

**Yeovil**  
College

# YEOVIL COLLEGE STUDENT GUIDE 2019/20

WHERE **LEARNING**  
COMES TO LIFE



# YEOVIL COLLEGE

## STUDENT GUIDE 2019/20



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# YEOVIL COLLEGE STUDENT GUIDE 2019/20



Facebook.com/yeovilcollege



@yeovilcollege



Yeovil-college



yeovilcollege



A large, light blue speech bubble with a tail pointing towards the bottom left, containing the text 'What's so different about college life?'.

### **What's so different about college life?**

Welcome to Yeovil College! We provide a safe college environment which will enable you to develop new skills and knowledge and have fun at the same time. You can make new friends by joining clubs, groups and societies, sports activities or meeting in the student social area, 'The Spot'.

You will have the opportunity to use our extensive learning facilities to develop your study skills and take responsibility for your own learning in an engaging and well-resourced environment.

There is an active programme of events running through the year including ski trips, sports, activities in The Spot, group tutorials, visits from external speakers, careers and progression events, taking on fundraising opportunities and Student Union events. You can also get involved in a number of other ways including taking on a volunteer role and having your say in how the college operates; taking part in the Duke of Edinburgh to work towards achieving your Bronze, Silver or Gold award; as well as taking part in other social action events and giving something back to the local community.

### ID BADGE

**You must wear your ID card at all times.**

If you lose your ID badge you will need a replacement. Please speak to Reception if you lose your ID badge.

Should you forget your ID card a temporary one can be obtained from Reception.

You will be provided with a thin grey lanyard or a clip for your ID card. Thick grey lanyards are available to purchase at a cost of £2 each, and spring clips are also available to purchase at a cost of £1 each. These are offered on a first come, first serve basis.

### BURSARY

There are a number of different bursaries available which can help to meet the costs associated with accessing learning for students experiencing financial difficulty. This includes help towards travel and compulsory materials and equipment. For more information on the bursaries available please speak to a member of the Student and Customer Services team, based in Reception or email [enrol@yeovil.ac.uk](mailto:enrol@yeovil.ac.uk)

### FREE COLLEGE MEALS

If you are eligible for Free College Meals your meal deal vouchers will be available to collect on a weekly basis from the Information desk in Reception. The vouchers are to be redeemed in Renaissance. If you're not sure if you qualify for free meals, speak to Reception.

### MOODLE

You will have a Moodle account – this is where your tutors and lecturers will upload resources for your course to help you. You can access Moodle anywhere with internet access, including on your phone.

24 hour support is available through a range of resources on the student support services page.

### PARKING



Car parking is now pay and display, you must have your car registered with the College and pay £1 per day. Your car should have been registered on enrolment but if you change your car or pass your test during the year please visit Registry to update them. Please only park in marked spaces.

There are several payment options, in the Ashdown/Top car park you can only pay by cash or phone\*. In the Hollands/Kingston car park you have the additional option of paying by card.

\*To pay by phone – download the Paybyphone App **OR** go to [www.paybyphone.co.uk](http://www.paybyphone.co.uk) **OR** call 0330 400 7275  
The location code is 801152

Failure to register your vehicle correctly and/or pay for your parking may result in a Parking Charge Notice of £60 (reduced to £30 if paid within 14 days).

The £1 parking charge applies from 09:00 – 16:00, term time only.

Further information on parking can be found [here](#).

### STUDENT FOCUS

This is a weekly update of what is happening in and around college – you can access this yourself on Moodle but your Tutor will go through it weekly with you in your tutorial. It includes information on everything happening across college, special offers at food outlets, events, etc.

### LOST PROPERTY

If you have misplaced or found something, please contact our Estates team.

- 01935 845499 or 01935 845460
- [fm@yeovil.ac.uk](mailto:fm@yeovil.ac.uk)

Or visit them, by the marquee in front of Leonardo.

### CASH MACHINE

There is a cash machine based between Kitchen Social (Renaissance) and Nexus salon.



### SMOKING

We are a smoke free site.

We have one smoking shelter located behind Leonardo.

We do not tolerate smoking, vaping or preparing to smoke anywhere else on site and ask that you please be respectful when using the smoking shelters.



## RESTAURANTS & CAFES

### **COSTA COFFEE**

*Located on the ground floor of Kingston*

**Opening times:** 8.30am – 7.30pm



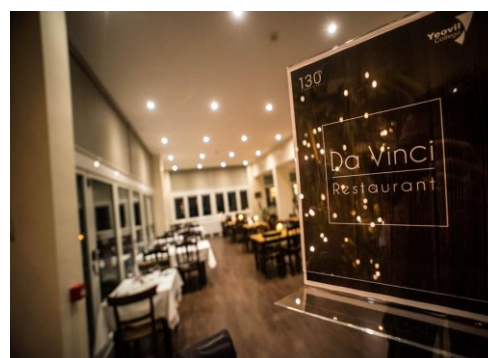
### **DAVINCI**

*Located behind Renaissance*

Da Vinci is run by our Hospitality students — to book a table or enquire about opening times,

**call: 01935 845341 or email**

**[Davinci@yeovil.ac.uk](mailto:Davinci@yeovil.ac.uk)**



### **KITCHEN SOCIAL (RENAISSANCE)**

*Located below the Main Hall in Kingston*

Renaissance is currently our largest restaurant, it has an extensive range of healthy-eating menus, fresh sandwiches, cakes, snacks, drinks and freshly cooked lunches are available during term time.

**Opening times:** 08:30 – 3.00pm



### **VITRUVIAN**

*Located on the ground floor in Leonardo, near the main entrance*

Vitruvian offers a range of snacks and drinks.

**Opening times:** 8.30am – 3.00pm



# YEOVIL COLLEGE

## STUDENT GUIDE 2019/20



### SUPPORT

We offer various types of support at Yeovil College

I need...	Who can help?	Where to find them / how to contact them
<b>A C-card</b>	Speak to the team in The Spot	Visit The Spot
<b>Sexual Health advice</b>	Book an appointment with the free Sexual Health clinic - ask the team in The Spot	The clinic is open Wednesday from 11:00 - 13:00 in D14
<b>Careers guidance or help writing a CV / Personal Statement</b>	Book an appointment with our careers advisor	Visit The Spot
<b>Help with a UCAS application</b>	Speak to your Tutor, contact our UCAS coordinator, find help on the UCAS page on Moodle or directly call UCAS	UCAS: 0371 468 0468 UCAS@yeovil.ac.uk
<b>Need emotional support of have a safeguarding issue (Family issues, homelessness, depression, etc.)</b>	Speak to your Tutor or the team in The Spot or send us a referral. If it is an urgent Safeguarding issue call the Safeguarding mobile	Visit The Spot for an appointment, email referrals@yeovil.ac.uk or visit the student support page on Moodle but you must call the Safeguarding mobile if it is urgent - 07973 898849
<b>Help finding a resource for my course</b>	Speak to someone in the Learning Centre team	Visit the Learning Centre - above The Spot
<b>Financial support, such as bursaries</b>	Speak to Reception	Reception
<b>Help finding transport</b>	Visit the <a href="#">travel section</a> on the college website or <a href="#">Traveline</a>	<a href="https://www.traveline.info/">https://www.traveline.info/</a> <a href="http://www.yeovil.ac.uk/SubNavigation/Travel.htm">http://www.yeovil.ac.uk/SubNavigation/Travel.htm</a>
<b>Additional Learning Support (ALS)</b>	Speak to your Tutor for a referral or ask the ALS team	Visit or call the ALS staffroom - B103 / 01935 845361
<b>To speak to someone urgently about a Safeguarding issue</b>	<p>During college hours (9am – 5pm daily, Friday until 4.30pm) call the Safeguarding mobile - 07973 898849 – a fully trained member of our safeguarding team will answer your call.</p> <p>For out of hours urgent issues please contact:</p> <p><b>Somerset student</b> Tel: 0300 123 2224 Email: <a href="mailto:childrens@somerset.gov.uk">childrens@somerset.gov.uk</a></p> <p><b>Dorset Student</b> Tel: 01202 228866 Email: <a href="mailto:MASH@dorsetcc.gov.uk">MASH@dorsetcc.gov.uk</a></p>	



## **SAFEGUARDING AND PREVENT**

We take our responsibility to safeguard the welfare of all our students very seriously through the management of appropriate policies, procedures and practices. We wish to provide a safe working and learning environment that acknowledges the richness of diversity, as well as valuing and managing each individual's equality of opportunity within the College. We oppose all forms of discrimination or victimisation on any grounds such as age, race, disability, pregnancy or maternity, religion or belief, gender, sexual orientation, gender re-assignment or marital status. The College promotes mutual respect and valuing everyone.

At Yeovil College we follow the 'Prevent' duty which is the Government's strategy to stop people becoming involved in violent extremism or supporting terrorism, in all its forms. We ask all students, staff and visitors to speak to a member of staff or call the duty Safeguarding Officer if they have any suspicions or information that a student is being influenced by extremism.

We have a team of dedicated Safeguarding Officers, which is led by Michelle Dennett (contact via [Michelle.Dennett@yeovil.ac.uk](mailto:Michelle.Dennett@yeovil.ac.uk)). If you have any urgent safeguarding concerns please contact the duty Safeguarding Officer between 9am-5pm Monday – Friday (4.30pm on Friday) via **07973 898849**.

If you have any concerns which are out of hours please contact the relevant local authority:

**Dorset: 01202 657279**

**Somerset: 0300 123 2327**



**Michelle Dennett –**  
*Designated Safeguarding  
Officer and Prevent Lead*

**To access the full Safeguarding and Prevent Procedure – click [here](#)**

There is also a Wellbeing page available on Moodle with resources and apps. Your welfare and safety is of upmost importance to us. The college is a safe working environment and one that values everyone individually and equally of opportunity. We oppose all forms of discrimination and we promote mutual respect.

### **ID must be visible at all times.**

- Staff wear blue lanyards
- Students have grey lanyards / clips
- Temporary lanyards are purple
- Visitors wear yellow lanyards
- Associates wear orange lanyards

### **How do we keep you safe?**

- First Aiders
- Safeguarding team lead by Michelle Dennett
- Zero tolerance on bullying including online
- Zero tolerance on substance misuse
- Pastoral Support and signposting to agencies for support
- Ensuring you wear PPE on certain courses

### OTHER DEPARTMENTS

Department	Location	Further information
<b>Registry and Exams</b>	Behind Reception, past HR. Please look at the signpost painted on the wall near The Spot for directions.	You are welcome to come in and discuss any exam arrangements or update your details.
<b>Payments</b>	Behind Reception, past HR. Please look at the signpost painted on the wall near The Spot for directions.	Please check the sign on the door for opening times – all payments can be made here
<b>Study Area</b>	Ground floor Kingston Building	Open to Further and Higher Education students for quiet study.
<b>Learning Resource Centre (LRC)</b>	LRC, access through Reception	<p>Open to all students, there is a designated quiet area. The LRC staff are highly knowledgeable and friendly; they can help you find books and journals as well as a wealth of online resources.</p> <p><b>Opening times:</b>              8.30am – 6pm Monday – Thursday (term time only)              8.30am – 5pm Friday (term time only)              Half Term and Easter: 9.00am – 4.30pm all week              Summer holidays: Opening times will be advertised on Moodle              Christmas holidays: Closed</p>
<b>IT Support</b>	LRC, next to D10	<p>Contact IT Support if you need websites unblocked, your password changed, remote access, etc.</p> <ul style="list-style-type: none"> <li>• 01935 845321</li> <li>• helpdesk@yeovil.ac.uk</li> </ul>
<b>Print Room</b>	Ground floor, Ashdown Building	Open Mornings (term time only)

### GET INVOLVED – contribute your ideas and feedback

#### STUDENT VOICE (SV)

Is our meeting run by students which allows you to have your say about any current topics – members of Senior Management will attend to hear your opinions and resolve any issues, where appropriate.

Ask your Tutor about becoming a rep for Student Voice.

#### STUDENT UNION (YCSU)

Every student is a member of the Student Union – unless you choose to opt out.

Students choose to have an active role in the YCSU – it is not invitation only. If you apply for a role, you will be entered into a voting process within the YCSU.

The YCSU fundraise, organise events and help decide what changes would benefit the college. They also have access to funding to help with these changes.

Email [student.union@yeovil.ac.uk](mailto:student.union@yeovil.ac.uk) for more information.

#### STUDENT AMBASSADOR

Student Ambassadors represent the college, help at events and proactively support the college.

Students are invited to become Student Ambassadors by their Tutors at the start of each year – speak to your Tutor if this is a role that interests you.

Being an Ambassador enables students to develop their communication skills, improve organisational skills and act as a role model for other students.

Email [Michelle.Dennett@yeovil.ac.uk](mailto:Michelle.Dennett@yeovil.ac.uk) or [Leanne.Crease@yeovil.ac.uk](mailto:Leanne.Crease@yeovil.ac.uk) for more information.

#### ***How do Student Ambassadors and the YCSU link?***

*Often Student Ambassadors will have an active role in the YCSU – the YCSU can access funding so they organise events and decide where it should be spent whereas Student Ambassadors help at events and support decisions made by the YCSU.*

You will also have opportunities to submit feedback through surveys and course reviews – your Tutor will share more information with you about this throughout the academic year.

## STUDENT GOVERNORS

Further Education colleges are incorporated bodies, which are each controlled by a Corporation (also referred to as a Governing Body or Board of Governors). The Corporation is made up of Governors who are volunteers recruited from the communities which the College serves, and includes two Student Governors.

The Corporation of Yeovil College is a collective, strategic decision-maker which:

- Determines the College's educational character and mission
- Oversees all College activities
- Ensures the College's solvency

Student Governors are hugely important in bringing the student perspective to Corporation meetings. The only protective restrictions on Student Governor activity relate to financial and contractual matters – in every other sense, Students have the same status and opportunity to participate in Corporation matters as every other Governor.

It is important to emphasise that Student Governors are *not* student representatives. All Governors must act in the best interests of the Corporation and must not deliver a particular agenda or view on behalf of any group.

If you would like more information about becoming a Student Governor, please email or call Kaz Corbett, Clerk to the Corporation: [Katharine.corbett@yeovil.ac.uk](mailto:Katharine.corbett@yeovil.ac.uk) or 01935 845331.

### STUDENT VOICE

#### **What is Student Voice?**

This is your opportunity to tell us what's going well and what you feel could be improved. Every Tutor Group should have a Tutor Rep that is chosen at the start of the academic year. If you want something raised – ask your Rep to bring it to the next Student Voice meeting, or come along yourself!

[Student.Voice@yeovil.ac.uk](mailto:Student.Voice@yeovil.ac.uk)

#### **When is Student Voice?**

The times are below

WHEN	WHERE	TIME
21/10/2019	room tbc	12:15 - 13:15
17/12/2019	room tbc	12:15 - 13:15
12/02/2020	room tbc	12:15 - 13:15
02/04/2020	room tbc	12:15 - 13:15
21/05/2020	room tbc	12:15 - 13:15



## AROUND THE COLLEGE

### JOIN THE GYM

We offer competitive prices, from just £60 membership for all academic year!

For more information about times and prices –

Click [HERE](#) or visit

<http://www.yeovil.ac.uk/CommercialOutlets/PriceLists/SportsPricelist.png>

For any queries, please call 01935 845375 or email [Sport.Centre@yeovil.ac.uk](mailto:Sport.Centre@yeovil.ac.uk)

### NEXUS HAIR & BEAUTY SALON

Our salon is open to everyone!

For more information about opening times and prices –

Click [HERE](#) (opening times) or [HERE](#) (price list)

Or visit

<http://www.yeovil.ac.uk/CommercialOutlets/HairBeautySalonOpeningTimes.html>

### GET INVOLVED WITH A CLUB OR SOCIETY OR CREATE ONE!

Our current clubs and societies include, but are not limited to:

- Chess club
- Craft club
- LGBT+
- Debating society
- Christian Union
- 

For more information on any of these clubs there will be posters around college and information in Student Focus but if you have any questions please ask in The Spot.

**To create your own society all you need is a minimum of 5 members and your club may be eligible for funding from the Student Union!**

Please contact [Jacqueline.Martin@yeovil.ac.uk](mailto:Jacqueline.Martin@yeovil.ac.uk) for more details.

### SOCIALISE IN THE SPOT

We charge a fully refundable deposit on games and controllers – you will be refunded when it is returned, provided there are no damages.

- **PS4** — £5
- **Pool** — £5 (games cost an additional 50p — if you need notes exchanged for change please ask at the helpdesk in The Spot)
- **Table Tennis** — £2
- **Table Football** — £2
- **Various phone chargers** — £5
- We also offer board games, mindfulness colouring and other creative activities for free

We also have a quiet room available next door to The Spot where you can relax in quiet — please keep noise to a minimum in this room.

#### **Opening times:**

8.30am – 5.00pm Monday – Thursday (term time only)

8.30am – 4.30pm Friday (term time only, no equipment Friday afternoons)

## ENRICHMENT – DUKE OF EDINBURGH AND SOCIAL ACTION

As part of your programme of study, you will take part in an enrichment programme. We strongly encourage you to take part in the Duke of Edinburgh as part of this. However, we recognise that the Duke of Edinburgh isn't for everyone. All students will take part in social action projects (fundraising and giving something back to the local community) as part of their study programme. You may also like to volunteer in the community or get involved in local campaigns. For example, Music students have been heavily involved in the Pretty Vacant campaign, Buskfest and many more local events. Hospitality students provided catering for the Yeovil Beer Festival and Beauty Therapy and Hairdressing students used their skills to pamper young carers and style models for local school fashion events and Performing Arts productions.

**Speak to your Tutor for more information on enrichment activities.**

## **TERM DATES**

### **FURTHER EDUCATION**

**Autumn Term: 02 September – 20 December 2019**

Review weeks: 21 October - 25 October 2019; 16 December - 20 December

Half term: 28 October – 01 November 2019

**Spring Term: 06 January – 03 April 2020**

Review weeks: 10 February – 14 February 2020; 23 March – 03 April 2020

Half term: 17 – 21 February 2020

**Summer Term: 20 April – 23 June 2020**

Review week: 18 May – 22 May 2020

Half term: 25 May – 29 May 2020

### **HIGHER EDUCATION**

**Term 1:** 23 September – 19 December 2019

**Term 2:** 06 January – 03 April 2020

**Term 3:** 20 April – 19 June 2020

**Semester 1:** 23 September – 31 January 2020

**Semester 2:** 10 February – 19 June 2020

## CONTACTS

For the extension numbers below please enter 01935 84 followed by the 4 digits

**Safeguarding Phone: 07973898849**

Engineering:	5381
Motor vehicle:	5427
Construction:	5352
Hair and Beauty:	5510
Hospitality:	5510
Health, Care and Early Years:	5561
Sports, travel & Tourism and Public Services:	5387
Creative Industries:	5390
A Level Academy:	5563
Prep for Life and Work:	5353
IT:	5549
Business:	5527
English and Maths:	5355

Work based learning:	5377
IT Helpdesk:	5321
Finance:	5311
Exams:	5494
Registry:	5494
Learning Centre:	5307
Additional Learning Support:	5361
Student Experience:	5432
Teaching, Learning & Quality:	5434
Estates and Facilities:	5499 or 5460
The Spot:	5324
Principal:	5409
Davinci:	01935 845341
HE:	5454

**Reception: 5512**

**If you don't know who you need to speak to, phone Reception and they will put you through to the correct department**

## ATTENDANCE

To get the best out of your student experience, it is very important that your attendance is excellent as this will ensure you are able to reach your full potential at college and in your work experience placements. You are expected to attend all timetabled sessions on time, including any enrichment or cross college tutorials.

**If you need to report an absence, please contact your department using the email address below.**

Department	Address
<b>Business</b>	<a href="mailto:Business.Absence@yeovil.ac.uk">Business.Absence@yeovil.ac.uk</a>
<b>Construction</b>	<a href="mailto:Construction.Absence@yeovil.ac.uk">Construction.Absence@yeovil.ac.uk</a>
<b>Creative &amp; Design Industries</b>	<a href="mailto:Creative.Absence@yeovil.ac.uk">Creative.Absence@yeovil.ac.uk</a>
<b>Engineering &amp; Motor Vehicle</b>	<a href="mailto:Engineering.Absence@yeovil.ac.uk">Engineering.Absence@yeovil.ac.uk</a>
<b>English &amp; Maths</b>	<a href="mailto:EnglishandMaths.Absence@yeovil.ac.uk">EnglishandMaths.Absence@yeovil.ac.uk</a>
<b>Hair Beauty &amp; Hospitality</b>	<a href="mailto:HairandHospitality.Absence@yeovil.ac.uk">HairandHospitality.Absence@yeovil.ac.uk</a>
<b>Health Care &amp; Early Years</b>	<a href="mailto:HealthCare.Absence@yeovil.ac.uk">HealthCare.Absence@yeovil.ac.uk</a>
<b>IT</b>	<a href="mailto:IT.Absence@yeovil.ac.uk">IT.Absence@yeovil.ac.uk</a>
<b>Kingston 6th Form</b>	<a href="mailto:Kingston6thForm.Absence@yeovil.ac.uk">Kingston6thForm.Absence@yeovil.ac.uk</a>
<b>Prep for Life &amp; Work inc ALS</b>	<a href="mailto:PrepForLife.Absence@yeovil.ac.uk">PrepForLife.Absence@yeovil.ac.uk</a>
<b>Sport inc Dance</b>	<a href="mailto:Sport.Absence@yeovil.ac.uk">Sport.Absence@yeovil.ac.uk</a>



## **STUDENT CODE OF CONDUCT**

### **Valuing and Respecting Everyone**

**At Yeovil College we place you the learner at the centre of the environment.  
We have uncompromising ambition for your learning and progression.**

The Student Code of Conduct outlines how all students are expected to behave as part of the college community. This applies to when you are on site or on off-site activities. It also applies whilst you are travelling to and from College.

#### **You are expected to:**

- Behave in a way that shows respect to all members of the College community in a way that recognises the needs and aspirations of others to learn, to teach and to work.
- Be on time and attend all sessions, including tutorials, directed study and cross college events.
- Have 100% attendance.
- Bring all appropriate equipment and expected work to sessions.
- Meet deadlines for completed work and that work is to or exceeds the standard expected and to follow the separate academic procedure ensuring all work produced is your own work.
- Take an active part in your own learning and progression.
- Have mobiles off in sessions unless they are part of a direct learning activity set by the lecturer.
- Not to eat or drink (except water) in session.
- Pay any fees promptly.
- Seek help when needed and to take up the support that is on offer to enable you to learn and progress, take ownership of your learning.
- Access the range of progression activities on offer.
- Respect the property of the College, and of its staff and other students and visitors.
- Follow and comply with the College's policies and procedures and completed these during induction so you are fully aware and understand these.
- Act at all times in a way that keeps yourself and others safe from harm and inform College staff of any concerns complying with the College's health and safety and safeguarding/prevent policies.
- Support Staff and other students in the maintenance of a clean and tidy environment throughout the college.
- You must carry your ID card at all times, so it is visible, when on college premises or activities.
- Only smoke in the designated areas (including e-cigarettes).
- Ensure that language used is respectful and that it is not foul, abusive, discriminatory or related to extremist views.
- Follow reasonable instructions from staff, including when asked to show ID cards and to smoke in designated areas.
- Be aware of the zero tolerance approach to the use of substance/drugs/legal highs and alcohol usage on site and seek support if required.
- Understand that not following the code of conduct can result in a disciplinary as part of the disciplinary procedure.

## **POLICIES AND PROCEDURES**

### **Below are outlines of our policies**

All policies can be found at: <http://www.yeovil.ac.uk/Footer/PoliciesReports.html>

### **ACCEPTABLE USE OF IT POLICY**

ICT is such an important part of daily life and part of your education. We have excellent Wi-Fi and we encourage you to use the Moodle app and access your timetable online. The Policy outlines what is expected from you when using IT both your own devices and the college's equipment. It also outlines what is not acceptable and what can lead to you being locked out of the college systems as well as any possible disciplinary resulting in online bullying or inappropriate searches. Your personal device may be confiscated or reported to appropriate agencies if there is inappropriate usage. We remind you not to share your password with anyone and to remember to keep yourself safe as part of e-safety.

To access the full Acceptable Use of IT Policy – Click [HERE](#)

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### **DISCIPLINARY PROCEDURE (CONDUCT)**

This procedure sets out the way in which we expect you, our students, to behave both on and off site including travelling to and from the college. If the code of conduct is broken then the disciplinary process will be followed. If there is a serious breach then this may lead to immediate suspension pending investigation

Concern notes are issued by any member of staff for inappropriate behaviour

3 concern notes will lead to a 1<sup>st</sup> stage warning issued by your tutor, if the behaviour continues then you will be asked to attend for a 2<sup>nd</sup> stage warning with your lead tutor. Any further incidents or no improvement then you will be invited to attend a 3<sup>rd</sup> and final stage warning with the Head of Student Experience and your Curriculum Area Manager.

To access the full Disciplinary Procedure – Click [HERE](#)

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### **HEALTH AND WELLBEING POLICY**

Yeovil College is committed to your health and wellbeing. We provide opportunities for you to take part in physical activities to promote physical health. We have a student support service which can offer talk time or counselling to support your mental health and wellbeing. The Health and Wellbeing policy includes the fitness to study procedure. A college chaplain for your faith needs and if you are unsure of faith then come and chat to Tom he has contacts with a range of different faiths in the community. There is a LGBT group which meets regularly. SWEDA the eating disorder association comes in twice a month to support students or are there to ask questions. The sexual health clinic which is run by a nurse is here once a week during term time.

To access the full Health and Wellbeing Policy – Click [here](#)

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### **STUDENT DRUGS, ALCOHOL AND SUBSTANCE MISUSE POLICY**

Yeovil College has a zero tolerance approach to drug, alcohol and substance misuse and it forbids the use of both illegal drugs and illegal highs and alcohol on site. This will lead to immediate suspension. Any student that arrives under the influence will be asked to leave the premises and it will be reported to Police as appropriate. Whilst we recognise that this is a zero tolerance approach we recognise that there may be a need for you to access help for drug, alcohol or substance misuse and if you want to come and have a chat or speak to a member of the student support team in the Spot or ask your tutor.

To access the full Drugs, Alcohol and Substance Misuse Policy – Click [here](#)

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### **CAUSE FOR CELEBRATION NOTES**

These are given by staff on your ILP to recognise that you have done really well and gone above and beyond what is expected of you. Get 3 of them and you will be entered into a prize draw each term.

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### EQUALITY AND DIVERSITY POLICY AND RESPECT AT COLLEGE POLICY

As a college we are committed to creating a modern environment which is open and welcoming to all members of the community (students, staff and visitors). We want everyone to be treated with respect, dignity and equality. We actively promote the Fundamental British Values of democracy, the rule of law, individual liberty and the mutual respect for and tolerance of those with different faiths and beliefs and for those without faith. We value freedom of speech and welcome discussions and as part of this we have a debating society. However we will not tolerate any disrespect or inequality based on any aspect of a persons protected characteristic. We regard bullying and any linked hate crime as a disciplinary procedure.

#### Protected characteristics

- Age
- Gender
- Gender reassignment (transgender)
- Marriage or civil partnership
- Pregnancy and maternity
- Race
- Religion or belief or non-religion
- Sex (gender)
- Sexual orientation (LGB)

To access the full Equality and Diversity Policy and the full Respect at College Policy – Click [HERE](#) (Equality and Diversity) or [HERE](#) (Respect at College)

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### OTHER POLICIES AND PROCEDURES:

To access the full Maternity Policy – Click [HERE](#)

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### COMPLAINTS PROCEDURE

We would hope we can sort out any problems that occur through your tutor or Lead tutor. You can also bring anything to the Student Voice meetings where senior members of the management team will be there to hear what you say. In the unlikely event we cannot sort it out then you can make a complaint in writing. Pop to reception and they will give you a form or you can email [derrick.goddard@yeovil.ac.uk](mailto:derrick.goddard@yeovil.ac.uk)

To access the full Complaints Procedure – click [here](#)

Thank you for reading the Policies and Procedures and Student Code of Conduct document.

You now need to electronically sign the section on ProPortal that says: **‘I have read, understood and agreed with the policies and procedures in the student guide’**