26/27

STUDENT HANDBOOK

Loughborough COLLEGE

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Welcome

Dear students,

It is my privilege to welcome you to the 2026-27 academic year. I hope you had a fantastic summer and are ready for the exciting journey ahead.

At Loughborough College Group, we take pride in our student first approach. From high-quality teaching and excellent facilities to dedicated wellbeing support and expert careers advice, everything we offer is designed to help you thrive. That is why we have a strong tradition of delivering outstanding education, driven by expertise, opportunity and ambition.

Our student led values- Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) are at the heart of our inclusive and supportive culture, shaping everything we do across our campuses.

Please take the time to read through the information in this handbook, and do not hesitate to contact your curriculum area if you have any questions.

Best wishes,

Corrie Harris
Group CEO
Loughborough College Group

Loughborough COLLEGE GROUP

Dear students,

Welcome to the 2026-27 academic year and thank you for choosing to study at Loughborough College.

Loughborough has a national and international reputation for the quality of education. You will have access to state-of-the-art facilities and industry-standard learning environments.

All the courses are designed to give you the best possible foundation for your future. You are now part of a thriving campus community that values ambition, inclusion, and excellence.

My advice to you all is to:

1. Attend all your lessons and complete all the work/revision you are given on time and to the best of your ability
2. Make the most of all the opportunities available to you in terms of sport, clubs, volunteering, revision sessions etc.
3. Ask for support when you need it and be ambitious about your future education and career

Throughout the year take pride in the progress you make. We can't wait to celebrate your successes!

I wish you all the best on your college journey.

HVaadt

Helen Van Aardt
Principal, Loughborough College

Loughborough COLLEGE

Documents and Policies

Throughout this handbook, you will find QR codes linking directly to important College policies and guidance related to student life, support, safety, behaviour, assessment and wellbeing. These links are placed alongside the relevant sections so you can quickly access more detailed information when you need it.

The handbook provides an overview of the key expectations, support services and procedures that apply during your time at college. The linked policies give further detail about how these areas are managed across the College Group.

During your induction, you will be asked to confirm that you have read and understood the key policies and expectations relevant to your studies and college experience.

View our full policy directory here

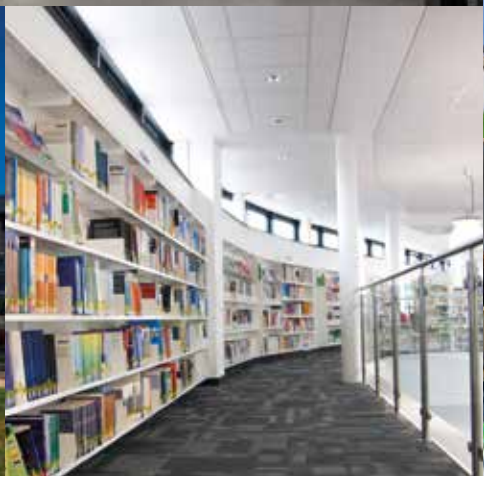
You will be required to confirm you have read and understood the following policies during your induction on your college ILP.

Campus Overview

Loughborough College

Located seconds from the town centre, our Radmoor Road site is home to a broad range of vocational and academic courses. We have created a dynamic learning environment designed to meet your needs.

Our Campus



DIGITAL SKILLS HUB

Our **Vision**

To be the most inspiring and impactful college group, where ambitions are ignited and futures are transformed.

Mission **Statement**

Providing world class education and skills development, supported by a strong culture of inclusion and support.

Our **Values**

Our values are determined by our staff and students.

Ambitious | Supportive | Inclusive

1 Respect and Integrity

We act with honesty, fairness, respect and consistency. We take responsibility for our actions, deliver on our commitments, and uphold high standards for everyone.

2 Inclusion and Belonging

We create a safe, respectful environment where everyone feels valued and able to be themselves. Diverse perspectives are welcomed, and a genuine sense of belonging is embedded across our college community.

3 Community and Collaboration

We work together openly and supportively, valuing every voice. We share knowledge, involve others in decisions, and empower people to contribute, take ownership, and succeed.

4 Innovation and Creativity

We are professional, embrace change, support and respect each other through challenges, and use diverse thinking to innovate and build a sustainable future. We are driven by a clear purpose and a commitment to positive impact.

5 Excellence and Accountability

We set high standards and support continuous improvement. Everyone is encouraged to develop, achieve their potential, and use feedback to grow and excel.

If you need advice, or wish to help champion these values, email:
FREDIE@loucoll.ac.uk

You will also explore FREDIE in more depth during your induction on LearnZone.

FREDIE Food Parcels and Food Banks

We are proud to have our FREDIE values embedded across our entire College Group, and are pleased to be able to offer free food parcels for staff and students in need at any of our campuses. Email **FREDIE@loucoll.ac.uk** to arrange a parcel, with no questions asked.

We also run a food bank at each College site, which can be accessed by all staff and students. For further, confidential information, email FREDIE.

View our full Equality, Diversity and Inclusion Policy

FE Academic Year 2026 – 2027

Autumn Term	
Term starts	Tuesday 1st September 2026
Half term	Monday 19th – Friday 30th October 2026
End of term	Friday 18th December 2026
Christmas break	Monday 21st December 2026 – Friday 1st January 2027

Spring Term	
Term starts	Monday 4th January 2027
Half term	Monday 15th – Friday 19th February 2027
End of term	Friday 19th March 2027
Easter break	Monday 22nd March – Friday 2nd April 2027

Summer Term	
Term Start	Monday 5th April 2027
Early May Bank Holiday	Monday 3rd May 2027
Half Term	Monday 31st May – Friday 4th June 2027
End of Term	Friday 25th June 2027

Key Dates and Upcoming Events

Throughout the year, we host a variety of events, including Careers Fairs, Culture Days, our annual Pride event, as well as our Award Ceremony for those completing their courses. Keep an eye on the Student Dashboard and your emails for updates as details are confirmed.

Freshers Fair

Freshers Fair is one of the first events of the academic year and a great opportunity to meet other students, find out more about college life, and explore the support, activities and opportunities available to you.

Join us on **Tuesday 22nd September** to see how you can get involved.

Study Programmes

Your college journey is guided by your study programme. This is a personalised learning experience built around your goals and future aspirations, giving you the support and guidance you need to thrive.

What Your Study Programme Includes:

Your Core Qualification

Whether academic or vocational, your timetable is made of the courses you selected when you chose to study with us. This is the primary qualification you'll leave us with. Our teaching staff are here to support your success, encourage you to stretch yourself to new heights, and give you invaluable knowledge and skills.

English and Maths

If you have not achieved a grade 4 or above in English or Maths at GCSE, these subjects will be an element of your study programme. These are required by the government and are essential skills for life and work. Our experienced tutors and support staff will help you build confidence and achieve the grade you need.

Tutorials and Personal Development

You will take part in regular tutorials which will support your personal development. These may include one-to-one conversations, group sessions, or activities focused on wellbeing, careers, and life skills.

Employability and Work Experience

As part of your programme, you will have opportunities to explore the world of work and develop key employability skills and experience to help prepare you for your next steps.

Student Code of Conduct

As a student at the College, you are expected to follow this Code of Conduct.

It sets out what you can expect from us and what we expect from you.

What the College will provide:

We will:

- Provide a safe, inclusive and respectful learning environment.
- Deliver high-quality teaching and support to help you succeed in your course.
- Offer clear and impartial advice, information and guidance to help you make informed choices.
- Provide access to support services, resources and enrichment opportunities.
- Promote equality, celebrate diversity and challenge unfair treatment.
- Give you the chance to share your views and shape your College experience.
- Communicate regularly and provide accurate, helpful information.
- Handle your personal information responsibly and in line with data protection legislation.

View our Learner Agreement and College Code of Conduct

View our Full Privacy and Personal Protection Policy

What we expect from you as a student:

You are expected to:

- Always show respect and consideration for others, including staff, students, visitors and members of the public.
- Attend all lessons on time and be ready to learn and take part, including during work experience.
- Submit your work on time and ensure that it is your own and not AI-generated, avoiding plagiarism, cheating or other forms of academic dishonesty.
- Wear your College ID badge and lanyard visibly at all times while on campus.
- Dress appropriately for a learning environment, avoiding clothing that may cause offence or be unsuitable for your course or activities, including any work placements.
- Use mobile phones and other devices in class only when permitted by your tutor for learning purposes.
- Take care of College buildings, resources and other people's property.
- Follow safety procedures, including wearing any required protective clothing or equipment.
- Eat and drink only in permitted areas. Water is allowed in classrooms unless you are told otherwise.
- Smoke or vape only in designated areas.
- Never bring drugs, alcohol or weapons onto College premises or attend the College while under the influence.
- Treat others with respect. Do not use abusive, offensive or discriminatory language or behave in an abusive, offensive or discriminatory way, whether in person or online.
- Use College systems and online platforms responsibly.
- Follow all College policies, including those relating to behaviour, safeguarding, equality and online safety.
- Conduct yourself professionally, respectfully and responsibly during all work experience placements and employer engagement activities. Arrive on time, dress appropriately and represent the College positively at all times.

Important Reminders:

- You represent the college both on and off site, including on transport, placements, and trips.
- The college has a zero-tolerance policy on bullying, harassment, violence, and discrimination.
- If you do not follow the Code of Conduct, further action will be taken in line with the Positive Behaviour Management Policy (PBMP).

Dress Code

It is important that you dress appropriately and are ready to learn. In some areas, you must follow an industry-standard dress code for health and safety and personal protection.

If your programme has a uniform or specific dress code, you will be informed during enrolment. For students on other programmes, the College does not have a formal dress code or uniform, but we ask you to remember that it is a professional learning environment.

We therefore ask you not to wear:

- Clothing that may cause offence to others.
- Clothing displaying discriminatory, explicit or sexual slogans or images.
- Hoods, helmets or hats inside College buildings, unless required as personal protective equipment (PPE) for your programme.
- Excessively high heels, for health and safety reasons.

You may complete some of your timetabled learning remotely from home. When attending online lessons from home, you should dress appropriately in line with the guidelines above, as these sessions form part of your professional learning environment. You are expected to keep your camera switched on during remote sessions unless you have an agreed exemption.

Student Behaviour Policy

Where possible, we will resolve minor issues informally. In some instances, a support meeting may be held to identify an action plan and any further support you may need. Where informal strategies are unsuccessful, or a more serious breach of behaviour is alleged, an investigation will take place. This may lead to a student intervention meeting.

Level of Behaviour Intervention	Support Intervention	Level 1	Level 2	Level 3
Examples of Reasons	Occasional lateness, missing deadlines	Repeated behaviour concerns at the previous stage such as absence, lateness, missing work deadline	Repeated level 1 breaches, offensive behaviour, language, refusing to wear or show ID and lanyard, acting in an unsafe manner, plagiarism, smoking or vaping in unauthorised areas	Repeated Level 2 breaches, theft, damage to College or a person's property, violence, sexual misconduct and harassment, consumption/ being under the influence of drugs or alcohol on site, gambling
Meeting Information at Each Stage	Meeting with a member of staff with no notice	Meeting with a member of staff with no notice	Meeting with a curriculum manager within five working days notice	Meeting with a member of the senior leadership team within five working days notice
Possible Outcomes	Support intervention comment	Level 1 warning	Level 2 written warning	Level 3 written warning, final written warning or withdrawal

Appeals

Students have the right to appeal against the outcome or sanction of a student intervention meeting at any stage. The College's decision following an appeal is final.

Attendance and Absence

Attendance Expectations

We have high ambitions for you, and regular attendance is critical to your success. We expect you to attend all lessons, whether online or on site, and maintain an attendance rate of at least 95%.

Throughout the year, we send regular updates to your parents or guardians. You are both able to access detailed attendance information online via your Individual Learning Plan (ILP).

Reporting an Absence

If you are unable to attend the College for any reason, you must report your absence to the College.

When reporting an absence, please provide the reason, such as illness or a family emergency. You may be asked to provide supporting evidence.

Please report your absence by submitting a request through your ILP. Instructions on how to do this are available on our website.

View our absence reporting guide

Unauthorised Absence

Failure to notify us of your absence will result in it being recorded as unauthorised. This may affect any financial support you receive, such as the Student Support Fund.

Unauthorised absences may also result in a behaviour intervention. If you are studying in the UK on a student visa, poor attendance may affect your visa status. The College is required to monitor and report attendance in line with UK visa and immigration requirements.

Parents or guardians, where applicable, will receive an automated email at the end of the day detailing any missed lessons and whether the absence was authorised or unauthorised.

Safeguarding

Safeguarding students is the highest priority for all staff. We want you to study and work in an environment where you feel safe and protected.

You will find out more about safeguarding and Prevent during your induction and tutorials throughout the year. This will help you understand how to keep yourself and others safe and what to do if you find yourself in an unsafe situation.

If you have any concerns about your own or someone else's behaviour, safety or welfare, please speak to your Trainer/Assessor or one of your lecturers. They will listen to and support you, but they cannot promise confidentiality. They may need to share information with the Safeguarding Team if they are concerned about your safety or the safety of others.

You can get assistance by contacting the Mental Health First Aid or Safeguarding Team on **07979 737474**. Keep this number handy. It is also printed on the back of your Student Card.

View our full Safeguarding Policy

Prevent

Prevent is a government safeguarding programme that aims to protect people from being drawn into terrorism or extremist activity. Under this programme, the College has a legal duty to identify and support students who may be vulnerable to these risks.

View our full PREVENT Policy

British Values

Across Loughborough College Group, we actively promote the British Values of democracy, the rule of law, individual liberty, and mutual respect and tolerance for people with different faiths and beliefs. We will help you understand and put these values into practice during your time at the College.

Student Lanyards

Wearing your lanyard around college is very important and has a number of benefits for everyone in the college community, including:

Keeping you safe

Allowing access to campus

To ensure we remain as sustainable as possible we urge you to ensure you keep your ID safe to reduce the need to reissue the ID and thus reduce waste.

Please note that you will be charged **£2.50** for each replacement lanyard you need, but the first one you are issued with is free of charge.

Reception will not charge you at the time of collecting your lanyard - you will be billed on a monthly basis through WisePay and will be emailed the details.

Thank you for helping to keep our campus safe!

Health and Safety

View our full Health and Safety Policy

First Aid

At Loughborough College, we have an on-call first aid system and a team of first aiders. Our Science, Sport and Technology departments have their own dedicated first aiders.

Ways to obtain first aid assistance:

- Ask your tutor to contact the first aid team.
- Contact the reception team, who will arrange for a first aider to assist you.
- There are two medical rooms on site: one in the Hub and one in the Sports Centre. Both rooms are equipped for basic first aid.
- For more specialist care, Loughborough Urgent Care Centre is on Epinal Way.

To contact the first aid team, call **07867 831233**.

Emergency Evacuation Procedure

During your on-site induction, you will be shown the emergency assembly points across the campus.

If you discover a fire:

- Immediately activate the nearest fire alarm call point.
- If it is safe to do so, call **555** to inform Estates of the emergency.
- Do not attempt to extinguish the fire unless you are trained to do so.

When You Hear the Fire Alarm:

- Leave the building calmly by the nearest safe exit.
- Proceed to the designated assembly point for your building. Your designated assembly point is shown on the blue fire action signs displayed above the break-glass call points in each building.

Student Support Services

Bursary Funds

The Loughborough College Group Bursary Fund is designed to help students aged 16-18 who meet specific financial criteria with costs incurred as a result of studying.

The Enhanced Bursary is available to 'vulnerable students' (as defined by the ESFA) aged under 19 as of 31st August of the chosen academic year of study on a Further Education course.

The governing body (DfE) considers a 'vulnerable student' to be a young person:

- In care or leaving care.
- Receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner.
- Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right. (all points above are subject to ESFA guidelines of eligibility).
- There is also a Discretionary Bursary offered by Loughborough College Group for students under the age of 19 studying on a Further Education course with a low household income and not receiving the Enhanced Bursary.

For more information, advice, and guidance please do not hesitate to contact us on **01509 215831** or send an email to: **studentfinance@loucoll.ac.uk**

For students aged 19+, there is a Discretionary Adult Student Support Fund (DALSF) available to provide assistance in a number of areas.
For more information, advice, and guidance please do not hesitate to contact us on **01509 215831** or send an email to: **studentfinance@loucoll.ac.uk**

We are here to help. With regard to other funding options, you may wish to look into Charities and Educational Trusts. A good place to start is a website called **www.turn2us.org.uk**

This is a Charity search engine which has a 'Grants Search' section where students can enter various details about themselves including their age and home postcode; it filters and lists charities registered with them.

The list it produces gives information about the charity, how it can help, who it can help and information or links on how to apply. Please be aware this website does not show all charities, only those who have registered with Turn2us; therefore you may wish to do a google search also.

Assessment Policy, Procedures and Regulations

At Loughborough College Group, we have policies and procedures to support assessment, feedback and progress monitoring throughout your programme.

Academic Integrity and Plagiarism

All work submitted as part of your programme must be your own and accurately reflect your knowledge, skills and understanding. Emerging technologies, including artificial intelligence (AI), can support learning when used appropriately. However, you must not use AI tools to create work that you present as your own.

View our full Plagiarism and Collusion policy

Targets and Progress Monitoring

We want you to make excellent progress. As a College, we monitor your academic progress throughout the year. When you enrol at the College, we record your GCSE results, which allow us to set ambitious but achievable academic targets.

These targets help your teaching team plan your learning, track your progress and understand how well you are performing on your qualification. Your tutor will discuss your progress with you during one-to-one tutorials, helping you stay on track and work towards high grades.

View our full Assessment, Marking and Feedback policy

Student Probation Period

During your first six weeks, you are expected to:

- Attend all planned lessons, tutorials and assessments.
- Engage positively with your learning and development.
- Complete all required work and submit it within the agreed timescales.
- Demonstrate appropriate behaviour and a positive attitude to learning, both in person and online.
- Follow the College Code of Conduct.

If you do not meet these expectations because of poor attendance, a lack of engagement, incomplete work or inappropriate behaviour, additional support may be put in place. If concerns persist, you may be withdrawn from your programme in line with College procedures.

Learning Support Team

The Learning Support Team is made up of qualified and experienced staff from a range of specialisms. The team supports students and apprentices to achieve their full potential.

Please tell us about any additional learning support needs as early as possible. If you have any concerns about your support needs, please speak to your tutor, who can refer you to the Learning Support Team for an assessment.

You can contact the Learning Support Team on **01509 618313** or by emailing **support@loucoll.ac.uk**

Learner Welfare Team

Our Learner Welfare Team is here to support you with a wide range of difficulties you may face during your time at the College, including those relating to mental health, sexual health, LGBTQ+ issues and general wellbeing.

We will work with you and, where appropriate, others involved in supporting your wellbeing, helping you to focus on your studies. Support is available in a range of ways.

For more information or to access support, please email:

welfareloughborough@loucoll.ac.uk

Meet the Team

Health, Wellbeing and Inclusion

Keira Hand
Safeguarding and Learner Welfare Manager

Dannii Donovan
Equality, Diversity and Inclusion Manager and DDSL

Michelle Hought
Safeguarding Coordinator and DDSL

Deborah Houlton
Mental Health Coordinator

Laura Myatt
Mental Health Coordinator

Southerney Chapman
Mental Health Coordinator

Natasha Warnaby
Wellbeing Mentor

Robyn Leader
Wellbeing Mentor

Joanna Platt
Inclusion Officer

Jasmin Patel
Learner Welfare Information Officer

Mylie
Therapy Dog

Dusty
Therapy Dogs in Training

Careers and Employability

Our Careers Team is here to support you in planning your next steps, whether that means progressing into Higher Education, an Apprenticeship or employment.

The team offers impartial advice, practical guidance and tailored support to help you make informed choices about your future. The team can support you with CV writing, job applications, interview preparation and exploring career pathways, helping you develop the skills and confidence needed to succeed.

Find Out More or Contact the Careers Hub Team

Work Experience

Placements and work experience are a key part of your study programme and provide opportunities to develop the skills, knowledge and behaviours needed for future employment. Whether through a T Level Industry Placement, Main Aim Placement, Work Experience (WEX) or a Realistic Working Environment (RWE), you will gain valuable insight into the workplace and learn how your classroom studies relate to real industry settings. These experiences help build confidence, improve employability, develop professional networks and prepare you for progression into employment, apprenticeships or further study. You are expected to fully engage with your placement activities and accurately record your hours where required.

Please contact **workexperience@loucoll.ac.uk** for more information on the types of work placement available to you.

Reception

Term Time

Monday and Friday 8am – 5pm

Tuesday, Wednesday and Thursday 8am – 6.30pm

Non-Term Time

Monday to Friday 8am – 5pm

Catering and Facilities

Our catering facilities offer a range of healthy food and beverage options:

CAMPUS CAFE
The Hub
(ALL YEAR)
Monday - Thursday: 7.30am - 3.00pm
Friday: 7.30am - 2.00pm

Breakfast: 7.30am - 11am
Lunch: 11.30am - 2pm
Snacks, hot and cold sandwiches: all day

CAFE CHINO
Second Floor, B Block
(TERM TIME)
Monday - Friday: 8am - 2pm

CAMPUS KITCHEN
Third Floor, The Hub
(TERM TIME)
Monday - Friday: 11:30am - 2pm

1909 Lounge

The 1909 Lounge is a dedicated student space for students to “eat, chill, and study”.

1909 LOUNGE SHOP opening hours (TERM TIME) 9.30am - 4pm

IT Access and Acceptable Use

IT Services

Loughborough College Group provides a range of information technology (IT) facilities for staff and apprentices. By using College computers and Wi-Fi, you agree to follow College IT policies on online safety, acceptable use, safeguarding and the proper use of IT services. Failure to follow these rules may result in a behaviour intervention.

Accessing The College Network

You are responsible for all Your College username is for your use only. You are responsible for all activity carried out using your account while you are logged in to College systems. You should never share your password with anyone, including the IT Support Team.

Wifi Access

All users of the wireless network are subject to the same monitoring and filtering as users of the wired network. We use several platforms to monitor internet traffic and provide reports to the IT Management and Student Services teams.

Reports are confidential. However, attempts to access prohibited sites will be flagged and reported to your tutor and/or Curriculum Manager. Carrying out any of the following actions will result in your account being suspended pending a full investigation:

- Accessing or modifying other users' data or system software.
- Using the Group's IT facilities for any illegal or unauthorised purpose.
- Storing or making publicly available any unlawful or offensive data, text, image or program.
- Storing, processing or distributing material that infringes another person's or organisation's copyright.
- Sending unsolicited, unauthorised or illegal advertising material.
- Using the Group's IT facilities in any way that does not align with the College's aims or objectives.
- Using the Group's IT facilities in any way that could bring the College into disrepute, whether or not the activity is lawful.

Group IT Security

The Group uses a range of cyber security measures to protect its systems. These measures include web filtering, security monitoring, AI systems, antivirus software and spam protection across all Group services.

These measures help to keep the Group's systems safe and secure for students and apprentices. While using the Group network, you must take care not to introduce malware, viruses or other potentially harmful software to College systems.

USB memory sticks are not permitted for use with Group devices. Students and apprentices must use their College personal drive or OneDrive to store College files.

Software Requirements

Only software provided by the Group may be used on College devices, including laptops, PCs and tablets.

Installing or modifying software on Group devices is not permitted without authorisation from the IT Services Team.

Requests for software installation should be made to IT Services or your tutor. Your tutor can request software installation if the software is appropriate for Group use and properly licensed.

You must not run applications from externally connected devices, such as USB drives.

Cyber Security

The Group follows best practice and has achieved Cyber Essentials certification to help ensure that its systems operate securely.

Each year, we continue to improve the Group's security measures and raise awareness of cyber security.

IT Facilities

The Group provides a range of IT facilities that students and apprentices can access while on site.

Some of the key facilities are:

- Free Wi-Fi: Eduroam is the Group's free wireless access service. The service is secure and requires you to log in.
- Library laptops: You can borrow a laptop from the LapSafe units in the Library.

If you have any additional requirements, please contact the IT Services Team or your tutor.

Acceptable Use

We ask all students and apprentices to use the Group's IT systems responsibly to protect their personal safety, ensure the fair treatment of others and maintain the security of the systems.

When using the Group's systems and devices, you should:

- Create a strong password and do not share it or any other personal information with anyone.
- Use the Group's devices primarily for work and educational purposes.
- Use AI appropriately to support your studies. Guidance on using AI systems is available from the Digital Learning Team in the Library.
- Avoid large downloads unless they are necessary.

You should not:

- Use the Group's systems for online gambling or illegal activities.
- Use the Group's systems for gaming or file sharing unless you have permission to do so.
- Download or view illegal or inappropriate material.
- Install unauthorised software or open attachments from unknown or suspicious sources.
- Tamper with College equipment.
- Use VPNs to try to circumvent the Group's cyber security measures.

View our full IT Access and Acceptable Use policy

ProPortal

You can view your progress through ProPortal, our online progress monitoring system.

You can use ProPortal to track your progress throughout the year. The system provides information about your attendance, progress against targets, tutorial record and the number of assessments and units you have completed.

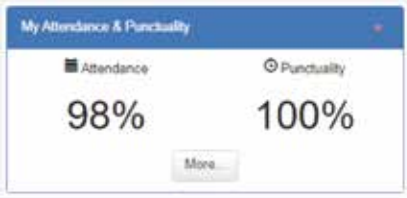
You will be shown how to access ProPortal during your induction. Below is a quick guide on how to access ProPortal from the student dashboard:

You can find ProPortal – 'ILP' on the student dashboard under 'Useful Links'. Clicking on the 'ILP' link above will take you to your ProPortal dashboard. On this dashboard you will find several 'blocks' of information as pictured below.

Clicking on the 'more' button on any of the blocks will take you to the selected page where you will find more in-depth information:

MY ATTENDANCE & PUNCTUALITY

A brief summary of your attendance and punctuality.



GRADES

A summary of your current grades.

Example page

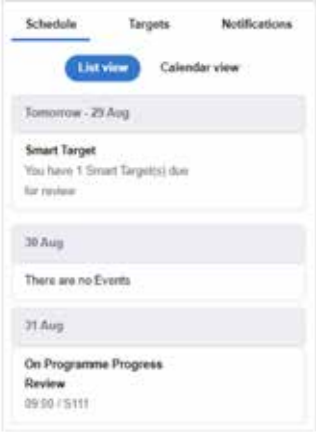
MY LEARNING DIARY

On the right panel, you will find:

Schedule – this can be viewed either as a list or a calendar and will show upcoming events such as meetings.

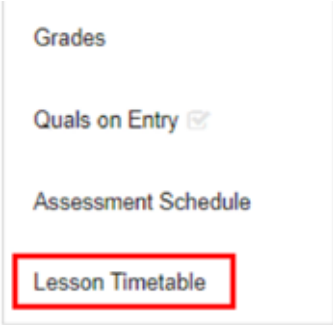
Targets – this will show targets due for review in the next 7 days (or any overdue targets).

Notifications – here you can view the notice board (with a link to ILP guidance) and recent comments that staff have made on your ILP.



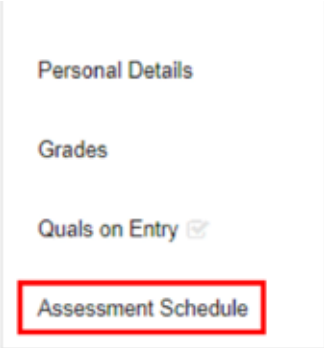
TIMETABLE

You can view your timetable by visiting ProPortal using the instructions above and clicking 'Personal Information' on the menu then selecting 'Lesson Timetable'.



ASSESSMENT SCHEDULE

To view your assessment schedule, log into ProPortal, click on the personal information menu and select Assessment Schedule.



Student Representatives

We are proud of our student representative model at Loughborough College Group. Listening to student feedback helps us improve your experience and celebrate the achievements of students throughout the academic year.

Student representatives are responsible for liaising with subject leads and Curriculum Managers to provide feedback, share good practice and improve the student experience on their course. Additionally, student representatives contribute to a wider college student newspaper, student council and attend student representative forums throughout the academic year, which the Senior Leadership Team also attends.

Any student can become a student representative. It is a fantastic way to meet new people, develop new skills, and contribute to a vibrant College environment. If you are interested in becoming a student representative, please speak to your lecturer.

Enrichment Opportunities

Throughout the academic year, there will be exciting enrichment clubs, events and societies for you to join. Whether you are looking to try something new, meet people or just have fun – there is something for everyone.

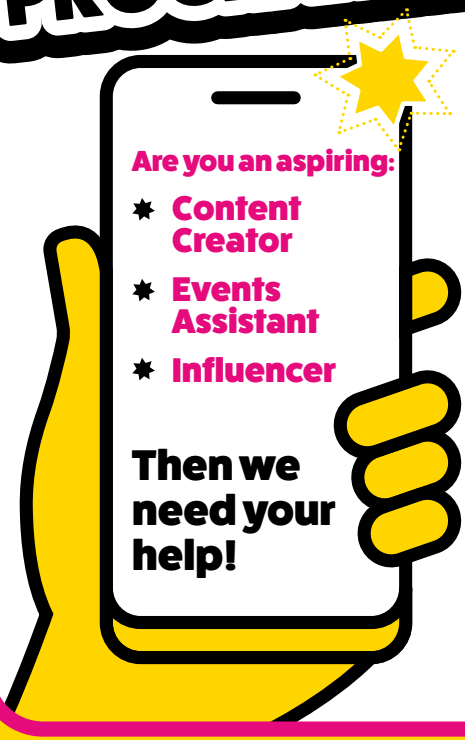
Watch out for updates in your tutorials and on our social media channels.
Don't miss out!

Follow Us on Social Media

TikTok @loucollgroup

@lborocollege

STUDENT AMBASSADOR PROGRAMME



Why not join our Student Ambassador Programme where you can gain valuable experience whilst being rewarded for your time?

You will be working with us to:

- **Grow and support** our College Group accounts
- **Create content** that promotes our campuses and facilities
- **Provide valuable insight** into how we can reach and engage with prospective learners
- **Help out in various different roles,** with events such as Open Days, Freshers and other events

If you're interested, please get in touch with our Communications and Events Teams below to find out more

Training and resources will be provided where required.

Get in Touch

Students will be thanked for their time by receiving gift vouchers depending on what work they have undertaken.

Key Contact Numbers

Contact	Phone Number
Switchboard	01509 215831
Safeguarding	07979 737474
First Aid	07867 831233
Careers & Enterprise Hub	01509 618262
Radmoor Day Nursery	01509 515456
Radmoor Hair & Beauty Bookings	01509 517051
Radmoor Restaurant Bookings	01509 517191

Contact Emails

Contact	Email address
Student Recruitment	admissions@loucoll.ac.uk
Learner Support	support@loucoll.ac.uk
Careers	careers@loucoll.ac.uk
Library	library.team@loucoll.ac.uk
Degrees	undergradadmissions@loucoll.ac.uk
Student Finance	studentfinance@loucoll.ac.uk
Bursary	studentfinance@loucoll.ac.uk
Academy of Sport	academysport@loucoll.ac.uk

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Loughborough
COLLEGE

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