

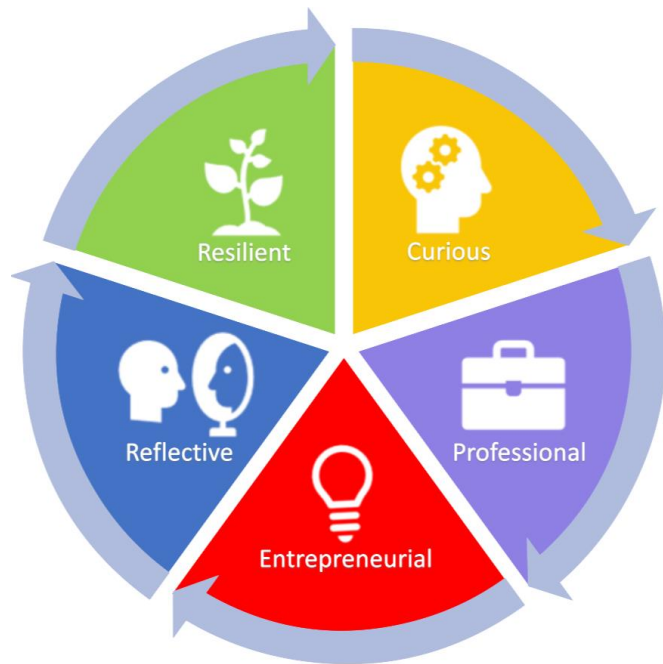
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# Student Welcome Pack

course information: 020 8266 4000

main switchboard: 020 8200 8300



**Wheel of Success**



# Welcome!

- Our mission is to provide you with the skills and knowledge to become confident and be successful in your future life
- Our aim is to provide an environment that is safe, accessible and assures you that your health, safety and well-being is our primary focus
- Our objective is to provide information that outlines all the support, advice and guidance you can assess from Barnet & Southgate College
- Our goal is to support you throughout your time at Barnet & Southgate College and encourage you to exceed your potential, achieve and progress into further learning or work

  
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# Term Dates

Autumn Term: 7<sup>th</sup> September – 18<sup>th</sup> December 2020

Half Term: 26<sup>th</sup> October – 30<sup>th</sup> October 2020

Spring Term: 4<sup>th</sup> January – 1<sup>st</sup> April 2021

Half Term: 17<sup>th</sup> February – 21<sup>st</sup> February 2021

Summer Term: 19<sup>th</sup> April – 1<sup>st</sup> July 2021

Half Term: 31<sup>st</sup> May – 4<sup>th</sup> June 2021



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# WE ARE MORE THAN A BUILDING...  
WE ARE A COMMUNITY!  
Student Services



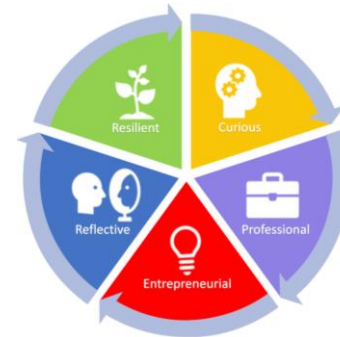
# Social Distancing

Our priority is to keep you safe in college whilst you study. We understand that this is a challenging time for our student community during COVID 19. Working together we can minimise the risks and ensure there is a safe environment in which students can complete their studies. We have a few simple guidelines to follow;

- Observe the 2 metre social distancing rules at all times when in college
- Follow the one way system
- Wash hands thoroughly and regularly for at least 20 seconds
- Use the hand sanitisers
- Wipe surfaces you use, before and after use, i.e. the computer, printer
- Do not share headsets, cups, pens etc
- Avoid touching your face; including eyes, nose and mouth
- If you cough or sneeze, cover your mouth and nose with a tissue or bent elbow
- If using a tissue, dispose of it and clean your hands immediately

**Catch it, Bin it, Kill it Stop the virus spreading!**

  
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# College Expectations

- We need your help to make Barnet & Southgate College a safe and friendly place so please wear your ID badge at all times. You may be required to show your ID badge to staff on request.
- Please help us to keep our campuses clean and tidy by using the litter bins provided around the site and use the recycling bins where they are provided.
- College operates a no smoking policy including the use of e-cigarettes, pipes and cigars. Smoking is only permitted in clearly designated areas.
- Use of the IT facilities is subject to the Acceptable Use Policy and UK law so we ask all our students to use the computers responsibly. Please do not use them in any way which may be offensive to others, do not download or forward any abusive material, do not tamper with and misuse equipment or software and only use the software provided by the College. Personal Tutors will tell you about this policy in induction.

  
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# Course Expectations

- During your first days at college, you will be given information about your course and anything you will need for your course. Speak to your Personal Tutor or teacher if you think you may need help with this
- You will attend all lessons, on time (online or face-to-face sessions)
- You must contact their teacher or Personal Tutor if they are unable to attend any lesson and provide evidence of reason for not attending
- You will show respect and tolerance to each other, your teachers and the wider college community
- You will be ready to learn, participating and contributing to all lessons and work respectfully with each other
- You will follow class and college rules if you feel unsafe, speak to your tutor or another member of the college staff
- You will regularly meet with your Personal Tutor, to complete your Individual Learning Plan (ILP); discussing your attendance, progress; reviewing the standard of your completion of course work; checking and establishing learning goals



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# Useful things to know

- Refectories are open as normal from Monday 7<sup>th</sup> September, serving hot food and sandwiches. Tables will be available to sit and eat your lunch in the refectory but a 2 metre social distance will be observed between tables.
- LRCs will be open for 1:1 support and booking of appointments, borrowing resources and the use of IT. To keep you safe, the LRC will be observing social distancing so numbers who can use the centre have been reduced. If you wish to use a computer, prior booking is required.
- Water fountains will be operational around the campuses. Please fill your cup or water bottle. Please do not directly drink from them
- Financial assistance, free college meals and oyster cards may be available whilst studying at the college
- Help may be available for you if you do not have access to a computer and you are asked to work from home



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# Useful things to know....

- Accessing College IT equipment is available as soon as you are enrolled, as your own personalised user ID is created for you. This is the username you use to log on to the system. Your password is set to your first initial in upper case, the first letter of your surname in lower case and your date of birth in dd/mm/yyyy format. So John Smith born on the 14th January 1983 will have a password of Js14011983.
- You will then need to change your password to something that you can remember
- Fire Evacuation procedures are in place which your Personal Tutor will tell you about during induction.

  
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# Academic Support

- Personal Tutors are there to look after your interests, provide advice and guidance, and deal with any issues or problems you have and communicate with your subject teachers and your parents/guardians if you are under 18.
- Your Personal Tutor will be keeping an eye on your attendance. If you are going to be absent, please let your Personal Tutor know in advance and provide evidence why you are absent
- Your Personal Tutor will also be keeping an eye on your punctuality. Please use MS Team to inform your Personal tutor why you will be late.
- Your Personal tutor will hold regular group and individual tutorials to check on everyone's progress. An Individual Learning Plan, ILP, will be completed who will show how you are getting along with your course ad establish a number of targets that you are expected to meet
- Your Personal Tutor will also keep an eye on your conduct. He/she will expect you to behave in accordance with College polices.

  
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# Personal Support

- Student Services can support you throughout your journey at the college
- Workshop sessions are delivered to inform you about sexual health, drugs, staying safe, money matters emotional resilience as well as how to progress on to higher education or employment. The workshops provide information and advice and prepare you for the next stage in the real world
- Personalised 1:1's will provide you with support with your English & Maths, career choices, , CV preparation, coursework, welfare and emotional issues
- Learning Support to help you remove the barriers to success and achieving. Dedicated support for those with SEN needs
- Counselling to help you cope with life

  
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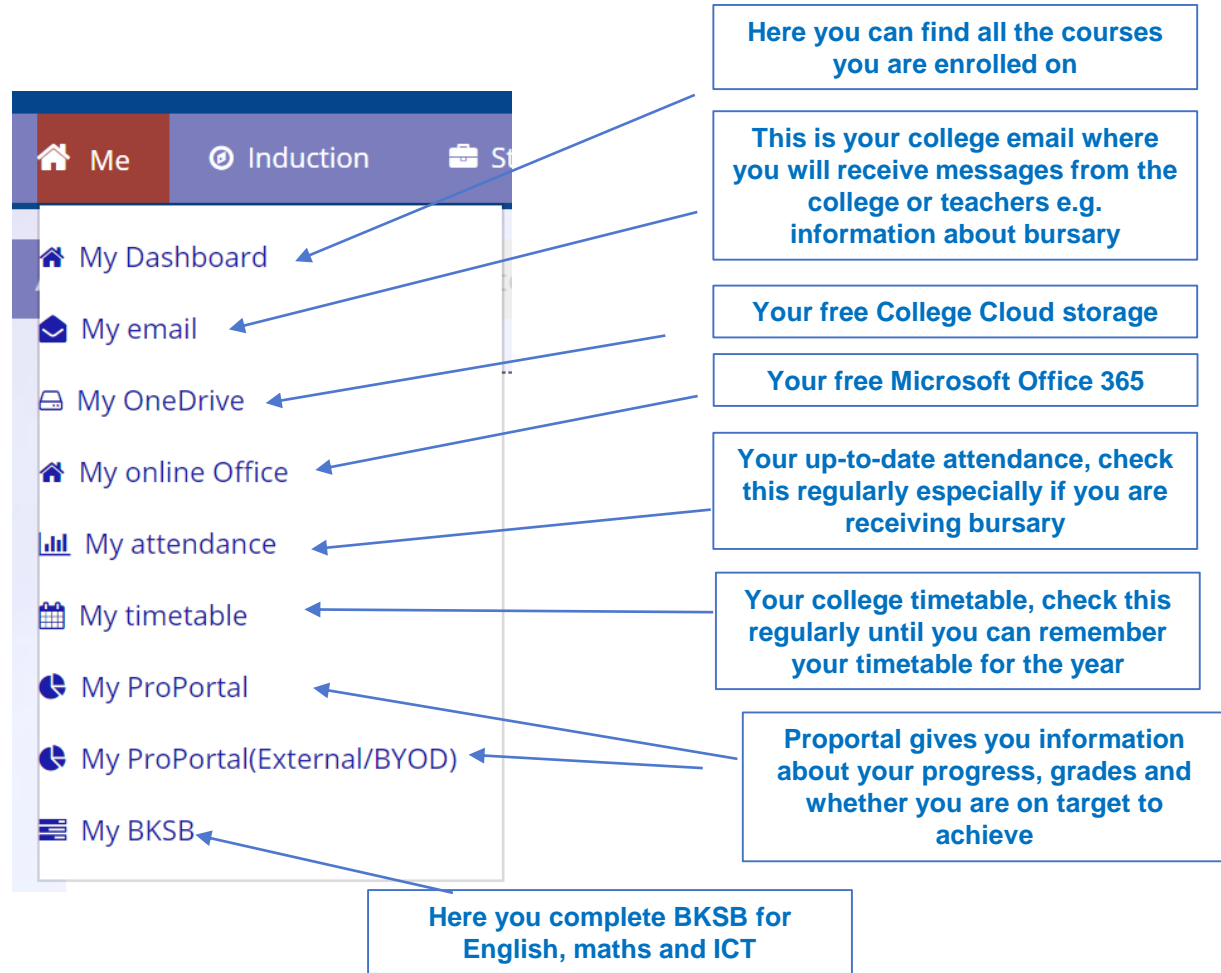
# iLearn

- iLearn is the College's Virtual Learning Environment (VLE)
- Your teachers will share lesson resources and set assignments in your iLearn course page
- You can access your college email, Office 365, Proportal and other information
- Watch [this video](#) to explain how to access iLearn

  
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# iLearn



# Enrichment

- Opportunities to become a Student Rep and Student Governor through elections
- Opportunities to set up clubs and societies
- Develop new skills leading on volunteering and community projects
- Participate in Sporting activities
- Become a Student Ambassador that helps out at College events
- Meet employers, enjoy taster days at university
- Contribute to fund raising events
- Join in fun and creative activities

  
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# By the end of 1<sup>st</sup> week at college you will.....

- Be familiar with Safeguarding, Prevent, E&D via e-Stream
- Be ready to learn via e-Stream
- Get to know your Personal Tutor and your course expectations
- Know who to contact if you need help
- Logged on to the College systems
- Be familiar with iLearn
- Know your way around the campus

  
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# Useful Contact Numbers & Links

Safeguarding if you have concerns or feel at risk

**Telephone: 020 3764 4077 (not 24 hours)**

**Email: [safeguarding@barnetsouthgate.ac.uk](mailto:safeguarding@barnetsouthgate.ac.uk)**

LRC to book appointments or computers or general support enquiries or sign posting

**Telephone: 020 3764 4403**

**Email: [lrc@barnetsouthgate.ac.uk](mailto:lrc@barnetsouthgate.ac.uk)**

iLearn for accessing your work, finding out about enrichment events

**<http://ilearn.barnetsouthgate.ac.uk>**

Learning Support for timely support for students with SEN needs

**Email: [learningsupport@barnetsouthgate.ac.uk](mailto:learningsupport@barnetsouthgate.ac.uk)**

Careers information advice re progression into further learning or work

**Telephone: 020 3764 4403**

**Email: [careers@barnetsouthgate.ac.uk](mailto:careers@barnetsouthgate.ac.uk)**

Customer Services for all your queries on free college meals, financial assistance and oyster cards

**Email: [info@barnetsouthgate.ac.uk](mailto:info@barnetsouthgate.ac.uk)**

**<http://www.barnetsouthgate.ac.uk/student-support-fund>**



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