

STUDENT HANDBOOK

2024/25



The
Manchester
College

City Campus

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The
Manchester
College
be amazing

WELCOME TO THE MANCHESTER COLLEGE

We are so pleased that you have chosen to study with us.

This handbook will provide key information to help you to settle in to college life and to support you throughout your studies. Please familiarise yourself with the content and revisit your handbook regularly.

We hope that you enjoy your time with us, to embed the knowledge, skills and behaviours (KSBs) you need for your next steps, form lasting friendships and positive working relationships, make the most of the opportunities you are offered and be proud to be a student at The Manchester College.





HIGH EXPECTATIONS

The Deal

The Deal represents the professional standards and behaviours that students and staff at The Manchester College commit to. They're here to help you thrive in your time at the college. There are seven areas The Deal covers and all of them are important to the culture of our college, including being...

- **Respectful**
- **Collaborative**
- **Proactive**
- **Committed**
- **Responsible**
- **Ambitious**
- **Professional**



Throughout the year, you'll have the opportunity to develop these skills and qualities in each aspect of your programme which will also prepare you for your future employment opportunities.

Your teachers, achievement tutors and support staff can recognise how you've met The Deal behaviours through the college's Positive Behaviour Policy so make sure you check your emails regularly.



RESPECTFUL

- Be inclusive and kind
- Show appreciation
- Be honest



COLLABORATIVE

- Share ideas
- Show understanding
- Work together



PROFESSIONAL

- Be here and be ready
- Wear your ID
- Be employable



PROACTIVE

- Solve problems
- Get involved
- See it, say it, sort it



AMBITIOUS

- Be determined
- Aim high
- Be proud



COMMITTED

- Finish what you start
- Dig deep and try hard
- Hit your deadlines



RESPONSIBLE

- Take ownership
- Have a can do attitude
- Lead by example



#TOGETHER WE CAN

HIGH EXPECTATIONS

So, the expectations that we set you will be high as we want to create an environment where you are challenged to attend and engage in all your classes, submit all work required by the deadlines and that all our behaviour mirrors the professionalism you will find in the workplace or at university. This includes always wearing your ID badge (without exception).

You would be expected to attend work every day, so we expect you to attend College for every class and tutorial and arrive on time. You can't vape at work, so you can't do this at College.

All the professional standards and behaviours we expect from students are set out in The Deal. We've created them based on student feedback and the expectations of employers for the workplace. The Deal covers seven areas and all of them are important to the culture of our College. The Deal is embedded in everything you do in College, and you will be expected to follow these high standards throughout your time with us.

Across our College community we want to maintain a positive and aspirational culture that will give you the best chance to succeed - and this is only done when we all work together to make college enjoyable. As part of this we'll provide you with all the support you need to thrive and we give our students lots of opportunities to have their say on how we can make College life even better.



YOUR COLLEGE ID AND LANYARD

We want to ensure that our college campus is safe and that you feel safe and part of the college community.

You will be given a college ID card and Lanyard when you enrol. It is part of the college uniform Policy and something that you must wear when at college – including in lessons and when you have free time. If staff can't see it, they will ask you to have it visible.

We understand that you may forget to bring it from time-to-time – you will be asked to report to reception to obtain a temporary card or even be asked to go home if you repeatedly forget to bring it with you.

We take safety and welfare of staff and students very seriously. If you don't wear your ID and Lanyard – you may be excluded from the college.



Forgotten it?

You must sign in at reception and you be given a temporary wrist band.

Third time forgotten you will not be able to access the campus unless you return home to obtain it or you buy a new ID Card.

Lost it?

You will need to purchase a new ID card.

ATTENDANCE



Attendance and punctuality are integral and fundamental to your learning. The core expectation for all students is:

- 100% attendance
- 100% punctuality

Students with consistent attendance and punctuality issues are considered to be at risk of failing to achieve and will be subject to our Support for Continuing Study Policy or our Student Disciplinary Process.

If you are unable to attend, you must contact your teacher as soon as is possible. It is your responsibility to catch up on any work that you miss.



PROGRAMME OF STUDY

Our programme of study is made up of the following components designed to help you become work ready, develop your wider skills and prepare you for your future career:

- Core qualification e.g. BTEC, a technical course or T Levels
- Support including tutorials
- English and maths (depending on prior qualifications)
- Employability including work experience and employability skills
- Enrichment activities, trips, student ambassadors and student council and competitions
- Directed and independent study
- Careers Information, Advice and Guidance (including progression routes)



TERM DATES 2024-25

Level 3 / T Level Results Day: Thursday 15th August 2024

GCSE Exam Results Day: Thursday 22nd August 2024

Autumn Term

- Induction Week: Starts Monday 9th September 2024
- Autumn term begins (16-18): Monday 16th September 2024
- Autumn term begins (Adult): Monday 23rd September 2024
- Autumn half term: Monday 21st October – Friday 25th October 2024
- Autumn term ends: Thursday 19th December 2024
- Christmas holiday: Monday 23rd December – Monday 6th January 2025



Spring Term

- Spring term begins: Tuesday 7th January 2025
- Term ends: Wednesday 12th February 2025
- Spring half term: Monday 17th February to Friday 21st February 2025
- Spring term ends: Thursday 3rd April 2025
- Easter holiday: Friday 4th April – Monday 21st April 2025



Summer Term

- Summer term begins: Tuesday 22nd April 2025
- Summer half term: Monday 26th May – Friday 30th May 2025
- Term ends on or before: Friday 4th July 2025

SUPPORT

Your Achievement Tutor

You will meet your achievement tutor during your induction week. Your achievement tutor will meet with you to review your academic progress and support you to achieve.

Your achievement tutor will monitor your attendance and punctuality and make sure you are meeting the college target of 100% attendance.



All full-time 16-18 students will engage in an initial review and will have a minimum of three progress reviews per academic year, with the conversation and outcomes recorded by their achievement tutor.



SUPPORTED LEARNING

Welcome from the Supported Learning Team!

We take pride in being a fully inclusive college and our programmes of study are achievable for all. Our Supported Learning Team provide additional learning support for students on vocational and technical programmes, making our courses as accessible as possible for everyone.

If you have a Special Educational Need or Disability (SEND), you can access support from the Neurodiversity Team. We offer study hubs to support you to develop your literacy and numeracy skills. If you have an Education and Health Care plan (EHCP), you may be supported by a SEND Support Practitioner (SSP) to provide in class support or keyworking.

Our Accessibility Hub provides support, advice and training for staff and students on a range of accessibility functions and access to assistive technology.

We are committed to supporting aspirational outcomes and removing barriers to learning. We aim to provide an inclusive, supportive learning environment for all to help you to achieve your full potential.

If you have any questions about the support available to you, please contact the Additional Learning Support Manager on your campus.

To contact the Accessibility Hub, click [here](#) or scan the QR code:



SUPPORTED LEARNING CONTACTS

Andy Armstrong
armstronga@tmc.ac.uk
Openshaw Campus

Jenny Barnard
jbarnard@tmc.ac.uk
City Campus Manchester

Jennifer Colville
jcolville@tmc.ac.uk
Wythenshawe Campus

Aliya Khan
akhan@tmc.ac.uk
Harpurhey and
Shena Simon Campuses



To contact the
Neurodiversity Team,
please contact
Tracey Melling
TMelling@tmc.ac.uk

[click here](#)

or scan this QR code:





PERSONAL DEVELOPMENT



Your personal development is an important part of your education. You will attend tutorials to help develop your knowledge and understanding of the following:

Safeguarding

Safeguarding means protecting you from harm. Your safety is our highest priority. In these sessions we will discuss how you can stay safe in college, online, and in the workplace. You will develop your knowledge and understanding of important topics such as gun and knife crime and look at personal safety and the safety and of those around you.



Equality, Diversity and Inclusion

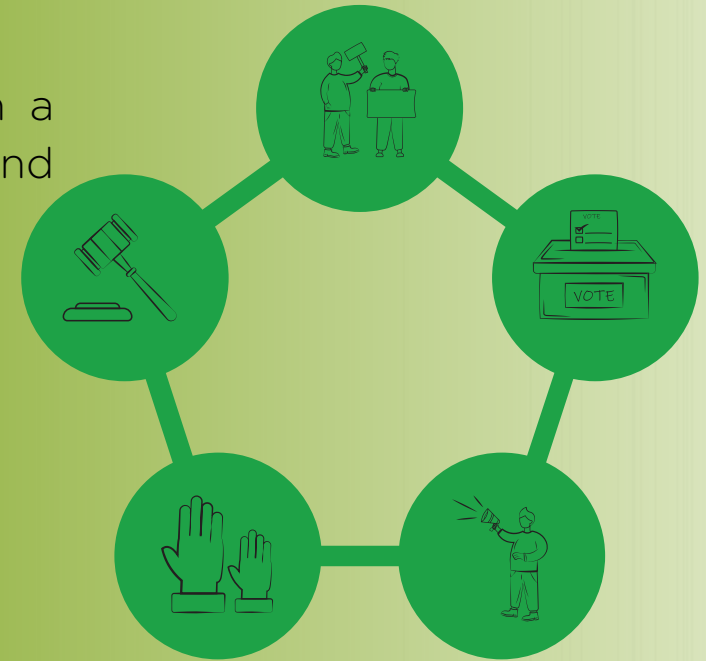
Equality is about ensuring that every individual has an equal opportunity to make the most of their lives and talents. Diversity is about what makes each of us unique and includes our backgrounds, personality, life experiences and beliefs, all of the things that make us who we are. Inclusion is to include all people. It is about giving equal access and opportunities and getting rid of discrimination and intolerance. We will discuss the importance of working, living and learning in an inclusive and multi-cultural society.

PERSONAL DEVELOPMENT

British Values

Fundamental British Values underpin what it is to be a citizen in a modern and diverse Great Britain valuing our community and celebrating diversity of the UK. These values are:

- Democracy
- Rule of Law
- Respect and Tolerance
- Individual Liberty



Radicalisation and Extremism

Radicalisation is when an individual or group adopt extreme political, social, or religious views that can lead to violence. This is about stopping young people from becoming radicalised and supporting terrorism. Sessions will explore potential signs that a person may be being radicalised and how you can protect yourself and others around you from harmful content.



TUTORIALS

Mental health and well-being

Mental health is a state of mental well-being that enables people to cope with the stresses of life, realise their abilities, learn well and work well, and contribute to their community.

Sessions will include topics such as how to live a healthy, balanced lifestyle, how to stay physically healthy, how to have healthy relationships and how to cope with stressful situations and how to prepare well for study and exams.

As well as tutorials, you can access Life Skills sessions on themes covering everything from communication in the workplace, money management and applying for university.



Preventative Education (Student Support Team)

4 Key Themes, including but not limited to:

- College Cohesion

Preventing & Tackling Bullying, Missing in Education, Managing Behaviour, Stereotyping, Prejudice, Equality.

- Staying Safe

Staying Safe Online Safe Communities.

- Healthy Relationships

Healthy & Respectful Relationships Boundaries & Consent, How to recognise an abusive relationship, Sexual Violence Reduction

- Healthy Minds & Body

Body Confident & Self Esteem, Emotional Health & Well-being, Physical Health.



ENRICHMENT

We want your time at TMC to be enjoyable and for you to feel part of our college community. This includes taking part in extra-curricular enrichment. The information below gives you an overview of activities that are available to you as part of your study programme with TMC.

Core Entitlement (Cross-College Coordination)	Campus Local Offer (Student Led)	Prevention and Education - linked to PD Framework (Pastoral Team)
First Aid Awareness	Clubs and Societies	Staying Safe
British Sign Language (Communicating with the deaf community)	Day-time and extra-curricular opportunities	British Values
Driver Awareness and Road Safety	Awareness Days	Emotional Health and Wellbeing
Money Matters	Volunteering	Online Safety
The Duke of Edinburgh's Award (DofE)	Enterprise	My Culture My Community

Look out for enrichment programme displayed at the Student Support Information Hubs on your campus. You can also access them by visiting the [Student Hub](#).





Shena Simon Campus

STUDENT SUPPORT SERVICES



We want every student to feel:

- Safe
- Engaged
- Included

during their time at college.



We have a range of teams who can support you throughout your study programme and your time on campus.

These teams are all committed to provide advice & guidance when you need it and to safeguard you and your fellow students.

Campus Cohesion Officers
Safeguarding Practitioners

PASTORAL SUPPORT OFFICERS

EMOTIONAL HEALTH & WELLBEING PRACTITIONERS

Staying Safe at College:

It is important that you feel safe at college. If at any time you feel unsafe or worried, please speak to any TMC staff member – identified by the staff lanyard. We also have a range of teams available to help you feel safe & support during your time with us:

Inclusive Campus Community:

Campus Cohesion Officers are there to promote a positive learning environment & inclusive campus culture by supporting you to develop professional behaviours, inclusive attitudes & conflict resolution skills. If you feel worried or concerned about student behaviour on campus, please speak to your cohesion officer who can help you further.

Supporting your Emotional Health & Wellbeing:

Across all our campuses we have a dedicated team of emotional health & wellbeing practitioners who will actively support the emotional health & well-being of all students, by offering tailored 1:1 intervention support, raising awareness of mental health services and creating open conversations to remove the stigma around mental health. We can signpost you to external services in your local area to support further.



PASTORAL SUPPORT OFFICERS

EMOTIONAL HEALTH & WELLBEING PRACTITIONERS

Pastoral Support:

On each campus you will find a Pastoral Support Hub which you can drop-in to throughout your college day if you need advice & guidance. We also have a team of Pastoral Support Officers who will proactively support the achievement of your study programme by addressing your pastoral and welfare needs, including helping you to engage with your studies & enjoy your time at college.

You will find each hub located:

City Campus Manchester – ground floor atrium

Harpurhey – first floor room 115

Openshaw – ground floor concourse

Shena Simon – ground floor atrium

Wythenshawe – ground floor atrium

Safeguarding:

We have a commitment to safeguard everyone who enrolls at our college & as such our team of safeguarding practitioners are available to support you on each campus. Please speak to a member of staff, identified by their staff lanyard, who can direct you to the right team for you.



LIBRARIES

The Manchester College Libraries are a support service, here to help you develop your academic progress! Each campus has its own library, with specific books that relate to your course. We are here to help you get the most from your studies, offering a range of services that include:

Varied Resources:

We have an extensive physical library collection, along with a variety of digital resources, including eBooks, journals, articles, and databases. All of these can be found on our library website; our library team are more than happy to help you with accessing resources.

Access to study spaces:

The library offers access to PCs, printers, quiet study space, and day-laptop loans. Each campus has laptops available to students, please don't hesitate to contact the library staff to find out more about these services.

Basic IT support

We can help with logging in, setting up MFA, changing passwords, and even with using Teams and other Microsoft applications. Pop in to see your campus librarians if you are needing assistance.



LIBRARIES

Reading Challenge:

If you enjoy reading, or want to push yourself to read more, be sure to sign up for our reading challenge. Review 7 books over the academic year to win multiple prizes, including a FREE STARBUCKS VOUCHER. Come to the library to sign up and collect your reading journal!

email: library@tmc.ac.uk

website: library.tmc.ac.uk

Study skills help

One-to-Ones can be booked via our library website. These sessions can cover whatever you may need help with, ranging from referencing to academic research, and can be delivered face-to-face or on Teams.

Subject guides

Each course has a specified subject guide available on our library website. Here you can find direct links to reading lists, eBooks, and a variety of online resources, tailored to your subject requirements.

We look forward to meeting any new students, so please make sure you come and check out our library collection, or just stop in to say hello!



CAREERS AND WELFARE SERVICE

You can see an advisor by booking your own appointment using the QR code available on every reception and Careers and Welfare hubs, attending one of the daily Touch Points in all Careers and Welfare Hubs, for quick questions or contacting us on careers&welfare@tmc.ac.uk.

For full details go to [Careers and Welfare at The Manchester College | tmc.ac.uk](https://tmc.ac.uk)

For Careers planning and Jobs go to [Career Paths For Manchester College Students | tmc.ac.uk](https://tmc.ac.uk)

For Financial advice go to [Financial Advice for Students at TMC | tmc.ac.uk](https://tmc.ac.uk)

For Bursaries go to [Fees, Finance & Funding | tmc.ac.uk](https://tmc.ac.uk)

Looking for work go to [Jobshop | tmc.ac.uk](https://tmc.ac.uk)



For full details go to
Careers and Welfare at The Manchester
College | tmc.ac.uk

MONEY MATTERS

Money matters can be a big concern but you don't need to worry. Our expert team can advise you on all kinds of financial issues, helping you to budget, plan ahead and get the support to help you afford your time at college.

Our Careers & Welfare team can help you understand any costs associated with college and discuss any finance or funding opportunities available to you. We can also give you advice and guidance on budgeting, dealing with debt and general money-saving tips.

All our advisors are fully supportive and will not judge you at all, no matter what your circumstances might be. They are experienced in money matters and trained to help with sensitive issues such as financial hardship.

Our team can help you with a range of welfare support and connect you to an organisation who can help further. Just speak to reception at your campus, email careers&welfare@tmc.ac.uk, or call the Careers & Welfare team on 03333 222 444.





Harpurhey Campus

TRANSPORT

Our Pass

If you're aged 16 or 17 on 31st August 2024 and live in Greater Manchester then you will be eligible for Our Pass which grants you free bus travel across Greater Manchester. For a one-off £10 fee, members can travel on most local buses, any day of the week, for free. Members can also get half-price off-peak 1 day and weekend travelcards on Metrolink. Membership unlocks exclusive offers and experiences: discounts, special offers, free tickets, swimming and leisure passes, merchandise, taster sessions and much more.

If you're aged 18-21, live in Greater Manchester and were previously in the care system (for example, foster care or residential care), you may qualify for free travel on buses in Greater Manchester and be able to benefit from membership of Our Pass Exclusives. You will need to apply for a get me there photocard and pay a £10 administration fee for the card itself. This is also a smart card and it will have a travelcard loaded, giving you free travel on most Greater Manchester buses up to your 21st birthday.

To apply you will need:

1. An email address
2. A passport style photo to upload
3. Proof of your date of birth
4. Proof that you live in Greater Manchester
5. A way to pay

For more information on these and to apply, go to ourpass.co.uk



TRANSPORT

TMC Go

If you are aged 16-18 and are not eligible for Our Pass or live outside the Greater Manchester travel area there is support available through TMC Go. TMC Go will operate on your college ID badge as a travel pass on bus transport only. If journey by bus isn't feasible, you can put an appeal in to have your support adjusted to tram or train. This is assessed on an individual case by case basis.

As well as TMC Go and Our Pass there are several other city-wide initiatives to help you get across Manchester using public transport at either a discounted price or for free. Free buses run around the city every 10-15 minutes on weekdays and every 15-20 minutes on weekends.



Choosing a combined train and tram ticket allows you to travel free on Metrolink trams in Zone 1 if you have bought a rail ticket for travel from any Greater Manchester station to a city zone station -just request a Metrolink add-on free of charge when purchasing your rail ticket.

Save 1/3 on rail tickets when you purchase a yearly railcard (£30 for a year), a Student Railcard (16-25) or railcards for Veterans and Disabled Persons.

How to apply

Go to the APPLY portal at tmc.ac.uk and complete the application. You will need to upload evidence to support the application. The Manchester College offers a range of financial support through the Access to Industry fund which you can apply for on the same application. This includes Free College Meals, essential course kits and additional support for the most vulnerable students. You may also need a valid UK bank account as occasionally we may make payments to your bank account.

Please note: For financial support we will only communicate via your college email so its vital you know your details and you are checking this on a regular basis.



We are really looking forward to working with you throughout your time at our College to ensure 'your voice' is heard and listened to. As a student, you're able to provide a unique perspective on college life and it's really important to me and the team that you get as many opportunities as possible to share your feedback - we'll use this information to make changes that will benefit you and future students.

In order to make a real difference, we need to work together and that's why I'm delighted to let you know about all the different ways that you can get involved, develop your skills and have 'your say'.

These include:

- Joining our campus and College student leadership teams
- Becoming a Student Ambassador, Study Programme Representative or Peer Mentor
- Taking part in our My Voice survey, which runs three times a year
- Attending student engagement events and participating in student focus groups

continued on the next page





- Expressing your thoughts and ideas through creative channels, such as drawing
- Taking part in informal events in our College's cafes – chat with staff over a drink
- Enjoying lunch with our College's Principal
- Taking part in other student engagement activities.

You can apply for one of the student voice roles above, by completing a short application form and let us know what skills and qualities you can bring to the role – apply now by following the link:

[Click here to apply](#)



If you want to get involved in any of the activities listed above or have some ideas that you believe could improve certain things at our College, please do not hesitate to get in touch with the team:

studentvoice@tmc.ac.uk



Centre of Excellence for Medical Sciences: City Labs Campus

SKILLS DEVELOPMENT AND WORK EXPERIENCE

Work experience is a key part of the study programme and a crucial way of developing the knowledge, skills and behaviours that Industry professionals expect. We work with our partners to fill the skills gaps both locally and nationally, making you more employable as you take the next steps towards your future career.

You will have Knowledge, Skills and Behaviour planning time as part of your timetable, where you, your teacher and achievement tutor can begin to assess your progress in these areas. You will be identifying strengths whilst working on areas of development. Our curriculum and assessments have been co-designed with employers, so that you can be confident that you're developing the right skills at your own pace.



SKILLS DEVELOPMENT AND WORK EXPERIENCE

Through work experience, you can start to understand how industry works and test out job roles to support your career planning. As part of your studies you will develop skills outside of your usual comfort zone and gain job references to support future opportunities and progression. You will be expected to engage with employers through other forms of work experience such as:

- Live Briefs / work related activity / Skills based competitions - including group trips to an employer, guest speakers, masterclasses, volunteering and much more!
- An external work placement from Level 1 upwards
- If you are studying a T Level, an external industry placement with an employer from a relevant industry for a minimum of 315 hours (45 - 50 days).

The College works with hundreds of employers and you will be able to explore the range of activities available with your teacher. In addition, our Employability and Partnerships Team can help you find important industry experience or a placement. You can make use of the GroGar App to find the opportunities. You can also contact that team on employerpartners@tmc.ac.uk



DEVELOPING WIDER SKILLS AND PREPARING FOR ADULTHOOD

We want you to have more than just a qualification!

During your time at The Manchester College, we want to support you to develop a range of skills and not just pass your qualification. This includes preparing for your future and:

- Developing skills for employment
- Developing independence Skills
- Being an active member of your community
- Leading a healthy lifestyle



This journey is very individual to you and can include working on a range of skills including working on:

- Confidence and self esteem
- Following instructions
- Communication skills
- Social skills
- Asking for help and knowing where to find support
- Budgeting skills
- Presentation skills



You may have specific targets that will help you to develop these skills – if there is something specific that you would like to work on, please talk to your teacher, Achievement Tutor or SEND Support Practitioner. These are all important skills that will help to have a positive future!



The
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