

# PARENT CAREER HANDBOOK

2024 / 25



Lincoln  
College  
Lincoln / Newark



# RESPECT



At Lincoln College we *Expect Respect* of ourselves, others and learning environments.

## HOW WE DO THIS:

### *Respecting ourselves* by;

- Being the best version of ourselves by speaking and acting appropriately e.g. always use appropriate and mature language at College and at all our learning environments. Avoid swearing, this is not professional behaviour and doesn't present our best versions
- Wearing our lanyards to show we belong. This also shows our respect for others and our learning environment as wearing them helps to keep us safe
- Being aware of our goals and working positively towards achieving them. We should take pride in our success and know we can be whatever we strive to be
- Remaining resilient in challenging situations and knowing that asking for help is a sign of strength
- Being conscious of what we are consuming and the impact certain drinks and foods may have on our concentration and health (i.e. Monster and Prime drinks).

### *Respecting others* by;

- Allowing others to learn and not disrupting or disturbing those who are keen to learn
- Listening actively when others speak
- Understanding and respecting different beliefs and opinions
- Participating constructively with others and valuing the opportunity to work with other people.

### *Respecting our learning environment* by;

- Arriving promptly, fully equipped, and ready to learn. This includes having all the appropriate equipment, resources and kit for lessons
- Maintaining a clean, tidy, and sustainable environment by removing litter, and any unwanted resources, and disposing of them appropriately
- Using equipment safely and the way it is intended to be used. Following instructions and Health and Safety rules and regulations
- Refrain from eating and drinking in the classroom. Bottled water only please.

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## WELCOME MESSAGE

“I wish you a very warm welcome to the College, whether your young person is studying at Lincoln, Newark or ASI and we congratulate them on starting their course. I have a very simple message for them. With determination, hard work and effort, and a mindset that is open to new experiences and learning, we can achieve great things together.”

**Mark Locking, Principal & CEO**



# PARENT & CARER ENGAGEMENT

We engage with parents/carers of young people enrolled on a full time Study Programme, who are 18 and under. For those turning 18, this includes the whole academic year following a learner's 18th birthday.

If your young person has an Education and Health Care Plan we involve parents/carers in all meetings and discussions regarding their education up to and including the age of 24.

- We will send you a report on your young person's progress prior to Parents Evening
  - We alert you by text when your young person is not attending their lessons at College
  - Where a learner is not attending College or there are other barriers to learning, we will contact you so we can work together to support your young person
  - Each learner has a Progress Coach. You can contact your young person's Progress Coach if you would like to discuss any aspect of their study programme
- The Lincoln College Designated Teacher for Looked After Children and Care Leavers is Donna Stallard-Taylor (Safeguarding Team). Your young person's Designated Teacher liaises closely with subject tutors to provide a supportive environment whilst coordinating access to pastoral and additional learning support.
  - Once your young person has enrolled at College, we email parents providing you with the name and contact information for your young person's Progress Coach.
  - During the first six weeks of term we hold our annual parent/carer information event for those new to the College. Further information, the date and format of the Parent/Carer Information event will be emailed to parents closer to the start of term.





# SUPPORTING YOUR YOUNG PERSON

## Parents/carers can support their young person in a variety of ways:

- Spend time with your young person to review their timetable and assist with planning. This helps to ensure learners attend all of their scheduled classes. Attendance is key to a learner's success; 100% attendance is expected of all our learners
- Assist with transport arrangements to and from College, ensuring that enough time is allowed to arrive at College before their first timetabled lesson
- Check your young person has everything they need for their studies. It's a good idea to encourage your young person to pack their bag the night before. This might include any uniform, equipment, stationery items and/or homework
- Provide encouragement to enable your young person to manage their time effectively ensuring a healthy balance between study and recreation
- Attend Parents Evenings to speak with your young person's tutors
- If your young person has a special educational need or disability and requires support at College, we have a dedicated Assessment and Support Team. The Assessment Coordinators work closely with subject tutors to help provide the appropriate support and advice, ensuring your young person is successful with their educational journey. Please ensure that your young person engages with the Assessment and Support Team. Just ask at Reception to make an appointment or email [assessmentofficer@lincolncollege.ac.uk](mailto:assessmentofficer@lincolncollege.ac.uk)
- Remember to keep us informed of any changes to your contact details which we hold. Your young person can provide this information directly to the Student Recruitment team or email [studentrecruitment@lincolncollege.ac.uk](mailto:studentrecruitment@lincolncollege.ac.uk)
- Contact us if you have any concerns about your young person's progress

## ProPortal

You can monitor your young person's attendance and progress through their electronic Individual Learning Portfolio (eILP).

Once your young person has enrolled, you can request a login to access the Parent view of the eILP (ProPortal). Simply go to the College website and click on 'Students'. From here you can access Proportal and click 'Submit an account request'.

You will then be directed to a new page to create a login and also confirm details of your young person. You will be sent an email with your login details once your account has been verified.

The logo for ProPortal, featuring the word "proportal" in a lowercase, sans-serif font. The "p" is green, "o" is blue, "p" is green, "o" is blue, "r" is green, "t" is blue, "a" is green, and "l" is blue.



# STUDY PROGRAMMES

If your young person is aged between 16 and 18 (and up to and including age 24 if they have an Education and Health Care Plan), their Study Programme will include:

- **Vocational/Academic Qualification**
- **Work Experience and Industry Placements**
- **Continuing Personal Development Programme**
- **Individual Progress Reviews**
- **English and Maths**

Preparing young people for the world of work is at the heart of our study programmes. Our aim is to support learners to develop their career management and employability skills so they can make a successful transition into the world of work or Higher Education.

## **Vocational/Academic Qualification**

These are the vocational subjects or A Levels that learners have selected to support them in their future career plans. This may be a T level, Certificate or Diploma and could be Entry Level, Level 1, 2 or 3. Vocational qualifications are usually made up of a number of units. These are assessed through a range of methods including assignments, practical tests/observations and controlled assessments or exams.

# CPD

## CAREERS

The Continuing Personal Development (CPD) programme is delivered weekly by Progress Coaches and is a timetabled session. A Progress Coach will be assigned to support your young person with any issues or concerns they may have during their time at College. The Progress Coach will support learners to develop their Core Employability Skills as an essential part of this programme.



**TEAMWORK**



**LEADERSHIP**



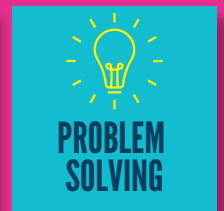
**COMMUNICATION**



**RESILIENCE**



**CREATIVE THINKING**



**PROBLEM SOLVING**

In CPD sessions your young person will explore a range of transferable skills designed to prepare them for the workplace and meet the expectations of employers.

Topics covered in CPD include:

- **Equality and diversity**
- **British Values**
- **Safeguarding**
- **CVs, interviews and applications**
- **Online safety**
- **Economic wellbeing**
- **Physical and mental health**

And many more...

A Study Programme also features a range of enrichment activities such as: encounters with employers, visits to workplaces, skills competitions, encounters with Universities and Higher Education providers, trips to exhibitions, trade shows and fairs.

Your young person may also engage in a social action project during their programme to help develop their skills and to make a difference within the local community.



My Career is our digital platform to help monitor the development of core employability skills, qualities, values, attitudes and interests. Your young person will also use My Career to engage in eLearning to develop their career management skills.

### Progress Reviews and My Future Plans

Your young person will receive a minimum of one individual progress review per term. This meeting will be held with their Progress Coach who will discuss progress in maths and English, attendance, punctuality, career aspirations and work experience, and any other support needs they may have. Your young person will also have a curriculum progress review with their vocational/academic tutor to review their progress in this aspect of their Study Programme.

Throughout their time at College, your young person's Progress Coach will discuss their future plans with them. These are recorded three times during the academic year. Their Progress Coach will work with other teams across College including the Work Experience Team, Careers Guidance Team and their vocational tutors to support your young person with their skill development, career planning and decision making.

# WORK EXPERIENCE & INDUSTRY PLACEMENTS

CAREERS

## Work Experience and Industry Placements

All students are supported by Progress Coaches, the Work Experience team and curriculum areas to achieve a minimum of 30 hours external work experience per academic year. During induction you will discuss your future plans and how work experience may help you reach this goal.

Work experience placements are often a first taste of your career choice and can help you make informed decisions about your future, as well as develop your career confidence.

As part of the T Levels you will undertake an industry placement which consists of 315 hours or 45 days over the 2 year course in an employer setting. This is to develop your skills, knowledge and behaviours within a workplace and to put into practice the specialist knowledge that you will learn on the course.

If you would like to discuss work experience or industry placements, please speak to your Progress Coach or a member of the Work Experience Team on [workplacement@lincolncollege.ac.uk](mailto:workplacement@lincolncollege.ac.uk)

## Work Experience and Industry Placement Team

Work experience support and advice is available for all of our students at Lincoln College. Our service has achieved the nationally recognised Matrix standard for excellence in the delivery of information, advice and guidance.

The Team work alongside your Progress Coaches and curriculum areas to support you to find suitable work experience, at the right time for you, to develop those all-important employability skills.

### We are here to:

- Develop local and national encounters with employers and employees for you to experience
- Support you into safe experiences of the workplace
- Organise events and activities that will help you to become work ready

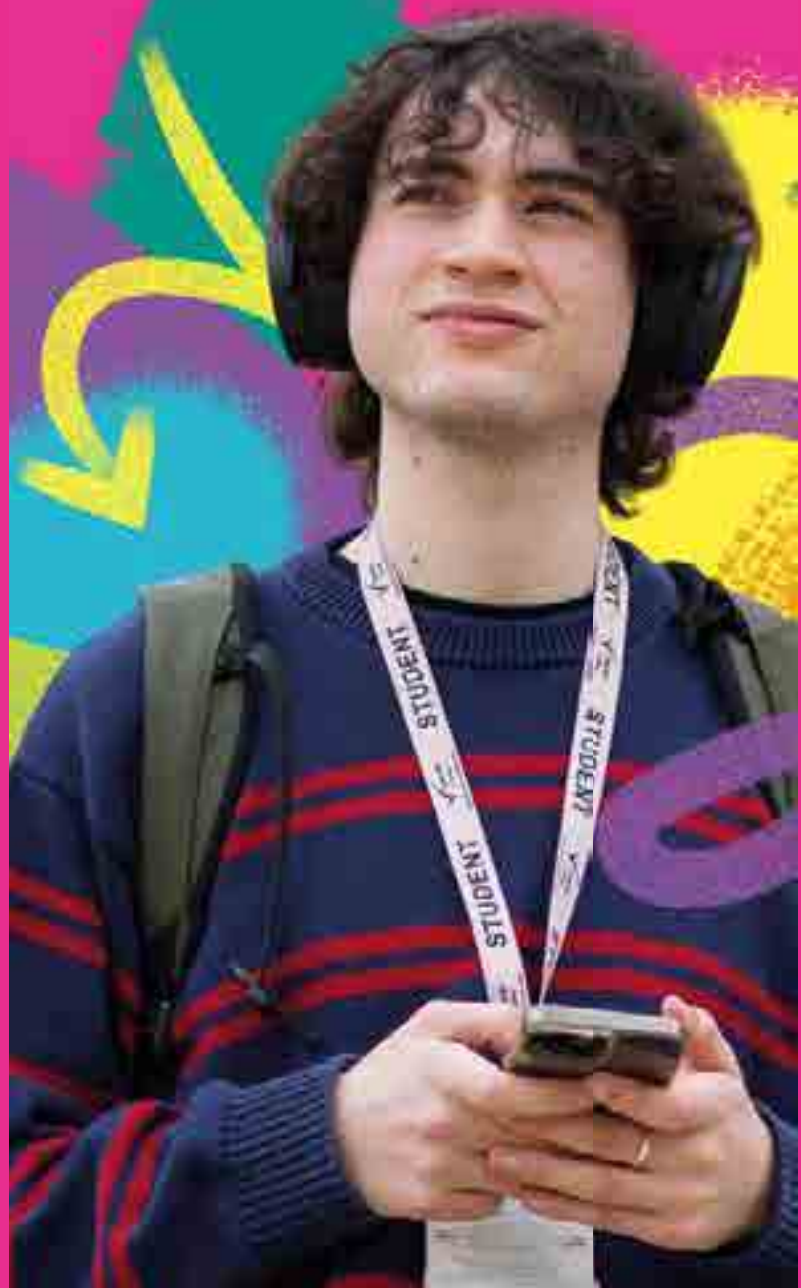
Visit our website at: <https://lincolncollege-uk.libguides.com/workexperience>

**Tel: 01522 876297**

**Email: [Workplacement@lincolncollege.ac.uk](mailto:Workplacement@lincolncollege.ac.uk)**



READY  
SET  
LEARN





# CAREERS

## YOUR OPPORTUNITIES

### Careers Guidance Service

Personal one-to-one careers guidance is available for all our students. Our fully qualified and experienced careers guidance practitioners provide impartial advice and guidance. Careers Guidance appointments are available throughout the year.

Our Careers Guidance Advisers can help with:

- **Career planning and career decisions**
- **Researching career opportunities**
- **Next steps after College**
- **Researching Higher Education options including UCAS**
- **Job search and application advice**

Book an appointment: [https://lincolncollege-uk.libwizard.com/f/careers\\_appointment](https://lincolncollege-uk.libwizard.com/f/careers_appointment)



Our service has achieved the nationally recognised Matrix standard for excellence in the delivery of information, advice and guidance. The College also holds the national Quality in Careers standard achieved through the Career Mark approach.

Our careers website includes information to support you in your career planning and decision making. This includes Career Coach which provides information about different career choices, skills needed, salaries and job vacancies.

Visit our website at: <https://lincolncollege-uk.libguides.com/careers>



### CONTACT US:

**CAREERS@LINCOLNCOLLEGE.AC.UK OR CALL OUR  
DEDICATED CAREERS AND COURSE INFORMATION  
OFFICE ON 030 030 32435.**



# LINCOLN COLLEGE CAREERS PROGRAMME 2024-25

The intent of our careers programme is to inform, inspire and stimulate action to enable our learners to develop their personal skills, behaviours, attitudes and resilience to be a productive member of society. We intend to support you to develop your career management and employability skills so you can make a successful transition into the world of work or Higher Education. Our learners will experience a range of encounters which meet their individual needs including; encounters with employers, work experience, social action projects, encounters with Higher Education and apprenticeships, insight into the local labour market and personal careers guidance.

This programme provides an overview of the range of careers education, information, advice and guidance activities taking place across the College.

The College has achieved the national Quality in Careers Standard through the Career Mark approach.



	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
<b>Careers Guidance Service</b>												
Careers Guidance meetings	●	●	●	●	●	●	●	●	●	●	●	●
<b>CPD Programme for Study Programme Learners</b>												
Set for Learning		●	●	●	●							
Set for Work and Your Career						●	●	●				
Set for Taking the Next Steps									●	●	●	
<b>Developing Core Employability Skills</b>												
My Career - Skills Pulse			●			●			●			
Communication		●	●	●	●	●	●	●	●	●	●	
Creativity		●	●	●	●	●	●	●	●	●	●	
Leadership		●	●	●	●	●	●	●	●	●	●	
Problem-solving		●	●	●	●	●	●	●	●	●	●	
Resilience		●	●	●	●	●	●	●	●	●	●	
Teamwork		●	●	●	●	●	●	●	●	●	●	
Social Action Projects		●	●	●	●	●	●	●	●	●	●	
National Citizen Service		●	●	●	●							
Overseas trips/exchanges							●	●	●	●	●	
<b>Career Aspirations</b>												
My Future Plans		●	●			●	●			●	●	
Progress Review – Term 1		●	●	●	●							
Progress Review – Term 2						●	●	●				
Progress Review – Term 3									●	●	●	
<b>Encounters with Employers</b>												
Encounters with employers e.g. visiting speakers, trips to workplaces		●	●	●	●	●	●	●	●	●	●	
Virtual encounters with employers		●	●	●	●	●	●	●	●	●	●	
Skills Competitions – intercollege, regional & national				●	●	●	●	●	●	●	●	
Industry weeks								●				
Industry shows & exhibitions		●	●	●	●	●	●	●	●	●	●	



# PROJECT YOU



Project YOU is our enrichment programme at College. It is designed to supplement academic learning by providing experiential learning opportunities, hands-on practice, and exposure to new ideas and perspectives through our enrichment activities.

Our aim is to help learners develop new skills, enhance their employability, build social connections, improve mental health and wellbeing, and prepare them for their future.

## **Project YOU focuses on:**

- **Communication**
- **Resilience**
- **Problem-solving**
- **Time management**
- **Pastoral support**
- **Physical activity and a healthy lifestyle**

By participating in Project YOU, learners will gain valuable skills, experiences, and insights that will benefit them in both their personal and professional lives.

We recognise the importance of self-development and help learners to gain a realistic appraisal of their qualities, skills, values, attitudes, interests and aptitudes. This self-awareness will enable them to make informed choices and relate well to their peers.

Promoting healthy lifestyle choices is an integral part of Project YOU. We offer a range of enrichment activities that support learners to develop awareness of health-related issues, both physical and mental.

## **Project YOU offers a range of activities including:**

- **Lunchtime drop-in sports clubs – great for getting active and making friends**
- **Escape Rooms – develop your puzzle solving skills**
- **Clubs – meet students who share your passions and develop your social skills**
- **Workshops – from sport to murder mystery our sessions all develop skills such as leadership skills, communication and problem solving**
- **Trips – we fund trips to places such as Virtually Golf and paintballing as a reward for working hard in your lessons including maths, English and CPD**





# ENGLISH & MATHS



Your young person's proficiency in English and math is crucial for their academic journey and to progress onto their next step, whether this be another education course or employment. We ensure that these skills are developed in subject specialist classes as well as contextualised English and maths classes in the vocational area. If your young person hasn't achieved a GCSE grade 9-4 (formerly A\*-C) in English and/or maths, they will receive dedicated support in these subjects throughout their time with us.

## WHAT YOU CAN EXPECT:

- **Structured Learning:** Your young person will attend three one-hour lessons per week for each subject. These sessions include contextualised maths and/or English to make learning more engaging and practical. Details of their schedule can be found in their September timetable.
- **Independent Study:** Through our online learning platform, Century, your young person will have access to resources for independent study, allowing them to reinforce their learning outside the classroom.
- **Extra Support:** Our English and maths hub provides additional tuition and support for your young person. Whether they need extra help or advice, they can access specialised assistance tailored to their needs.

For students who haven't achieved a grade 4 or above, GCSE exams in English and maths are scheduled for May and June. We also offer a November resit option for returning students who were close to achieving a higher grade. If your young person is interested in this option, they can discuss it with their English and/or maths tutor in September. Please note that students taking November resits will be required to attend extra intensive revision classes.

We enrol students in GCSE English language (Pearson 2.0) and GCSE Maths (AQA). If you need further information or resources, our English and maths team is here to help. They offer one-to-one and small group support through our hubs at Lincoln and Newark.

You can also find additional information and resources in the links below:

ENGLISH LANGUAGE 2.0 (9-1) FROM 2021 | PEARSON QUALIFICATIONS

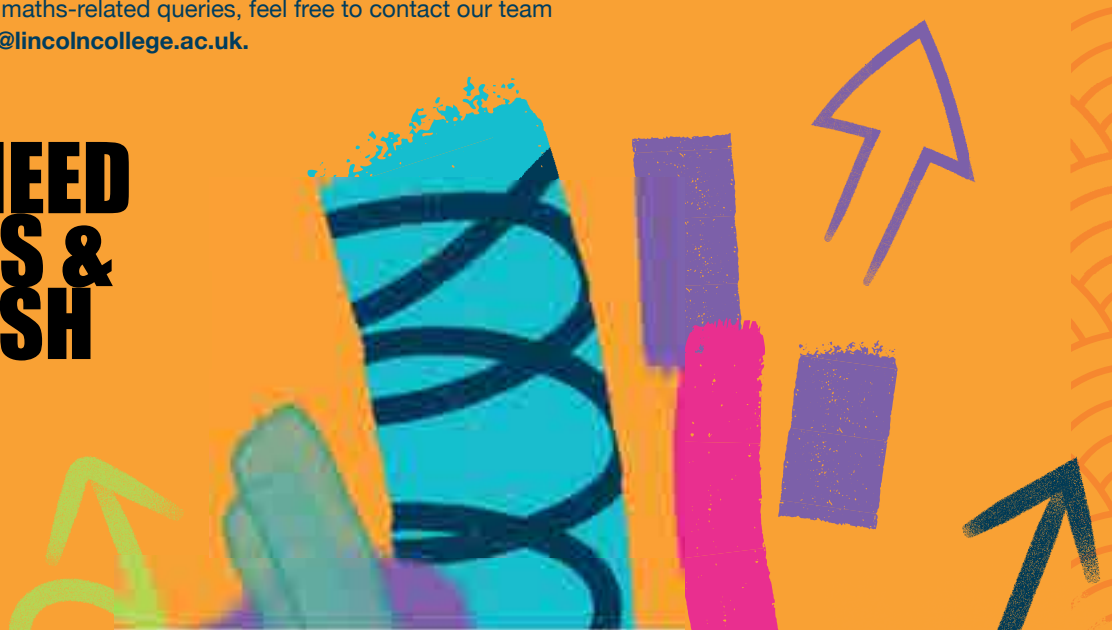


AQA | GCSE | MATHEMATICS | SPECIFICATION AT A GLANCE



For any English or maths-related queries, feel free to contact our team at [eandmsupport@lincolncollege.ac.uk](mailto:eandmsupport@lincolncollege.ac.uk).

## YOU NEED MATHS & ENGLISH



# ATTENDANCE AND ABSENCE REPORTING

## ATTENDANCE IS CRUCIAL TO YOUR SUCCESS WE EXPECT 100% ATTENDANCE.

- Appointments for the doctor/dentist should be made outside of lesson times wherever possible
- Check the College calendar for term dates to help with planning holidays. Exams and tests take place throughout the year. Maths and English exam dates are included in this handbook to help with your planning
- Keep us informed of your contact email and mobile number, so we can continue to keep you updated
- Absences must be reported as soon as learners know they will be absent
- Please log your absence before 8.45am on each day of your absence
- You will need to provide your name, Student ID, course, and the reason for your absence.

**Please ensure that your contact details are kept up-to-date.**

**These can be updated via Proportal.**



*SCAN FOR ABSENCE REPORTING*

<https://discover.lincolncollege.ac.uk/absence-and-lateness-reporting>



# SUPPORTING STUDENTS

## Additional Learning Support

The Assessment and Support Team are on hand to support students with Special Educational Needs and/or Disability. They offer various forms of support, both in and out of the classroom. They can meet you to find out what type of support you would benefit from which could include:

- Specialist equipment, e.g., Dictaphone, lumbar supports, coloured overlays, reading pens
- Access Arrangements for your exams, e.g. extra time, separate room, reader, scribe
- Out of class support to help you with your studies and for pastoral support
- Strategies to support you in the class, such as extra time

Once they have met with you and agreed a plan, they will liaise with your teachers to ensure they know how to support you.

The College also has a Transitions Officer to help students with an Education, Health and Care Plan (EHCP) when starting their course. The Transitions Officer can provide bespoke tours, introductions to tutors and support with interviews.

For more information:  
[studentservices@lincolncollege.ac.uk](mailto:studentservices@lincolncollege.ac.uk)  
01522 876225

## Financial Support

The Financial Support Team is here to help provide learners with information and advice about the different types of financial support that they can apply for. We can do this either in person or through the means of contact shown below. Students can contact us to see if they are eligible for any of the following:

- Home to College Transport support, including information about rail and bus passes
- Meals support
- Help with course essential Uniform, Equipment and Book costs
- Help with course essential Trips and Visits (other rules may apply)
- Help with Exam Resit Fees, Ucas Fees and Travel to a Maximum of 2 Higher Education Interviews
- 16-18 Extended Bursary
- 16-19 Care To Learn Childcare Support
- 20+ Childcare Support
- 19+ Advanced Learner Loans

For more information:  
[financialsupport@lincolncollege.ac.uk](mailto:financialsupport@lincolncollege.ac.uk)  
01522 876000

Visit our Student Services pages  
<https://lincolncollege-uk.libguides.com/SS/>



## Therapy Dogs

Our Therapy Dogs, Betty and Margot, are still in their 18-month training process to get them qualified as therapy dog ambassadors. They are a vital and much loved part of the team!





# BRITISH VALUES OUR VALUES

DEMOCRACY

THE RULE OF LAW

INDIVIDUAL LIBERTY

RESPECT AND TOLERANCE



# SAFEGUARDING & WELFARE

Lincoln College puts your young person's welfare at the heart of all they do. To support this there are a number of areas within Student Services you can connect with:

- The Safeguarding Team
- Assessment and Support Coordinators for Mental Health
- Counsellors

## Safeguarding

Safeguarding are there to support and advise both staff and students where there are concerns that someone is being abused, maltreated or there is some impairment to their health and development. These could be issues related to physical or sexual abuse as well as bullying, cyberbullying, drugs and alcohol, domestic abuse or peer on peer abuse amongst other issues.

The Safeguarding Team are contactable on the Single Point of Contact (SPoC) on:

**07580 975854** or  
**[safeguarding@lincolncollege.ac.uk](mailto:safeguarding@lincolncollege.ac.uk)**

Calls and emails are monitored 8.30am to 4.30pm  
Monday to Friday.

## Counselling

The College has qualified counsellors who are available for short term interventions (six sessions) to help and support your young person with issues that may be impacting on them. This could include a significant life event or emotional difficulties they may be experiencing, as well as mental health issues such as anxiety or depression.

Counselling is available via the Student Services team who will assess learners' needs and identify the best support for them.

All staff, students and visitors are expected to wear lanyards whilst on our campuses. This is so that we can be clear who is welcome and part of our community. In order to keep you safe, you must wear your lanyard at all times.

## SAFEGUARDING & MENTAL HEALTH



Contact the Safeguarding Team  
for help and advice

Call **07580 975854**

Or email **[safeguarding@lincolncollege.ac.uk](mailto:safeguarding@lincolncollege.ac.uk)**

## Single Point of Contact

You've now heard the phrase Single Point of Contact (SPoC) a number of times and been provided with the contact number and email address. The SPoC is there to ensure that staff and students have a clear line of communication with the teams and that concerns are recorded properly and allocated to a member of staff.

This ensures that concerns aren't missed and that any referral or enquiry can be given to the right person to respond.

## Drop In service

Drop In is a service provided by Student Services at Lincoln and Newark. The Drop In allows students to meet with a member of the team and discuss any issues impacting on them. This is done in private, and the focus is very much on your young person's thoughts and feelings and can relate to anything that is causing them concern or worry. The team can offer advice and guidance or refer on to other support within the College. The Drop In service is available via Main Reception at Lincoln and Newark.

## Assessment and Support Coordinators for Mental Health

The Assessment and Support Coordinators are able to offer support and guidance if learners are struggling with their mental health. The team are very much focused on getting learners the right support as quickly as possible and identifying where the best place is to receive support. It may be that learners just need that initial reassurance and guidance on how to help themselves or they may need longer term support which is available internally or externally to College. The Assessment and Support Coordinators are available by either accessing the Drop In services or contacting the Single Point of Contact (SPoC) on **07580 975854** or **[safeguarding@lincolncollege.ac.uk](mailto:safeguarding@lincolncollege.ac.uk)**

The Safeguarding and Welfare Single Point of Contact is available for advice and guidance in relation to any student. This confidential service is open to anyone who has concerns about a student and is contactable on **07580 975854** or **[safeguarding@lincolncollege.ac.uk](mailto:safeguarding@lincolncollege.ac.uk)**

CONFIDENTIAL



# WHERE TO EAT

Our campuses at Lincoln and Newark serve a variety of drinks, hot and cold food to eat in or take-away. Our dedicated catering team prepare all food on site using fresh ingredients that are delivered daily, catering for everyone's requirements.

## The CornerHouse

The CornerHouse canteen at Lincoln offers freshly cooked food including daily specials, salad and yoghurt bar, sandwich and sub roll meal deals and confectionery items.

**Monday to Friday 7.45am-2.15pm**

## Deans Coffee Shop

You can also drop in at Deans Coffee Shop at Lincoln for a Costa Coffee, 'Grab & Go' food offer, sandwiches and sub rolls, fruit and yoghurt pots along with confectionery.

**Monday to Friday 7.45am-3.00pm**

## NG24

NG24 at Newark offers freshly cooked food including daily specials, sandwiches and sub rolls and confectionery items.

**Monday to Friday 7.45am-2.00pm**

## ASI Coffee Shop

ASI Coffee Shop offers freshly cooked food including daily specials, sandwiches and sub rolls and confectionery items.

**Monday to Friday 7.45am-2.00pm**

All our food outlets offer contactless payment and accept all major cards at the till points.

We also have a Student Wellbeing Hub at Lincoln with kitchen facilities, perfect for relaxing with your packed lunch.

Enjoy a free Stokes hot drink on us, collect from the CornerHouse Canteen, Deans Café Shop, NG24 Canteen or ASI Coffee Shop by using the voucher below. We look forward to seeing you soon.



**NG24**





# OUR FACILITIES

## Look after yourself

### Deans Sport and Leisure

Deans relaxed and friendly facilities are there to give you an active experience you'll enjoy. Students can work out in our Fitness Suite or join one of the vibrant fitness classes on offer.

#### Opening Times

Monday-Friday 6.30am-8.30pm | Saturday 8.30am-2.00pm | Sunday 8.30am-12.00pm  
[www.deans-sport.co.uk](http://www.deans-sport.co.uk)



### AURA

Visit our city centre based hair and beauty academy. This is a commercially run salon with qualified stylists. We offer 10% student discount on all of our services with a valid student card/lanyard.

#### Opening Times

Level 3 Students – Monday 9.00am – 5.00pm  
Qualified Stylists - Tuesday – Wednesday 9.00am – 5.00pm, Thursday 9.00am – 6.00pm,  
Friday 9.00am - 5.00pm, Saturday 9.00am – 3.00pm  
Call **01522 576447**

### The Salon

There are student run training salons at Lincoln and Newark. Hairdressing appointments are available at both Lincoln and Newark. Beauty Therapy treatments can be booked at Lincoln. Weekday and evening appointments are offered to students and members of the public during term time. To make an appointment, telephone **01522 876392** or find us on facebook.

## Sessions Restaurant (at Lincoln)

Lincoln College Sessions Restaurant offers a high-quality dining experience in a city centre location. Enjoy fine dining in our 40 cover dining area, relax in the bar or grab a hot drink and pastry and enjoy the fresh air in our alfresco courtyard. All meals are prepared by our students using locally sourced ingredients. The students are completing nationally recognised qualifications and are supervised at all times.

#### Sessions House is open daily Tuesday - Friday (Term time only)

- 10.00am-2.00pm for coffee and pastries (eat in or take away)
- 12.00pm-1.15pm lunch (2 and 3 course options available)
- 12.00pm-1.30pm bar snacks and light bits



#### Wednesday Evening Fine Dining and Chef Taster Menus:

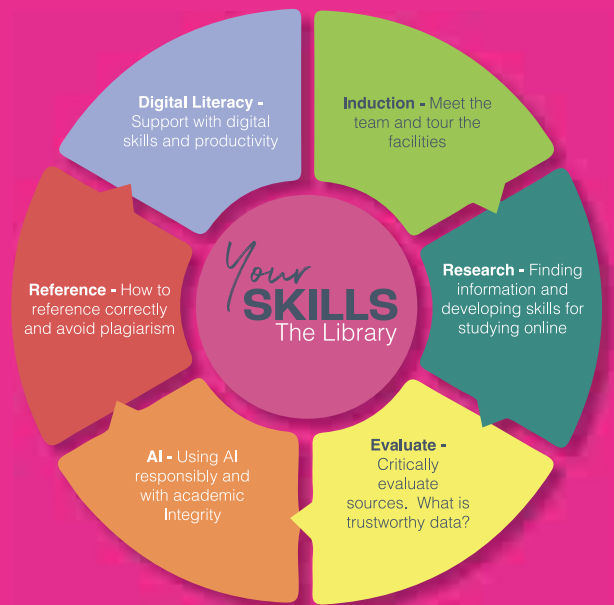
Tables available from 6.00pm - booking is recommended  
To book please call **01522 876343** or email [sessionsrestaurant@lincolncollege.ac.uk](mailto:sessionsrestaurant@lincolncollege.ac.uk)



Find our Sessions Restaurant pages on Facebook and Instagram.



# THE LIBRARY



Our spacious and well-equipped Libraries are designed to provide a safe, supportive and stimulating environment for independent study. The Library opening times can be found at <https://lincolncollege-uk.libguides.com/home>. Students have access to computers and laptops to use within the Library. They can also use their own laptop or mobile device with WiFi hotspots available across campus.

The resources in the Library are arranged in colour-coded subject zones to help find the books and periodicals learners need. Students can borrow 10 items at a time.

We're here to help! A team of experienced Library staff are always on hand to help students find resources for their studies. Our Library Information Advisers offer study skills workshops including: locating information for assignments, referencing and careers resources.

Our Library web pages can be found at <https://lincolncollege-uk.libguides.com/home> and provide students with all the information they need to support them with their studies whilst they are here at College. Library web pages provide access to:

- **Online Library Catalogue** to search for books and periodicals
- **Discover More** is our advanced online search tool providing further access to a wide range of resources, eBooks and thousands of full text eJournal articles
- **Online Live Chat** for learners to talk to a member of the Library team during Library opening hours
- **Subject Guides** where learners can find many useful resources that have been carefully selected for their course
- **Book a Study Skills** appointment with a Library Information Adviser
- **Using the Library** including borrowing items, Click & Collect, IT and Printing and much more.

Visit our library webpages to view our *Using the Library* help pages and the *Digital Learning FAQs*

<https://lincolncollege-uk.libguides.com/home>



# DIGITAL SKILLS

WiFi hotspots are available across campuses. Students simply log in with their College username and password.

## Lincoln College Student Computer Account

When your young person enrolls at College they will be sent details of their login via text. They should look out for this text, follow the instructions provided and keep their IT account details safe. When they start College, they will be provided with further information and details about using the College digital learning platforms.



### Microsoft Office 365

All College students have access to Office 365. This provides access to their College email account, Office programmes (e.g. Word, PowerPoint and Excel), as well as online storage for their College files through OneDrive. They will need to use their College email address and password to login.



### Canvas Virtual Learning Environment (VLE)

The College VLE is called Canvas. Canvas is our learning platform providing access to course materials, assessments and communication about the course and College. Students can download the Canvas App to their mobile device.



### Century

Century is an online learning platform used for English and Maths, to revise, complete assessments and track progress. Expectations of study time and progress will be explained to each student and independent learning is encouraged.



### My Career

My Career is our platform to help students to develop their career planning and employability skills, track progress and participate in online careers learning.



### Smart Assessor

The college's e-portfolio system is called Smart Assessor. It is used to collect evidence of knowledge, skills and behaviours on our apprenticeship and work-based programmes.

### Studying off Campus

Our programmes include remote learning where appropriate, to support your young person to develop their knowledge and skills. Students can access the College resources off campus by simply going to the College website [www.lincolncollege.ac.uk](http://www.lincolncollege.ac.uk) and clicking on **Students**

### Digital Skills Helpdesk

Please contact the Digital Skills Helpdesk for support and advice about using the College digital learning platforms.

Tel: **01522 876234**

Email: [digitalskills@lincolncollege.ac.uk](mailto:digitalskills@lincolncollege.ac.uk)

Digital Skills Live Chat and website

<https://lincolncollege-uk.libanswers.com/digitalskills>



# EXAMINATIONS

During time studying with the College it's likely your young person will take some formal exams.

Our Examinations Team organise and manage all the invigilated exams held at the College including GCSEs, A Levels and Functional Skills. The Examinations Team can be contacted if you or your young person have any questions or queries about examinations and certificates. There are Examinations Team representatives at both sites, please just ask at Reception. Alternatively, please contact us by telephone, **01522 876000** and ask for the site specific Team you'd like to speak to, or by email **exams@lincolncollege.ac.uk**.

All learners are required to pay for any resit examinations, where a fee is applicable. The resit fees must be paid by the given deadline and entry will only be made upon the receipt of the payment. The only exception is Functional Skills qualifications and GCSE English and maths where these are part of a Study Programme or integral to a Study Programme. Learners are able to apply to Student Services for support with the payment of any fees.

Once your young person's certificates arrive at the College they will be emailed to advise that their certificate is on its way via Royal Mail. Please ensure that all contact details are kept up to date with the Student Recruitment team. These can be updated via ProPortal.

## Access Arrangements

If learners have had access arrangements in the past or feel they would benefit from access arrangements, they need to apply to Student Services by 15 November 2024. The application form can be obtained from the Main Reception at Lincoln or Newark, phone **01522 876225** or email **accessarrangements@lincolncollege.ac.uk**

Access Arrangements are used in exams to ensure that all learners have fair access to the exam, whilst not compromising its integrity. Access Arrangements ensure that Exam Boards are compliant with the Equality Act. Some concessions available could be: extra time, reader, scribe, small group, coloured paper or a reading pen.

If an application for Access Arrangements is received after the deadline, this could impact on the concessions available to your young person.

## EXAM TIPS

- Check the exams timetable on Canvas to find out the venue of the exam
- Arrive at least 15 minutes before the exam
- Bring a black pen
- Remember that mobile phones and all watches are not allowed in the exam room
- Bring their lanyard and student ID card

If you have any queries about exams, contact the Examinations Team **exams@lincolncollege.ac.uk**.

## IMPORTANT GCSE ENGLISH AND MATHS EXAM DATES

**Mock Exam Dates**  
10-13 February 2025

**Summer Exam Series**  
GCSE Maths Paper 1 (Thursday 15 May)  
GCSE English Paper 1 (Friday 23 May)  
GCSE Maths Paper 2 (Wednesday 4 June)  
GCSE English Paper 2 (Friday 6 June)  
GCSE Maths Paper 3 (Wednesday 11 June)



# FAQS

## How do I contact my young person's tutor/Progress Coach?

Once your young person has enrolled, you will be sent an email which includes the details of their Progress Coach.

## What is a Study Programme?

All learners aged 16-18 studying full time will be enrolled on a Study Programme. A Study Programme consists of a number of elements: their vocational/academic qualification, work experience, tutorial, maths and English. See page 6 for full details.

## Will my young person have a work experience placement?

Work experience is part of a Study Programme for all our learners. See page 8 for further details.

## Will my young person need to study GCSE Maths and English?

If they haven't achieved grade 9-4 (A\* - C) in maths and English, they will continue with these subjects as part of their Study Programme.

## What do I do if my young person is going to be absent from College due to illness?

All absences must be reported before 8.45am on each day of their absence.



**SCAN FOR ABSENCE REPORTING**

## Is there a Careers Guidance team to provide support with career planning, UCAS, applications and CVs?

Yes, we have a Careers Guidance Team available to support all learners. See page 9 for more information.

## Can I attend a Parents Evening to discuss my young person's progress?

Parents evenings are held in February for you to speak with your young person's tutors. See dates on page 26. Information will be sent closer to the time.

## Who can I contact to ask questions about the support available for my young person?

A wide range of help and support is available through Student Services. See pages 16-19 for full details.

## Are there areas to eat packed lunch on campus?

Learners can eat their own packed lunch in the canteens as well as in Your Space.

## Can my young person access online College resources off campus?

Learners can access College resources from home, including the College Canvas, Office 365, ProPortal and the Library resources.

## My young person has had access arrangements for exams at School. Can they receive these at College too?

Exam arrangements granted in school or any other educational setting are not automatically transferred to the College. See page 24 for full details.

## What Digital Skills support is available to my young person with logging in and accessing digital platforms?

Learners can contact our dedicated Digital Skills Helpdesk by email or telephone. See page 23.

# KEY DATES

## College Calendar 2024/25

Autumn Term 1: Tues 3 September – Fri 18 October

**Autumn Half Term: Fri 21 October – Mon 28 October**

Autumn Term 2: Tues 29 October – Thu 19 December

**Christmas Holiday: Fri 20 December – Fri 3 January**

Spring Term 1: Mon 6 January – Fri 14 February

**Spring Half Term: Fri 17 February – Mon 21 February**

Spring Term 2: Tues 25 February – Fri 4 April

**Easter Holiday: Mon 7 April – Tues 22 April**

Summer Term 1: Wed 23 April – Fri 23 May

**May Bank Holiday – Mon 5 May**

**Summer Half Term: Mon 26 May – Fri 30 May**

Summer Term 2: Mon 2 June – Fri 27 Jun

## PARENT/CARER EVENINGS

**LINCOLN – WEDNESDAY 5 FEBRUARY 2025**

**NEWARK – WEDNESDAY 12 FEBRUARY 2025**

# KEY CONTACTS

College Switchboard | 01522 876000

Digital Skills Helpdesk | 01522 876234 | [digitalskills@lincolncollege.ac.uk](mailto:digitalskills@lincolncollege.ac.uk)

Examinations Team | 01522 876227 | [exams@lincolncollege.ac.uk](mailto:exams@lincolncollege.ac.uk)

Library | 01522 876232 | [library@lincolncollege.ac.uk](mailto:library@lincolncollege.ac.uk)

Special Educational Needs and Disabilities Team |  
01522 876225 | [studentservices@lincolncollege.ac.uk](mailto:studentservices@lincolncollege.ac.uk)

Student Services | 01522 876220 | [studentservices@lincolncollege.ac.uk](mailto:studentservices@lincolncollege.ac.uk)

Safeguarding | 07580 975854 | [safeguarding@lincolncollege.ac.uk](mailto:safeguarding@lincolncollege.ac.uk)  
[www.lincolncollege.ac.uk/support/safeguarding-and-mental-health](http://www.lincolncollege.ac.uk/support/safeguarding-and-mental-health)

## Emergency Out of Hours Contact Numbers

Lincolnshire Children's Care Services | 01522 782333

Nottinghamshire Children's Care Services | 0300 4564546

Police | 101 | 999 in an emergency

Samaritans | 08457 909090



*SCAN FOR 'CONTACT US' DETAILS AND  
RECEPTION OPENING TIMES*

[www.lincolncollege.ac.uk/contact-us](http://www.lincolncollege.ac.uk/contact-us)

The  
**Lincoln College**  
Group

## LINCOLN

Monks Rd, Lincoln LN2 5HQ

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

For advice call: **030 030 32435**

## NEWARK

Friary Rd, Newark NG24 1PB

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

For advice call: **01636 680680**

## AIR & SPACE INSTITUTE (ASI)

Great North Rd Newark, NG24 1BL

[asi-newark.co.uk](http://asi-newark.co.uk)

For advice call: **01636 680680**

 [@lincoln\\_college](https://twitter.com/lincoln_college)


 [lincolncollege.ac.uk/youtube](https://www.youtube.com/lincolncollege.ac.uk/youtube)

 [lincolncollege.ac.uk/LinkedIn](https://www.linkedin.com/company/lincolncollege.ac.uk/LinkedIn)

 [lincolncollegeuk](https://www.facebook.com/lincolncollegeuk)

 [lincolncollegeuk](https://www.instagram.com/lincolncollegeuk)

 [lincoln\\_college](https://www.snapchat.com/add/lincoln_college)

 030 030 32435

 [www.lincolncollege.ac.uk](http://www.lincolncollege.ac.uk)

 [enquiries@lincolncollege.ac.uk](mailto:enquiries@lincolncollege.ac.uk)

