what healthcare professionals do, helped me to gain the right experience. Also, having teachers from the industry made the course more interesting, as they could give us advice and tell us about their experiences."*

## FAB FUTURES

We work with our students to raise aspirations, explore careers options, develop employability skills through meaningful work placement and work experience, so they progress to great destinations when they leave college.

The specialist team can support you with:

- Exploring careers options.
- Progression to the next course at college.
- Applications to universities including the University Centre Wigan & Leigh College.
- Finding an apprenticeship.
- Studying a Pre-Apprenticeship Programme.
- Securing meaningful work placements.
- Developing employability skills.
- Finding employment.
- Meet the Employer Events.

## CAREER PLANNING

As part of our commitment to providing high quality careers education, information, advice and guidance (CEIAG) we provide experiences to support students in achieving their dream career. We hold industry guest speaker sessions, visits to workplaces and provide opportunities to work on live briefs and projects developed by employers.

We use up-to-date labour market information to help explore careers, find out more about salary and earnings, growth opportunities and the key skills to succeed. This information is available on our website: [wigan-leigh.ac.uk](http://wigan-leigh.ac.uk)

## WORK & INDUSTRY PLACEMENTS

All full-time students will carry out an external placement or work experience as part of their study programmes. This is crucial to develop the knowledge and skills learned at college and improve the chances of gaining employment through vital hands on experience.

A work placement shows how college courses can help develop future career plans. It will also provide the opportunity to:

- develop the key skills for career choices
- develop employability skills and professional behaviours
- discover new talents
- strengthen CVs
- improve knowledge of industry.

Wigan & Leigh College will provide guidance and activities to help students succeed in finding placement opportunities. FAB Futures' Work Placement Team work closely with tutors to provide support with all aspects of dealing with local employers for your placement.

Please contact them on [workplacements@wigan-leigh.ac.uk](mailto:workplacements@wigan-leigh.ac.uk) or call **01942 761530**.



### MEET THE EMPLOYER & APPRENTICESHIP TEAM

If students are looking for an apprenticeship during or towards the end of their college course, we host events throughout the year where they can meet local and regional employers recruiting young people to apprenticeships.

**4.30pm - 7.30pm**

Thursday 19th October 2023

Monday 22nd April 2024

**Meet the Employer Event**

(Centre for Advanced Technical Studies)

Monday 5th February 2024

**Festival of Engineering & Construction**  
(Pagefield)



The College's Careers Strategy and Careers Passport is available at [Wigan-leigh.ac.uk/careers](http://Wigan-leigh.ac.uk/careers)



# ENRICHMENT

Did you know that Wigan & Leigh students can get involved in a range of activities out of College?



## BE ACTIVE

### PROGRAMMES

- Basketball • Dance • Football
- Martial Arts • Swim • Yoga

## PRE-PROFESSIONAL

- CV Writing / Job Club
- Medical Society
- Student Magazine

## ALPHA

The chance to explore faith, ask questions and share points of view

## FRIENDSHIP

### GROUP

meets weekly - chance to make new friends outside your classes

## FEEL GOOD

### LOOK GOOD

- Beauty • Book Club • Drama
- Fashion • Nail Art

## THE OLD

### COURTS

- Art
- Cinema
- Comedy
- Music
- Spoken Word

## PHYSICAL &

### MENTAL WELLBEING

- Art • Cycling Scheme • Football
- Meditation • Mindfulness
- Rugby • Running Club

Select an activity to make friends, build confidence and have fun. Some activities are focussed on development skills for further study, high grades and strong future applications.

# GET INVOLVED

## VOLUNTEERING

- Charity Shops
- NCS
- The Brick
- Trust in Leigh
- Veteran's society
- Wigan Leisure & Culture Trust
- Wigan Youth Zone

## SOCIAL

### & COMMUNITY

- Disability Awareness
- Equality & Diversity Forum
- First Aid
- Volunteering

## WIGAN YOUTH

### ZONE

- Climbing Wall
- Gym
- Music
- Skating
- Sports

## WEEKLY

### QUIZ

## INDEPENDENCE

### INDEPENDENT RESEARCH

## CONFIDENCE

## PRESENTATION

### SKILLS

## RESILIENCE &

### RESOURCEFULNESS

## COMMUNICATION

### SKILLS

## NETWORKING

### & DISCOVERY

## CRITICAL THINKING

### & PROBLEM SOLVING

## LGBT+

## WANT TO DO YOUR BIT TO IMPROVE LGBT+ EQUALITY AT COLLEGE?

Why not join our LGBT+ student group.

Straight allies are always welcome, just bring along your passion for LGBT+ equality.

- Chess
- Duke of Edinburgh
- Photoshop for Beginners
- iDEA and Arts

## CREATIVE

### PRACTICAL

## ACADEMIC

- Book Club Quiz
- Debating Society
- Languages
- Mock Bar Trial

## CHECK WHAT'S ON

See the Student Newsletter, Personal Tutors or Head of Studies.

## WELLBEING SUPPORT

We are committed to supporting student wellbeing and mental health. We have an inclusive approach with respect for those with mental health issues. We challenge mental health stigma through curriculum teaching and promote wellbeing through tutorials, enrichment and targeted support.

If your child is struggling with depression, anxiety, social anxiety, stress or other mental health difficulties, we may be able to help. We work with them on strategies to build resilience, confidence and independence. We provide top tips to boost self-esteem and advise on techniques such as mindfulness, meditation and breathing exercises. We deliver support through tutorials, small groups or one-to-one appointments, dependant on needs.

We recommend apps, online tools and live web chat support with our wellbeing team to support mental health.

However if social media is contributing to difficulties, they may benefit from our Digital Detox sessions to promote positive mental health without the use of technology.

We have links with local health and voluntary sector groups and may refer students for support if we are unable to meet their needs.



**As a parent you are part of our college community – have you thought about further study to improve your prospects?**

We have a wide range of adult courses at Wigan & Leigh College. Visit [www.wigan-leigh.ac.uk/adult-courses](http://www.wigan-leigh.ac.uk/adult-courses) for further details



## HELP WITH LEARNING SUPPORT

Additional Learning Support (ALS) is available for students who disclose a learning difficulty and/or disability. Following a confidential assessment with one of our Additional Learning Support Officers, a support plan will be put in place.

If students do not have a difficulty or disability, but need extra help with their studies, they can access this in Additional Learning Support Study Rooms, without booking. We can help them with skills like planning and organisation, structuring assignments, research and proofreading.

## LEARNING RESOURCE CENTRES

Each of our three centres provide a library service and access to a wide range of technology, resources and services to support learning.

In addition, students and staff have access to a growing collection of online resources including thousands of e-books, e-journals and e-databases. These are all accessible via the College VLE and available on and off campus on any device with an internet connection.

At the start of their course, students are given a college computer network account and secure storage space on the network. They are also provided with a printing allowance which may be topped up if required.

## STUDENT ID CARDS

Wearing the Student ID badge is extremely important and we ask you to support us in encouraging students to wear it with pride and a sense of belonging to an organisation they can be proud of. It helps us ensure student safety at college, because staff can instantly recognise whether or not someone should be on our premises. It develops responsibility because it is an item that must be remembered and worn and makes our students feel part of the community. It also allows our wider community to recognise students from Wigan & Leigh College.



Sanctions are in place for students who forget their ID badge. A temporary paper badge will be issued for the day and must be worn, so that the student can be recognised, but they will not be able to move through our access controls on entrances and exits, so will have to remain on one site for the day.

They may also have problems using travel passes on local transport, as the student badge is recognised by bus drivers. They will not be able to access credits electronically implanted in the card, like print credits or free college meals.

It is the responsibility of all students to come to college prepared for the day.



## STUDENT 16-19 BURSARY / FINANCIAL SUPPORT

The FE Bursary forms part of the hardship fund for 16-19 year olds. Eligible learners will receive help towards the costs associated with coming to college. Students most in need will be eligible to receive a bursary of up to £1,200 a year. This group includes people in care, care leavers, people claiming Income Support, disabled young persons who receive Employment Support Allowance and Disability Living Allowance.

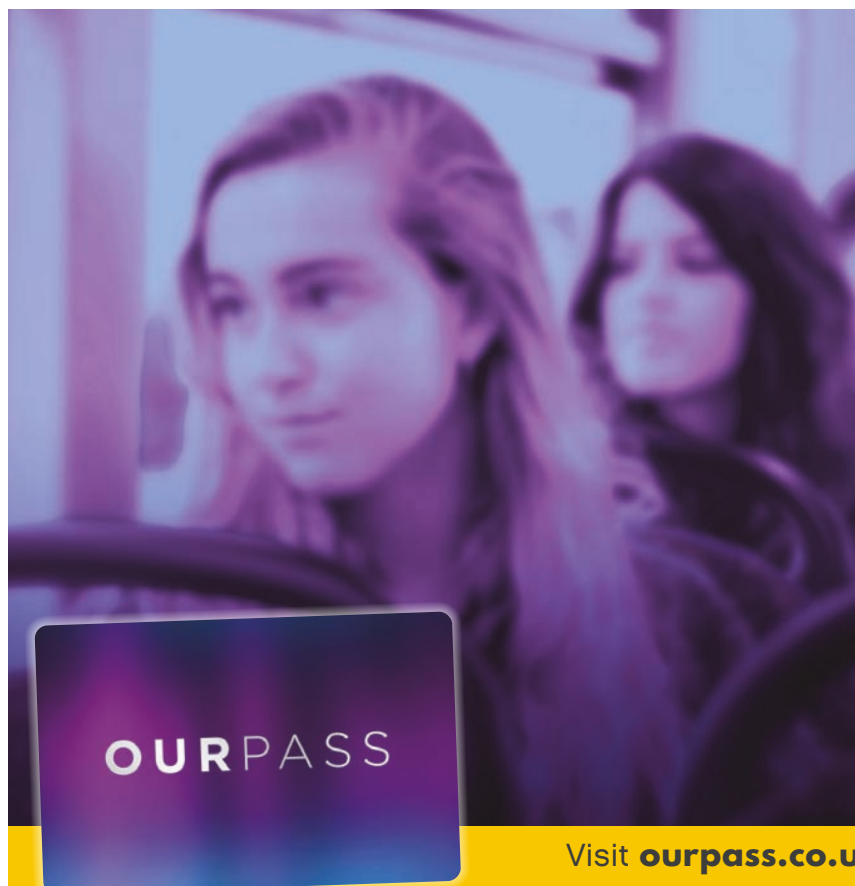
Full details of our bursary offer are available on the website under Services for Students. This fund is also promoted to all students during enrolment and induction. There are other charitable funds that may provide support to meet specific needs. These are identified in the Student Handbook.

The bursary is for students from limited income families, however we are unlikely to be able to provide for all student needs. You may continue to receive child benefit and child tax credits (where eligible) for a young person who continues in full-time education up to the age of 20, as long as they started a programme of education before they turned 19.



# FREE TRAVEL

## FOR 16-18 YEAR OLDS



If you live within Greater Manchester you may apply for a **FREE** bus travel card, called **OURPASS**.

A £10 admin fee is payable to Transport for Greater Manchester for **OURPASS** but students eligible for the College's 16-18 bursary will have this fee reimbursed.\*

- You are eligible for Our Pass if you are 16 or 17-years-old.
- If you are 18-years-old after the 31 August you are eligible for Our Pass.
- If you are 18-years-old before 31 August you should apply for the College's free Arriva, Stagecoach or First Manchester bus pass.

\*Reimbursement will be made by Wigan & Leigh College within the first term.

Visit [ourpass.co.uk](https://ourpass.co.uk) for more information and to apply



## If you live outside Greater Manchester

1. The free bus pass is only available to learners who:
  - live outside of Greater Manchester (if you live within Greater Manchester you can apply for **OURPASS**)
  - are aged 16-18 on or before 31 August
  - live within Greater Manchester and are 18-years-old before 31 August
  - are enrolled at Wigan & Leigh College on a full-time course up to Level 3.
2. The free bus pass is attendance related. To receive the spring and summer term passes students must have maintained at least 90 per cent attendance in the autumn and spring terms.
3. If you lose your pass, you will be responsible for buying a replacement.

Issued at college at the beginning of term in September



## THE STUDENT VOICE

Student views help shape our plans and feedback makes a real difference.

The student voice helps to ensure continuous improvement.



**Students can make their voice heard as:**

- a Student Rep
- a Student Ambassador
- a Student Council member
- a Student Governor
- attend events such as the Student Conference and Haigh Hall motivational days.

**To find out more speak to a Head of Study, Student Liaison Officer, our Community and Pastoral Chaplain or Personal Tutor**



# USEFUL INFORMATION

Wigan & Leigh College Calendar 2023 / 2024  
Summary of dates for students and parents

<b>AUTUMN TERM</b>	<b>Monday 04/09/23 – Wednesday 20/12/23</b>
Classes Start	Monday 04/09/23
Half Term Holiday	Monday 23/10/23 to Friday 27/10/23
Classes Finish	Wednesday 20/12/23
Winter Holidays	Thursday 21/12/23 to Friday 05/01/24
<b>SPRING TERM</b>	<b>Monday 08/01/24 – Thursday 28/03/24</b>
Classes Commence	Monday 08/01/24
Half Term	Monday 19/02/24 to Friday 23/02/24
Classes Finish	Thursday 28/03/24
Easter Holidays	Friday 29/03/24 to Friday 12/04/24 Good Friday – 29/03/24 Easter Monday – 01/04/24
<b>SUMMER TERM</b>	<b>Monday 15/04/24 – Wednesday 03/07/24</b>
Classes Start	Monday 15/04/24 Early May Bank Holiday – 06/05/24
Half Term	Monday 27/05/24 to Friday 31/05/24 Bank Holiday - Monday 27/05/24
Classes Finish	Wednesday 03/07/24

HOLIDAYS DURING TERM TIME ARE NOT PERMITTED

## PARENT/GUARDIAN EVENING - ALL CENTRES AND BY INVITATION

Tuesday 26/09/23

## STUDENT PROGRESS REPORT EVENING

Year 2 - L3 Students	Monday 06/11/23 / Tuesday 7/11/23
Year 1 - L1, L2, or L3 students	Monday 27/11/23 / Tuesday 28/11/23
Second Study Programme Progress Evening for all FE years	Monday 5/02/24 / Tuesday 6/02/24

01942 761 111 [wigan-leigh.ac.uk](http://wigan-leigh.ac.uk)

