WELCOME
to Wigan & Leigh College

Wigan & Leigh College

We are delighted that you have chosen to study at Wigan & Leigh College.

During your induction, you will be introduced to the teaching teams and the college facilities, including Learning Resource Centre, Head of Studies Office and FAB Futures Centre.

This handbook will help you find out more about our community and the support you will be able to access.

We hope you find it useful, especially in the first few weeks as you settle in to college life. The handbook can be found on the College Virtual Learning Environment.

We hope your time with us will be successful, happy and memorable.



If you have any queries, please contact us on:

01942 761600

Please find below details of your first class

Start Date		**Time**	
College Centre		**Room Number**	
Contact Name		**Personal Tutor**	

THE ROLE OF THE HEAD OF STUDIES

During your time at college you will have a Personal Tutor and our Student Liaison Officers (SLO) will support you too.

The Head of Studies also plays an important role and will:

- Be a student champion and support you throughout your time at college.
- Help you overcome any difficulties.
- Make sure your time is not only fun and enriching but that you succeed on your course.
- Help you with your study programme monitoring your progress and working with you on areas you feel you may need support with.
- Monitor and manage attendance across the whole of your study programme including maths and English.
- Ensure your progress, checking your grades are above the minimum expected.
- Work with you to set individual targets for improvement. Monitoring and reviewing these to encourage your development.
- Provide a team of support staff including Student Liaison Officers, Community and Pastoral Chaplain and Specialist Personal Tutors to help remove any barriers to learning.
- Promote and support you in applying for student leadership roles.
- Promote a truly inclusive culture aligned to FREDIE values. Fairness, Respect, Equality, Diversity, Inclusion and Engagement.
- Help you to stay safe online and in the real world

The Head of Studies team will also co-ordinate a range of activities including:

- Freshers Fayre
- Induction
- Assemblies
- Careers events
- Progression events
- Learner voice meetings
- Student Council and Student Lead groups
- Enrichment and Enhancement Calendar



MAXINE MEALEY
ASSISTANT PRINCIPAL



DAWN COLES
HEAD OF STUDIES



RICHARD HUGHES
HEAD OF STUDIES



MARIE TIGHE
HEAD OF STUDIES

STUDENT GOVERNOR ROLE

This is a unique opportunity for you, if elected, to see the leadership of the college from the level of the boardroom.

The elected representatives speak from the student perspective, to inform the governing board and help shape the direction of the college.

They will also be invited to sit on the Student Council to help to shape student leaders from all course areas.

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 the good name of the college. 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 the college 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.

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 you and we will help you to access and engage with these platforms.



1. Microsoft Teams - The key online communication tool

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 your 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. You can engage in a variety of interactive elements throughout. 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. Use your usual username and password to log in.

4. ProPortal

What is it?

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

How to log in?

Link from the Wigan & Leigh College website, with your usual username and password to log in.

Wigan & Leigh College

WIGAN & LEIGH COLLEGE STUDENT REPS

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.

- 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

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

GET INVOLVED

SOCIAL & COMMUNITY

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

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.

VOLUNTEERING

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

WIGAN YOUTH ZONE

• Climbing Wall
• Gym
• Music

THE VENUE

• Skating
• Sports

WEEKLY QUIZ

INDEPENDENCE
INDEPENDENT RESEARCH

CONFIDENCE

PRESENTATION SKILLS

RESILIENCE & RESOURCEFULNESS

COMMUNICATION SKILLS

NETWORKING & DISCOVERY

CRITICAL THINKING & PROBLEM SOLVING

CREATIVE PRACTICAL

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

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.

ACADEMIC

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

CHECK WHAT'S ON

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

LUNCHTIME ACTIVITIES & CHARITY FUNDRAISING

Throughout the year we support and host a variety of lunchtime events and activities for you to get involved in.

THE BRICK
PROJECT SHOP WORKS GIVING RE-USE

ONE WORLD WEEK

IndustryWeek

BBC Children in Need

ALPHA YOUTH Series

BOOT CAMP

Wigan & Leigh Hospice

WORLD'S BIGGEST COFFEE MORNING

Period Poverty 'Can Do' Drop in sessions

COMIC RELIEF

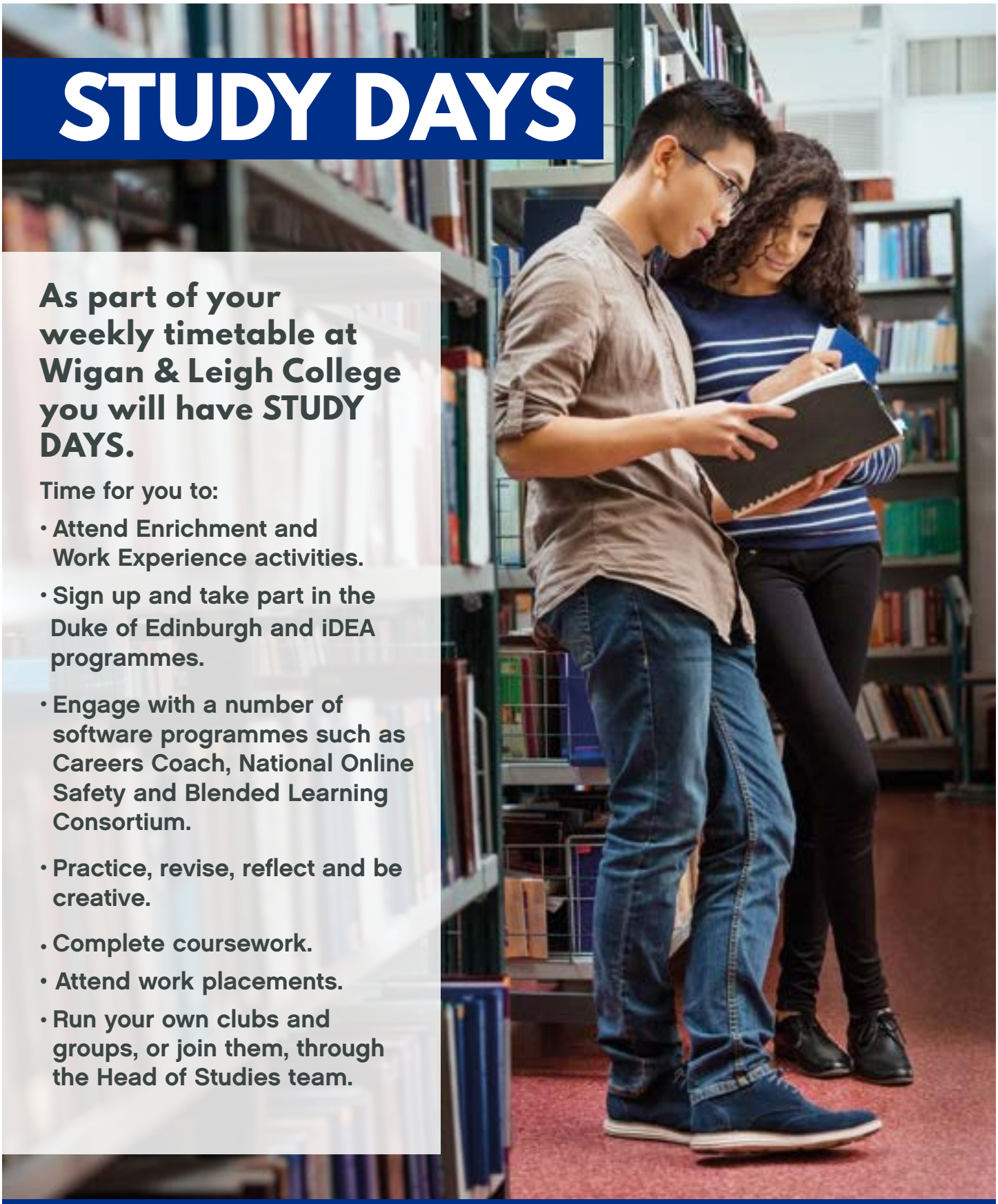


These events help you to have fun, show kindness to others, raise awareness, raise money for charity and put your ideas into action.

Why not speak to a Student Liaison Officer, your Personal Tutor now.

Wigan & Leigh College

STUDY DAYS



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

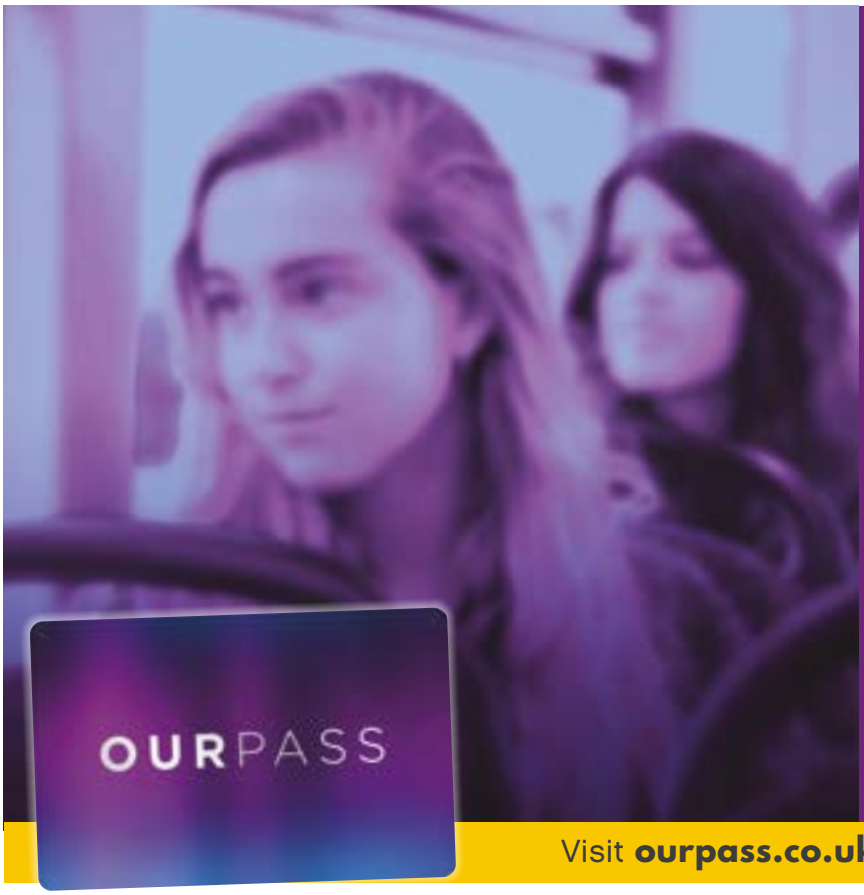
Time for you to:

- 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

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** 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 **OUR**PASS)
   - 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% 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

16-19 COLLEGE

BURSARY



Need help with college costs?

Don't struggle - find out how we can help...

If you are enrolled on a full-time, fully-funded course at Wigan & Leigh College and are:

- aged 16 and over but under 19 on 31/08/2023 or
- aged 19 on 31/08/2020 and continuing into a second year of study on the same course or
- aged 19 - 24 and have an Educational, Health and Care Plan (EHCP)

AND

- Meet the Discretionary Bursary Criteria - includes households with an income up to £26,000 and 19 - 24 students (EHCP) living independently or
- Meet the Vulnerable Bursary criteria (aged 16 and over but under 19 on 31/08/2023 only)

you may be entitled to help.

All the details and information you need are on the easy to complete Bursary application forms,

What could I get help with?

Vulnerable Bursary

- Worth up to £1,200
- Monthly payments of up to £120* giving you the flexibility and decision making power to meet your course needs for materials, uniforms, trips etc

Discretionary Bursary

- Monthly payments of up to £55* giving you the flexibility and decision making power to meet your course needs for materials, uniforms, trips etc

Free College Meals

All bursary students can benefit from a free college meal on your study days in refectories at all college centres. Further support for work placements may also be available.

All the details and information you need are on the easy to complete Bursary application forms, please speak to a member of the Funding Team if you require any further assistance, we are here to help.

For a full copy of an application form, including guidance notes, please ask at any college reception or scan the QR code for more information:

Subject to 90 per cent attendance.

Further terms and conditions apply.

DO YOU STRUGGLE WITH ANXIETY OR STRESS?

Wigan & Leigh College

CONTACT OUR WELLBEING TEAM

We can help you learn how to cope with life's little hurdles.



MIND FULL OR MINDFUL?

Our Wellbeing Team can provide:

- tips to help develop confidence and self esteem
- strategies to develop resilience
- meditation and breathing exercises
- mindfulness techniques

Contact Head of Studies to find out about more about the Welfare Team offer

SUPPORT TO ACHIEVE YOUR DREAM CAREER

FAB Futures
FOCUSED AMBITIOUS BRIGHT

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 you to raise aspirations, explore careers options, develop employability skills, through meaningful work placement and work experience, so you progress to great destinations when you 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.

CAREER PLANNING

As part of our commitment to providing high quality careers education, information, advice and guidance (CEIAG) we provide experiences to support you in achieving your 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 you explore careers in your chosen industry, find out more about salary and earnings, growth opportunities and the key skills to succeed. This information is available on the College website: 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 your chances of gaining employment through vital hands on experience.

A work placement shows you how your College course can help develop your future career plans. It will also give you the opportunity to:

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

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

Please contact them on **workplacements@wigan-leigh.ac.uk** or call **01942 761530.**





MEET THE EMPLOYER & APPRENTICESHIP TEAM

If you are looking for an apprenticeship during or towards the end of your college course, we host events throughout the year to meet local and regional employers who are recruiting apprentices

4.30pm - 7.30pm

Thursday 19 October 2023
Monday 22 April 2024
Meet the Employer Event
(Centre for Advanced Technical Studies)

Monday 5 February 2024
Festival of Engineering & Construction
(Pagefield)



The College's Careers Strategy and Careers Passport is available at Wigan-leigh.ac.uk/careers

STUDENT COUNCIL

The Student Council is a formal way for you to have a say on what happens at college.



At a Student Council meeting, you will discuss what is happening in college with a member of the senior management team.

Regular meetings provide the opportunity to put forward your suggestions and ideas.



The Student Council has influenced local and national agendas too. We have hosted, introduced and collaborated on campaigns and votes that help to shape significant change for students.

The Student Council is a great way to find out about the different departments and job roles within the college. You will meet key members of staff and hear about what they do and how it impacts on students.



INTERESTED?

Find out more from your Personal Tutor or Head of Studies.

Wigan & Leigh College

DATES FOR YOUR DIARY

New Parents/Guardians Evening
Monday 26 September 2023

Student Progress Evenings for all Year 2 L3 Students
Monday 6 and Tuesday 7 November 2023

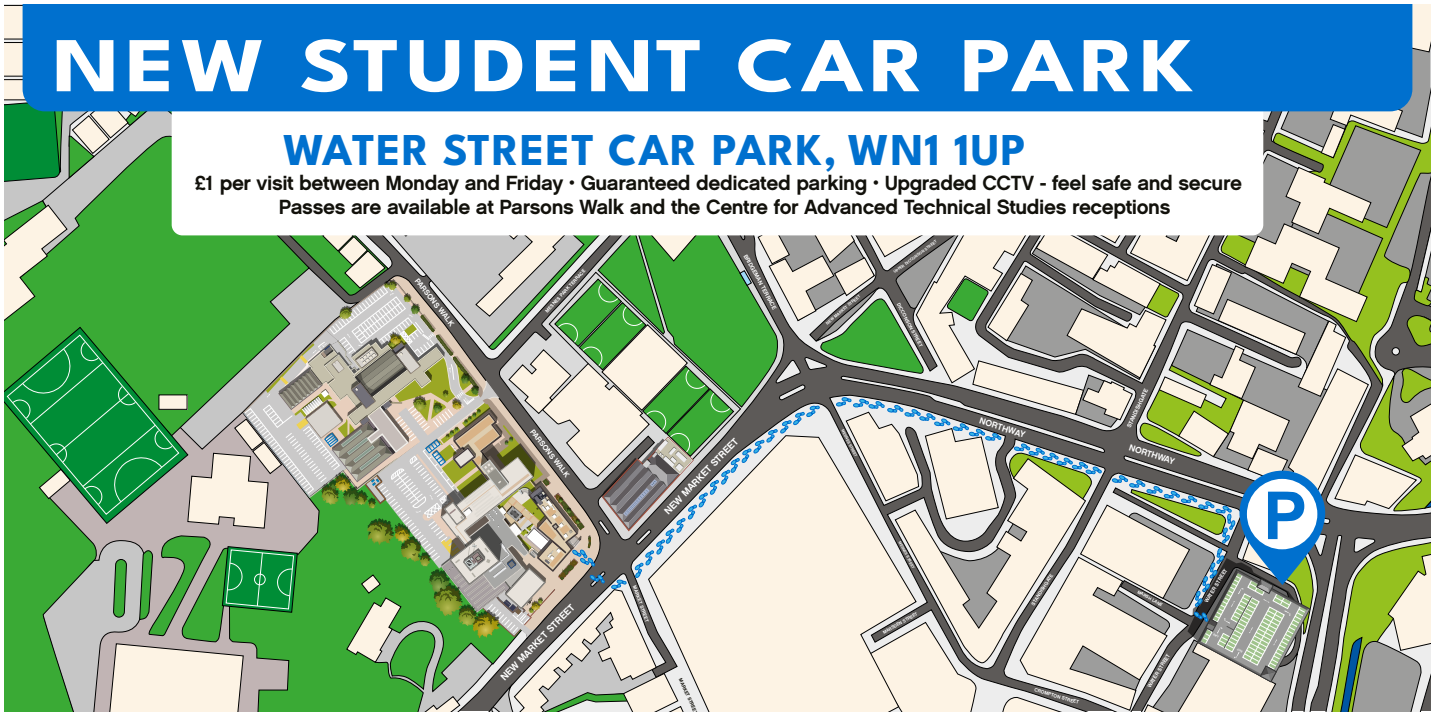
Student Progress Evenings for all Year 1 students studying at levels Entry, 1, 2 or 3
Monday 27 and Tuesday 28 November 2023

Second Study Programme Progress Evening for all FE years
Monday 5 and Tuesday 6 February 2024

NEW STUDENT CAR PARK

WATER STREET CAR PARK, WN1 1UP

£1 per visit between Monday and Friday • Guaranteed dedicated parking • Upgraded CCTV - feel safe and secure
Passes are available at Parsons Walk and the Centre for Advanced Technical Studies receptions



NOTES

USEFUL INFORMATION

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

AUTUMN TERM	Monday 04/09/23 – Wednesday 20/12/23
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
SPRING TERM	**Monday 08/01/24 – Thursday 28/03/24**
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
SUMMER TERM	**Monday 15/04/24 – Wednesday 03/07/24**
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

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