

# STUDENT HANDBOOK

**2025/26**



City Campus

# CONTENTS

- 3 Welcome
- 5 High expectations 1
- 6 The Deal
- 7 High expectations 2
- 8 Your College ID and lanyard
- 9 Attendance & punctuality
- 10 Your Timetable
- 11 Term dates
- 12 Support
- 13 Supported learning
- 14 Supported learning contacts
- 16 Personal development
- 18 Group Tutorials
- 19 Enrichment
- 21 Staying safe
- 22 Student Support & the Pastoral Hub
- 23 Libraries
- 24 Careers & welfare service
- 24 Money matters
- 27 & 28 Transport
- 30 & 31 Student voice
- 33 Developing wider skills



# 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, develop the skills, knowledge and behaviours 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 recognition portal 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



## The Deal

be amazing

# #TOGETHER WE CAN

# HIGH EXPECTATIONS

We have high expectations to create a challenging environment where you engage in all classes, meet deadlines, and maintain professional behaviour, including always wearing your ID badge. Our professional standards, outlined in The Deal, are based on student feedback and employer expectations. The Deal covers seven areas crucial to our College culture, and you are expected to adhere to these standards.

At The Manchester College, we set high expectations for every student to help you achieve your full potential and prepare for your next steps in education, employment, or training. We expect you to attend all lessons on time, come prepared with the correct equipment, and engage actively in your learning. You should complete all assignments to the best of your ability, meet deadlines, and seek feedback to improve. We expect students to follow The DEAL, ensuring that your work is completed with honesty and integrity.

We value respect, responsibility, and professionalism, both in the classroom and around campus, and expect you to contribute positively to our college community. By meeting these standards, you will gain the skills, knowledge, and behaviours that employers, universities, and apprenticeships are looking for.



# 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 enroll. 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 removed from the college.



## **Forgotten it?**

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

3rd 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 & PUNCTUALITY

Attendance and punctuality are integral and fundamental to your learning. The core expectation for all students is: 100% attendance and 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 Fitness to Study process or our Student Disciplinary Process. Attendance and Progress Monitors are responsible for tracking and monitoring attendance and punctuality working with yourself and your next of kin to help you attend all classes and any exams on time.'

If you are unable to attend college, you should call 03333 222 444 (option 3). or get in contact by using the email below for your campus. ou must also contact your teacher or Attendance and Progress Monitor.



CAMPUS	ADMINISTRATION CONTACT DETAILS
Citylabs	<a href="mailto:Attendancecitilabs@tmc.ac.uk">Attendancecitilabs@tmc.ac.uk</a>
City Campus Manchester	<a href="mailto:AttendanceCCM@tmc.ac.uk">AttendanceCCM@tmc.ac.uk</a>
Harpurhey	<a href="mailto:AttendanceNMSF@tmc.ac.uk">AttendanceNMSF@tmc.ac.uk</a>
Nicholls	<a href="mailto:AttendanceNich@tmc.ac.uk">AttendanceNich@tmc.ac.uk</a>
Openshaw	<a href="mailto:AttendanceOpenshaw@tmc.ac.uk">AttendanceOpenshaw@tmc.ac.uk</a>
Wythenshawe	<a href="mailto:AttendanceWythenshawe@tmc.ac.uk">AttendanceWythenshawe@tmc.ac.uk</a>

# YOUR TIMETABLE

Your timetable 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 – curriculum based and campus/ external extra curricular opportunities
- Directed and independent study
- Careers Information, Advice and Guidance (including progression routes)
- Group tutorials and individual 1:1 progress reviews



# TERM DATES 2025-26

## Autumn Term

16-18 Induction week begins: 8th September 2025

Autumn term begins (16-18): 15th September 2025

Half term break: 27th October 2025 – Friday 31st October

Autumn term ends: 18th December 2025

Christmas holiday: 22nd December – 5th January 2026

## Spring Term

Spring term begins: 6th January 2026

Spring half term ends: 11th February 2026

Spring half term break: 16th February – 20th February 2026

Spring term ends: 1st April 2026

Easter holiday: 2nd April – 17th April 2026

## Summer Term

Summer term begins: 20th April 2026

Summer half term: 25th May – 29th May 2026

Term ends on or before: 3rd July 2026

INSET Days (Students do not attend College)

Friday 15<sup>th</sup> December 2025, Thursday 12th and Friday 13th February 2026,

Thursday 2nd April 2026 and Friday 10th July 2026



# TUTORIAL 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. Along with Attendance and Progress Monitors, your Achievement Tutor 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 individual 1:1 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, who also offer Exam Access Arrangements assessments for potential support in exams. 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 Head of Additional Learning Support on your campus.

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



# SUPPORTED LEARNING CONTACTS

**Andy Armstrong**  
[armstronga@tmc.ac.uk](mailto:armstronga@tmc.ac.uk)  
Openshaw Campus

**Jenny Barnard**  
[jbarnard@tmc.ac.uk](mailto:jbarnard@tmc.ac.uk)  
City Campus Manchester

**Jennifer Colville**  
[jcolville@tmc.ac.uk](mailto:jcolville@tmc.ac.uk)  
Wythenshawe Campus

**Aliya Khan**  
[akhan@tmc.ac.uk](mailto:akhan@tmc.ac.uk)  
Harpurhey Campus  
Key contact for students with  
sensory needs (hearing and visual)



To contact the  
Neurodiversity Team,  
please contact  
Tracey Melling  
[specialistsupport@tmc.ac.uk](mailto:specialistsupport@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 of those around you.



## **Equality, Diversity and Inclusion**

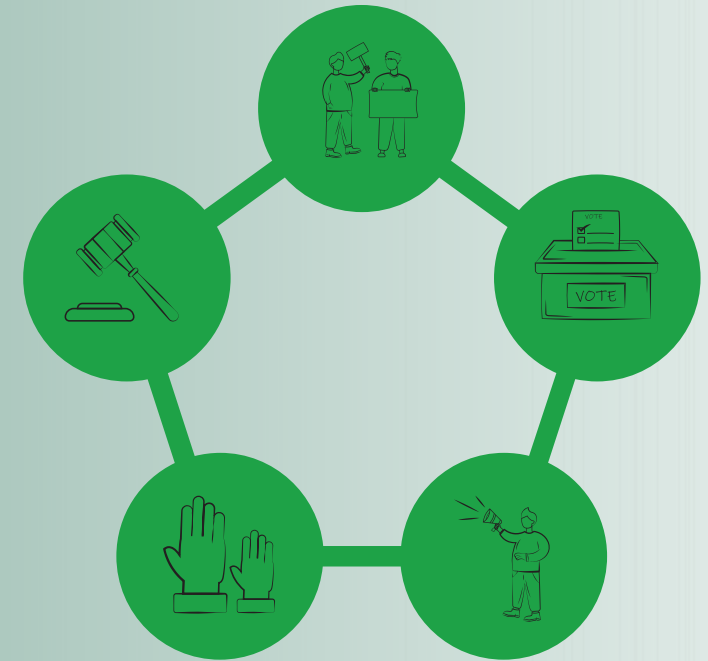
Equality is about ensuring that every individual has an equal opportunity to make the most of their lives and talents. Diversity is about what makes each of us unique and includes our backgrounds, personality, life experiences and beliefs, all of the things that make us who we are. Inclusion is to include 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
- Tolerance
- Individual Liberty



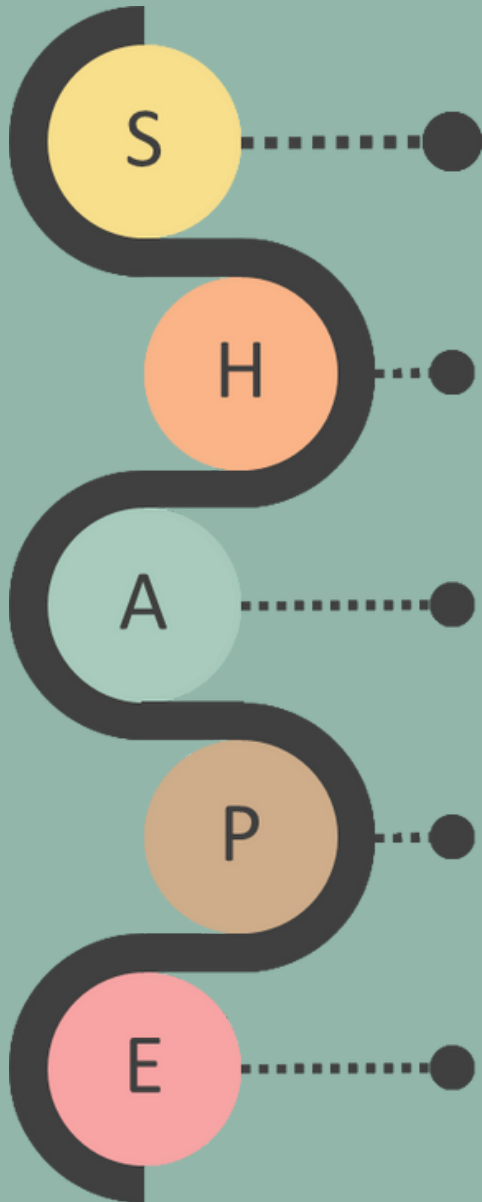
## Radicalisation and Prevent

Radicalisation is when an individual or group adopt extreme political, social, or religious views that can lead to violence. Prevent is about stopping people from being radicalised and becoming terrorists or 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.



# GROUP TUTORIALS

Tutorial sessions are based around the SHAPE model:



## Society and Citizenship

EDI; British values; Judicial and legal systems; parliamentary democracy and political activity; social engagement; free press; political systems abroad; human right and international law; registering to vote; Religious studies; identity; contributions to the community; fundraising; etc.

## Health and Wellbeing

Healthy Eating and Nutrition; Physical Activity and Exercise; Stress Management and Relaxation Techniques; Preparing mentally for exams; Emotional Literacy; Sleep Hygiene; Substance Abuse Awareness; Sexual Health Education; Mental Health Awareness; Body Image and Self-Esteem; Digital Wellbeing; First Aid Basics; Knife Crime; Radicalisation and Extremism etc.

## Academics and Progress

UCAS fairs and applications; Progression to higher education – internal and external; note taking; referencing; Writing bibliographies; Primary and secondary sources; Exam Preparation and Test-Taking Techniques; Presentation skills; Critical Thinking and Analysis; Research Skills and Academic Writing; Personal skill development etc. (confidence, resilience, collaboration, teamwork etc.)

## Personal Money Management

Personal money-management; reading payslips; pensions; income tax and other reductions; mortgages and loans; Saving and Investing; Fraud and Scams; Insurance; Car loans; Avoiding and Managing Debt; Smart Shopping and Spending; Renting a home; budgeting basics; financial goal setting; self-employment; Digital currencies; Opening and Managing Bank Accounts etc.

## Essential Life Skills

Basic Cooking and Nutrition; Household Management; Budgeting; Effective Communication; Healthy Relationships; Fostering creativity; Stress Management; Decision Making and Problem Solving; Understanding and Managing Emotions; Digital Literacy and Avoiding online scams; Basic First Aid and Health Care; Media Literacy; Understanding bias; Home DIY Maintenance and Repairs; Travel and Transportation Skills; Safety and Emergency Preparedness; Conflict Resolution etc.

# ENRICHMENT

Enrichment is a positive part of being at The Manchester College. Our dedicated Enrichment Coordinators design a wide variety of exciting activities to complement and enhance your studies. Whether you're interested in joining clubs and societies, taking part in events and trips, or exploring volunteering opportunities, there's something for everyone. It's your chance to make the most of your time with us - try something new, pursue your passions, meet new friends, and have loads of fun along the way.

The information below gives you an overview of activities that are available to you as part of your study programme with TMC.

- First Aid Awareness
- British Sign Language
- Driver Awareness and Road Safety
- Money Matters
- Move More Sessions
- The Duke of Edinburgh Award
- Campus Local Offer
- Clubs and Societies
- Awareness Day Events
- Student Ambassador Scheme
- Eco-Schools Community Programme
- Volunteering

Make sure to visit the Enrichment Zone on your campus and speak to the Enrichment Coordinator to find out more. You can also access any upcoming Enrichment Activities and Events by visiting the [Enrichment Calendar on the Student Hub](#).





Nicholls Campus

# STAYING SAFE



We want you to feel safe when you're at college and we understand that sometimes situations happen that affect how safe you feel. As a student at TMC you have access to the Student Support Team based on every campus. Look out for the Student Support Hub logo or ask at reception.

You will be able to access information and support focused on keeping you safe and also enabling you to access a wide range of support and guidance. The topics and support include:

- Emotional health and wellbeing (looking after your mental health)
- Sex and relationships
- Keeping safe online

You can access support at any time by speaking to your teachers or by visiting the team on campus. Look out for support pages via the [Student Hub](#).

It is really 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.

# STUDENT SUPPORT: THE PASTORAL HUB

We pride ourselves in creating an environment where you are free from prejudice or harm. If at any time you feel unsafe or worried, please speak to any TMC member of staff who will be able to provide greater guidance and, where appropriate, identify the necessary team to support you.

On each campus you will find a Pastoral Hub which you can drop-in to throughout your college day if you need advice & guidance about any aspect of your life. Each Hub has a team of Pastoral Support Officers to address your pastoral and welfare needs, including helping you to engage with your studies & enjoy your time at college. In addition, we have a commitment to safeguarding and you will also find our team of Safeguarding Practitioners available in the Hub to support you on each campus.

Come along and speak to a member of our staff, who will direct you to the right team for you.



## Supporting your Emotional Health & Wellbeing

We have Emotional Health and Wellbeing Practitioners based at all our campus sites who provide one to one support. They also organise wellbeing themed days and activities, and signpost students to external services that offer additional support, helping to ensure all students maintain positive wellbeing. Visit your Pastoral Hub to see how we can support you.

## Inclusive Campus Community

Each campus has a Campus Cohesion Officer who is there to promote a positive learning environment & inclusive campus culture. They will support 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.

## Care Experience students

Care experienced learners have access to dedicated support throughout their time at college. Our designated teachers and care experienced pastoral support officers are here to help with your studies, wellbeing, and any additional support. You'll also have a Personal Education Plan (PEP), reviewed each term, to ensure you're fully supported to achieve your goals.



# LIBRARIES

Your library is here to help you get the most from your studies by offering you a range of support and services. You'll find libraries on all campuses. Our library support and services include:

## Resources

Such as ebooks, journals, textbooks and databases are available to support your course. The library team will be happy to show you how to access all the resources you need.

## Basic IT support

Assistance with logging in, changing your password, help using Teams, Excel, Word, and much more.

## Subject guides

There is a subject guide for every course which recommends online resources to support your subject.

## Access to study spaces

Access to spaces including PCs, laptops, printing and printing top-ups. There are laptops available to loan in all our libraries.

## Study skills help

We can support you online and face-to-face on topics such as essay writing, referencing and research skills.



# CAREERS



The  
Manchester  
College

Student  
**Careers**

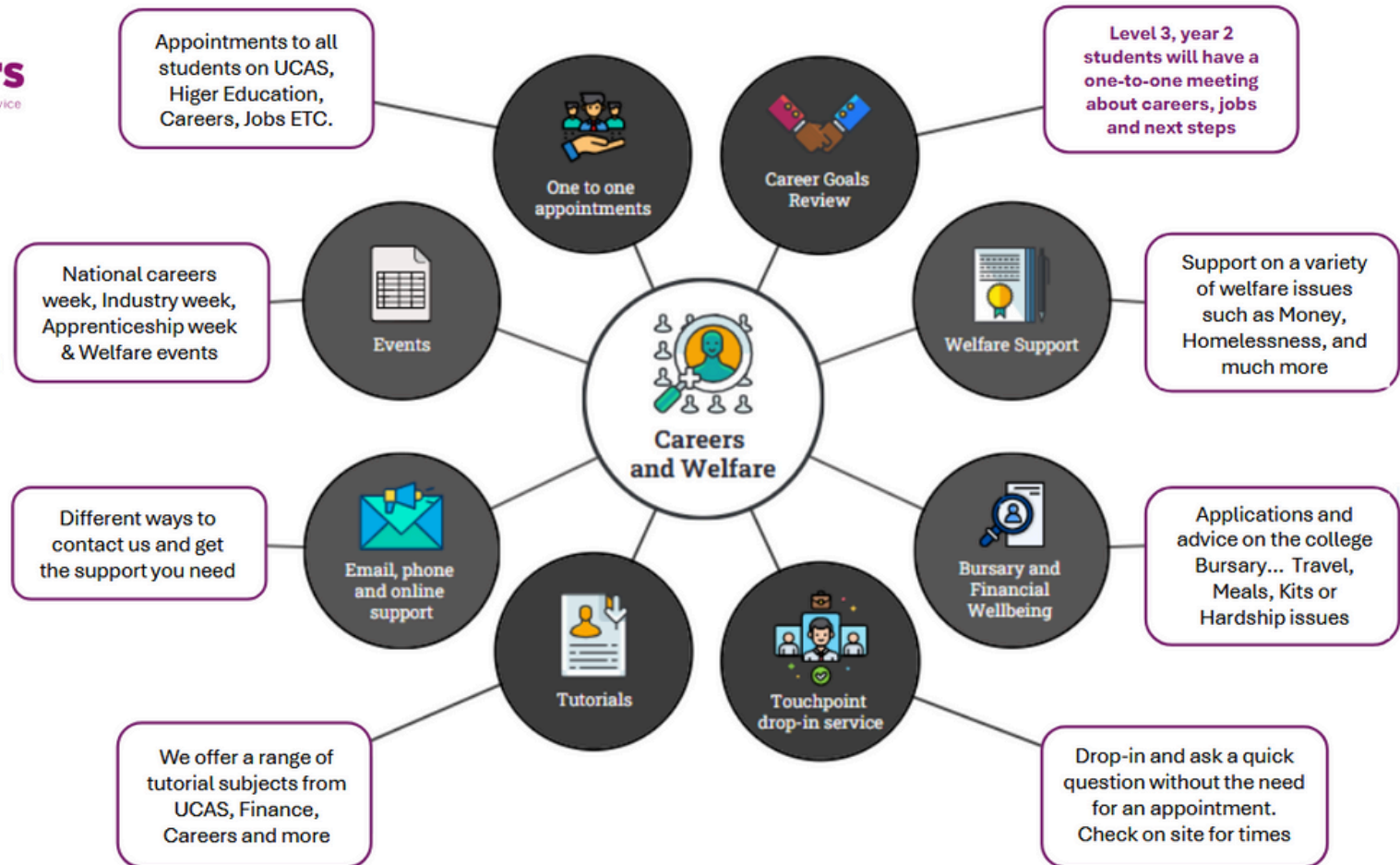
Careers, Employability & Welfare Service



We have fully qualified and experienced advisors on all campuses.

To book appointments, use the QR code on reception and in the Careers and Welfare Hubs on every campus.

To view our video on how we can support you, go to [Careers and Welfare at The Manchester College](#)



Email: [careers&welfare@tmc.ac.uk](mailto:careers&welfare@tmc.ac.uk) Website: [www.tmc.ac.uk/student-life/support](http://www.tmc.ac.uk/student-life/support)  
To book an appointment use the QR code on your main reception or careers and welfare hubs

# 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](mailto:careers&welfare@tmc.ac.uk), or call the Careers & Welfare team on 03333 222 444.





# TRANSPORT

## Our Pass

If you're aged 16 or 17 on 31st August 2025 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](https://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](https://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.



## Have Your Say at College!

We're really excited to work with you during your time at college. Your voice matters, and we want to hear what you think about college life. You have a unique view as a student, and your feedback helps us make improvements that benefit you and others. That's why we're offering lots of ways for you to get involved, share your ideas, and build your skills.

Here's how you can get involved:

- Join your campus Student Leadership Team
- Become a Student Rep or a Student Governor
- Take part in the My Voice survey
- Join focus groups and student events
- Share ideas through creative ways like drawing
- Chat with staff at informal café events
- Have lunch with our College Principalship Team
- Join in other fun and engaging activities

If you're interested in any of these roles or activities, fill in a short application and tell us what skills and qualities you can bring.

[Click here to apply](#)



Got questions or ideas?

We'd love to hear from you. Email: [studentvoice@tmc.ac.uk](mailto:studentvoice@tmc.ac.uk)



Centre of Excellence for Medical Sciences: City Labs Campus

# DEVELOPING WIDER SKILLS

## Work experiences matter

At The Manchester College, we're committed to helping you succeed beyond the classroom. That's why work experience and industry placements are a key part of your course—they give you the chance to build skills, explore careers, and apply what you've learned in real-world settings.

## What You'll Gain

- Teamwork, communication, and problem-solving skills
- Confidence and professionalism
- Hands on experience
- Employer connections
- A stronger CV and better job or university prospects

## Support and Opportunities

Each course has a Work Experience Coordinator who visits your KSB Hour to share placements and help you apply via GroFar. They work with your teachers to match you with the right opportunities. We also host Industry Days throughout the year, bringing employers and universities on campus so you can explore careers, ask questions, and make valuable connections.





The  
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