

# LET'S GET TOGETHER

It's good to see you!  
**#letsgettogether**



*WHAT YOU CAN EXPECT  
FROM SEPTEMBER*



The  
Manchester  
College®  
be amazing



# WELCOME

Whether you have applied to join one of our courses this September or you are an existing student continuing your studies with us, we know that the pandemic has changed a lot of things for all of us in the last year! So, while some things may be different, we've been doing everything we can to make sure you have a great College experience in a learning environment that is safe and welcoming.

We appreciate that you may feel a little anxious about coming to campus in September and want you to know that you will get the best possible experience from College. So, to help put your mind at rest, we have put together this short guide to provide you with some reassurance and information on what you can expect at The Manchester College. We will need your help and support to make sure that all students have a great experience and feel comfortable on campus. We've set out clearly what you can do to keep everyone safe in the coming year.

In this guide you'll find out all you need to know about what life at The Manchester College will be like in September 2021, covering everything from what your lessons and work placements will look like, through to how we've changed our campuses to keep you safe whilst also keeping them welcoming.

We hope that you will find this useful and reassuring but if you have any further questions you can always get in touch and a member of our team will be happy to answer your questions. By working together and being considerate of each other, we are sure that you will be able to get the most out of College life and keep everyone safe.

Finally, thank you for applying and enrolling to continue your education at The Manchester College. We really can't wait to see you in September and help you achieve your full potential.

Warm regards,

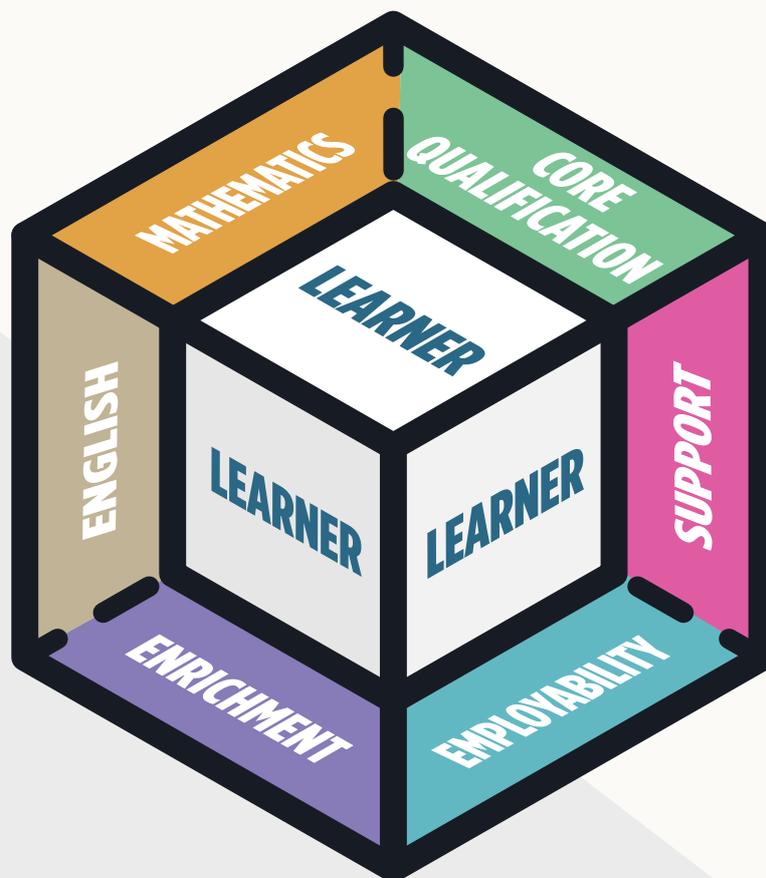
**Everyone at The Manchester College**



# YOUR STUDY PROGRAMME

You will receive information about how to enrol with us, or to re-enrol (if you are a continuing student and have not already done this). We will have different options available with some online enrolment via the student portal (access via [www.tmc.ac.uk](http://www.tmc.ac.uk)) and also appointments (pre-booked or drop-in) on our College sites. The enrolment period will begin from 12 August. We will be sending you specific instructions on how to enrol in advance.

After you have enrolled, you will be provided with details on how to access the student hub; here you will find all the essential information you require prior to starting your course. This will include your timetable, college term dates, information on how to purchase kits for specific courses, the student Deal, how to access a work placement and lots of other information. We will continue to deliver a guaranteed study programme containing six aspects. If you have not yet achieved GCSE grade 4 in English and Maths, you will also be entitled to additional catch up sessions as part of your weekly timetable.



# A BLENDED APPROACH TO LEARNING

Most of your lessons will be delivered face-to-face. However, in some cases your classes will be delivered via blended learning. The different delivery methods are described below and will be identified clearly on your timetable.

During the last year, we have developed some lessons that could continue to involve you working with us online, with a tutor leading the lesson. These will be limited from September as we bring the vast majority of lessons back on campus, though we will expect you to still undertake some learning independently. This could be at home or in one of our libraries.



**In the classroom:** For these hours on your timetable you will be on campus and always have a tutor present. You'll still receive all the practical sessions you would have expected, during which you'll learn the skills that will get you industry ready in our specialist facilities.



**Online tutoring:** You may have a very limited number of hours on your timetable where you'll participate in online, tutor-led sessions. Just like when you are on campus, these sessions will take place 'live' on a set day, at a set time. However, you will participate from home. To help with this we will provide you with a range of resources that will make attending online tutoring as easy as possible. If you do not have a device at home, there is an opportunity at enrolment to tell us so we can support you.



**Independent online learning:** There will be a set number of hours each week where you will be expected to undertake independent online learning. You can complete these at a time of your choosing. To help and support your learning we will give you access to different online platforms and resources.

# A FEW SMALL CHANGES TO YOUR CLASS

We hope it will feel great to be learning and developing your chosen technical skills in the amazing facilities that our campuses have to offer. To keep everyone safe while they work towards becoming the next generation of industry excellence, we have made a few small changes:

- Classroom doors and windows will be kept open to help with ventilation, so you may need to bring extra clothing to keep you warm on colder days
- All tutors have been fully trained in how to continue to support you while sometimes keeping a safe distance to avoid close contacts
- If your course requires personal protective equipment, for example hairdressing, you will be issued with all the relevant equipment required
- If your course requires you to share specialist equipment then we will ensure all risk assessments are in place to ensure cleanliness
- It is important that you meet the behaviours and standards outlined in The Deal. You can read more about The Deal at: [www.tmc.ac.uk/campaign/the-deal](http://www.tmc.ac.uk/campaign/the-deal)
- Please be respectful of the social distance in which your fellow students and our staff feel comfortable.



# THE COLLEGE DAY

An important part of the College experience is the time you spend on campus with friends and interacting with your classmates. That's why we've committed to providing you with a timetable that will maximise the amount of time spent on campus. However we have planned different start times to classes as an additional social distancing measure.

To do this we've made a couple of changes:

- We have introduced a phased return to the Autumn term, so your first day on campus will be different depending on your level of study:
  - w/c 13 September for 16-18 year olds on an entry level, level 1 or level 2 course
  - w/c 20 September for 16-18 year olds on a level 3 course
  - w/c 27 September for adult learners.

**You need to check your timetable on the student hub for your specific return date and in some instances, you may have a start date different to those outlined above.**

- The College day will have staggered start and finish times. This is to make sure that we avoid peak time public transport as much as we can. It will also help limit the amount of people arriving on campus at any one time.
- The timetable will be split into morning and afternoon sessions – each with staggered start times. Your timetable will be clear with your session start and end times.
- We've introduced staggered breaks and lunchtimes to make sure our cafes and refectories are not too busy at break and lunch times.

START TIMES	
AM	PM
9:00	13:00
9:45	13:15
10:00	13:30
10:15	13:45

*\*This is an example for illustrative purposes. Lesson start times will depend on your individual programme of study and timetable.*

# THE SUPPORT YOU NEED AT THE SAME GREAT LEVEL YOU'D EXPECT

At The Manchester College, we leave nobody behind and are committed to raising and delivering your aspirations. This means from your first day with us to your last, you'll be given everything you need to unleash your full potential.

One thing that will never change is the support we'll provide to give you the best possible chance of achieving your goals.

We're working hard to make sure that, whatever happens in the world and whatever challenges you face, you'll always have access to our Student Support and Student Experience teams – either on campus, online or over the phone. This means that all our support services will remain available to you in lots of different ways.



Our Libraries Team have invested in more online learning materials, e-books and made existing services available online. Check out the fantastic services provided by our Libraries here: [www.library.tmc.ac.uk](http://www.library.tmc.ac.uk)



If you need support with meals or equipment then our Bursary team will be on hand. You can contact our Bursary team by visiting our website: [www.tmc.ac.uk/study-with-us/fees-finance-funding](http://www.tmc.ac.uk/study-with-us/fees-finance-funding)



Every campus has a designated team of Student Mentors and Safeguarding Practitioners who will provide both face-to-face and online support.



We have lots of exciting enrichment activities planned, including Association of College's Sports Leagues and our prestigious Duke of Edinburgh Awards.



# WE ARE INDUSTRY EXCELLENCE

At The Manchester College, we passionately believe in helping you to reach your ultimate goal, focusing on your future employability and developing the technical and professional skills you need to have a successful career.

So, if we are going to help you to achieve a job in your dream career and be work ready, it makes sense to work with employers to ensure our courses are helping you to develop the technical and professional skills you'll actually need when you enter the world of work.

That's why we have developed relationships and partnerships with lots of employers and businesses across a diverse range of industry sectors. We work closely with them to identify the skills and qualifications you'll need in your future career and ensure that when you complete your time with us you are 100% work ready.

We're exceptionally proud of our industry partnerships because they help you, our students, gain the invaluable experience that will help you to stand out from the crowd to future employers.

To ensure that you'll stand out for years to come, you'll will be required to complete a work placement as part of your study programme. To ensure this is possible we are working hard with our employer partners to ensure placements are available and can go ahead safely. While on work placement you will be expected to follow any additional safety measures that the employer has in place.



**In our unique Industry Excellence Academy you'll benefit from a programme of study that has been co-developed with one of our industry partners.**

This input not only helps to ensure that our courses are aligned with current industry skills demand, but also means that you will benefit from a range of industry-level activities and lessons. This includes sessions delivered by industry experts, visits from guest speakers that are at the forefront of their sector and receiving industry-standard 'live briefs' that will require you to work on the types of projects you would be completing in the workplace.

In our Industry Excellence Academy you'll complete either a Level 2 or Level 3 qualification and a placement with an industry employer of at least 15 days. You'll also receive dedicated 'employability' sessions with a named Employability Tutor to develop your skills and knowledge. In addition, you will be allocated a dedicated Employability Advisor who will support you every step of the way, helping to prepare you and equip you with the skills that you will need to thrive in the workplace.



# YOUR JOURNEY TO AMAZING

If we are going to help you reach your full potential, you'll need to know how to get to campus as much as you need to know what life will be like when you're here.

Remember, free public transport is available for all 16-18 year olds in Greater Manchester with Our Pass. Our Pass provides you with free bus travel on all local bus services across the region, making it easier to access education, work, training, culture and leisure opportunities in the city. It removes the hassle and cost of buying individual bus tickets and can be used seven days a week.

Our Pass will also provide direct access to a range of activities for 16-18 year olds in Greater Manchester, such as tickets to sports and music events.

You can apply for Our Pass on our website:  
[tmc.ac.uk/student-life/life-in-manchester/our-pass](https://tmc.ac.uk/student-life/life-in-manchester/our-pass)

For adult learners, support may also be available for travel costs via the bursary. Please visit:  
[tmc.ac.uk/study-with-us/fees-finance-funding](https://tmc.ac.uk/study-with-us/fees-finance-funding)

While all of our campuses are easily accessible by public transport, where possible consider walking, cycling or getting dropped off at campus.



# OURPASS

Remember to follow the latest guidance on the use of public transport - for example face coverings may still be required across Greater Manchester. With new cycle lanes set-up across the city, cycling is a safe and accessible alternative that comes with a load of health benefits!

- Don't forget to apply for Our Pass for free bus travel.
- Consider walking or cycling to campus. We have invested in new secure cycle lockers across our campus sites so your bike will be safe on campus.
- Check how to get to campus and the appropriate transport routes via our website: [tmc.ac.uk/student-life/life-in-manchester/travel](https://tmc.ac.uk/student-life/life-in-manchester/travel)



# STAYING SAFE ON CAMPUS

As you think ahead to September, you'll undoubtedly be wondering what it will feel like to be on campus and how we're going to make sure you, your friends and your tutors are safe. Many of you will likely be feeling worried or anxious about it as the last year has been quite disruptive to us all.

So, hopefully you'll be reassured to know that we've undertaken detailed risk assessments and put in place a range of measures to ensure that everyone is safe while they are on campus.

In addition to the measures – which you can see below – we have conducted deep cleans of all our facilities and have put in place steps to ensure that campuses, particularly areas with high frequency touch points, are cleaned more regularly.



You should wear a face covering on campus in communal areas as per our current guidance. This includes the refectories, on corridors, in toilet facilities and at reception. It will not be necessary to wear one in classrooms/learning spaces where other measures to keep you safe have been put in place



Hand sanitiser and hand washing facilities will be widely available throughout all of our campuses to ensure that you are able to wash your hands at all times – all of our staff will be regularly hand washing throughout the day



Signage will be visible throughout all of our campuses with all the important information you will need to be able to attend College with confidence



It's important that you bring all of the equipment you will need with you every day – this will mean that there will be no need to share equipment



It is essential that you have your student ID badge with you at all times. You will not be able to enter our College campuses without an ID badge. This helps to ensure the safety and wellbeing of all our students and staff



College staff will be on hand at all times to provide support if you are unsure of anything or have any questions



A new one-way system has been introduced which is clearly marked with floor arrows – this will help you move safely around College



Please only touch surfaces if you really need to. Remember to wash your hands thoroughly with warm water and soap at regular intervals throughout the day



Please 'catch it, bin it, kill it' when sneezing or coughing and try to avoid touching your face. Do not spit inside or outside campus buildings



If anyone feels unwell on campus, we will have a rapid response team to support them and to follow the government advice on track and trace.

You will be asked to take two Covid-19 lateral flow tests when you come to College in September - 3-5 days apart. We have set up our own on-site test centres for this. We will ask you to attend the test centre with the rest of your class on your first day at College, and then a few days later.

We will also be giving you a supply of home testing kits for you to test at home until the end of September, when this will be reviewed by the Government. These will be given to you at our on-site testing centres and then will be available to collect from our Libraries. We will let you know how to record the results of your tests.

**Remember, if you feel unwell or have any Covid-19 symptoms (high temperature, new continuous cough, loss of or change in your usual taste/smell) then please do not come to College. Get a test! Apply online at [gov.uk](https://www.gov.uk) or call 119. If you test positive, you'll be contacted by NHS Test and Trace. Help them to trace people you have been in close contact with.**

**If you cannot attend College because you are unwell, please contact the Attendance Team for your campus. You can find the full list of contact details in the attendance policy section on our website by visiting: [www.tmc.ac.uk/student-guide/policies](https://www.tmc.ac.uk/student-guide/policies)**

*At enrolment, you will be asked whether you are clinically extremely vulnerable (previously shielded). This is so we can put you in contact with a member of College staff who can support you in putting in place any additional measures to keep you safe on campus.*

# CATERING

As your journey to industry excellence gets underway, staying well-fuelled and well-hydrated will be essential if you are to realise your full potential.



As such, our Catering Team is putting in place a range of options to help ensure you have a wide selection of food and drink available. If you are eligible for Free School Meals, we will load money onto your ID card to spend in our canteen areas when you are in College and will also put money into your bank account for the days you are not in College. Remember to apply!

Our Starbucks sites will be open for your caffeine or Frappe fix.

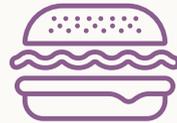
Options will include:

## BREAKFAST



Hot breakfast sandwiches  
(bacon / sausage / egg /  
vegan sausage)

A selection of pastries &  
croissants



## LUNCH

### Hot

A vegan and meat hot  
meal option

A daily vegan soup  
option

Chicken wrap

Beef burger

Pizza

### Cold

Sandwiches

Baguettes

Pasta pots

Fruit pots

Boxed salads



**In addition, we will  
be providing a range  
of crisps, snacks and  
beverages.**

# WE CAN'T WAIT TO SEE YOU

Everyone at the College is really excited to see you in September and can't wait to help you achieve your full potential.

We want you to feel welcome and relaxed, so if you have any questions, concerns or simply want to provide feedback, please don't hesitate to speak to a member of our team.

Course Enquiries and Admissions: **03333 222 444**

General Enquiries: [enquiries@tmc.ac.uk](mailto:enquiries@tmc.ac.uk)

Website: [www.tmc.ac.uk/contact](http://www.tmc.ac.uk/contact)







The Manchester College



[tmc.ac.uk](http://tmc.ac.uk)



[@TheMcrCollege](https://twitter.com/TheMcrCollege)



03333 222 444



[@TheMcrCollege](https://www.instagram.com/TheMcrCollege)

The Manchester College is committed to equality of opportunity, non-discriminatory practices and supporting individual learners.  
This information is also available in a range of formats, such as large print, on request.