

STUDENT

HANDBOOK

25/26



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Welcome

Dear students,

It is my privilege to welcome you to the 2025-26 academic year. I hope you had a fantastic summer break and are ready for the exciting journey ahead.

This is a transformative time for our College community. Following the formal merger of Loughborough College and the SMB College Group, we are proud to continue our strong tradition of delivering outstanding education—driven by expertise, opportunity, and ambition.

At the 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.

Our 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 time to read through the information in this welcome pack, and don't hesitate to contact your curriculum area if you have any questions.

Best wishes,



Corrie Harris
Group CEO



Dear students,

Welcome to the 2025-26 academic year and thank you for choosing to study at Loughborough College.

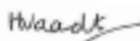
Loughborough has a national and international reputation for the quality of education. You will have access to state-of-the-art facilities and industry-standard learning environments.

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.



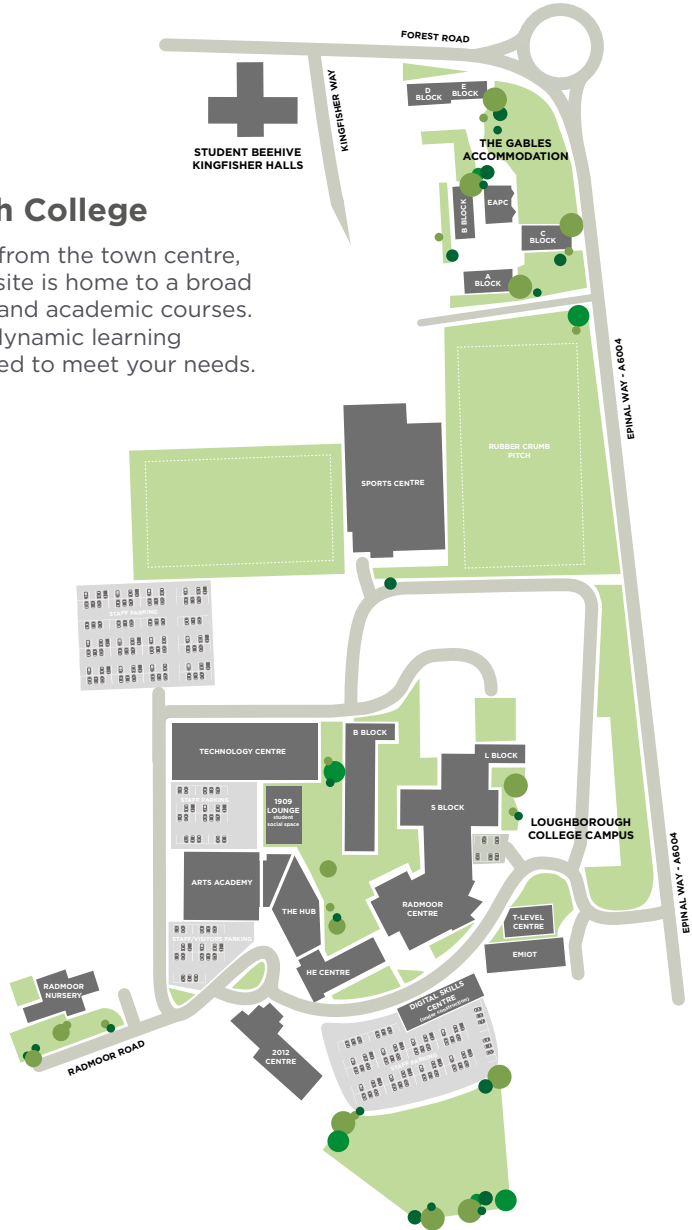
Helen Van Aardt
Principal, Loughborough College



Campus Overview

Loughborough College

Located in 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



**NEW
for 2025**
Sports
Centre

3

20

11

7

12

24

19

9

10

20

4

21

15



- | | | |
|----------------------------|---------------------------|------------------------------------|
| 1. 2012 CENTRE | 12. ESPORTS SUITE | 23. T LEVEL CENTRE |
| 2. A LEVEL BLOCK | 13. RADMOOR HAIR & BEAUTY | 24. 1909 LOUNGE
(STUDENT SPACE) |
| 3. ACCOMMODATION | 14. RADMOOR KITCHENS | |
| 4. ART BLOCK | 15. RADMOOR NURSERY | |
| 5. BICYCLE STORAGE | 16. RADMOOR RESTAURANT | |
| 6. CENTRAL COURTYARD | 17. RADMOOR SPA | |
| 7. ENGINEERING | 18. RECEPTION | |
| 8. HIGHER EDUCATION CENTRE | 19. REFECTORY | |
| 9. LIBRARY | 20. RUBBER CRUMB PITCH | |
| 10. MAIN ENTRANCE | 21. THE BOX OFFICE | |
| 11. MOTOR VEHICLE WORKSHOP | 22. SPORTS HALL | |



**NEW
for 2025**

East Midlands
Institute of
Technology

**OPENING
2026**

Digital Skills
Hub

Our Vision & Values

You are joining a community built on a clear purpose and shared principles. Everything we do is guided by our mission statements below and brought to life every day by staff and students alike.

This year our community has grown to four unique campuses each with a diverse and dynamic offering which will give you access to the very best support.

Broadening Horizons, Transforming Lives, Shaping Futures.

We believe education unlocks your future, facilitates your ambitions, and equips you with knowledge you need to become positive global changemakers.

Our Mission

To transform and enrich your lives via lifelong skills and empowering the workforce of tomorrow.

Our Culture

We have and continue to achieve our mission for all our students by creating an inclusive, supportive, and welcoming environment which nurtures everyone into achieving their goals. Our commitment to FREDIE - Fairness, Respect, Equality, Diversity, Inclusion, and Engagement - is at the heart of everything we do and helps shape a positive and respectful learning environment.



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.

Our RISE Values

RESPECTFUL

We are inclusive, respectful and embrace the rich diversity of our college community.

INNOVATIVE

We continuously move forward, innovating to improve everything we do and enhance the positive impact we have on lives and the environment.

SUCCESSFUL

We strive for excellence in every aspect of our performance and share the aspiration to be one of the best places to learn and grow in the UK.

EMPOWERING

Everyone is trusted to take ownership of and accountability for their work, making honest open, ethical, and fair decisions.

FE Academic Year 2025 – 2026

Autumn Term

Term starts	Mon 1st Sep 2025
Half term	Mon 20th Oct – Fri 31st Oct 2025
End of term	Thurs 18th Dec 2025
Christmas break	Mon 22nd Dec 2025 – Fri 2nd Jan 2026

Spring Term

Term starts	Mon 5th Jan 2026
Half term	Mon 16th Feb – Fri 20th Feb 2026
End of term	Fri 27th Mar 2026
Easter break	Mon 30th Mar – Fri 10th Apr 2026

Summer Term

Term starts	Mon 1th Apr 2026
Half term	Mon 25th May – Fri 29th May 2026
End of term	Fri 26th Jun 2026

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 aide in 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 fantastic tutors along with our support staff are on hand to build confidence and get you the grade you need.

Tutorials and Personal Development

You'll take part in regular tutorials which will support your personal and academic growth. 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, develop key employability skills, and take part in meaningful work experience to help prepare you for your next steps.

Student Code of Conduct

As a student at our college, you are expected to follow the Code of Conduct.

This agreement 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.
- Ensure 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 with accurate and helpful information.

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.
- Wear your college ID badge and lanyard visibly at all times while on campus.
- Submit your own work and avoid plagiarism, cheating, or other forms of academic dishonesty
- Dress appropriately for a learning environment, avoiding clothing that may cause offence or be unsuitable for your course or activities.
- Use mobile phones and devices in class only when permitted by your tutor for learning.
- Take care of college buildings, resources, and other people's property.
- Follow safety procedures, including wearing any protective clothing or equipment where required.
- Eat and drink only in permitted areas – water is allowed in classrooms unless told otherwise.
- Smoke or vape only in designated areas.
- Never bring drugs, alcohol, or weapons onto college premises or attend under the influence.
- Avoid using abusive, offensive, or discriminatory language or behaviour – 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.
- Students must conduct themselves professionally, respectfully, and responsibly during all work experience placements and employer engagement activities, representing 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 ready to learn. There is an industry standard dress code which you must abide by for health and safety, and personal protection reasons in some areas. These include, Hair and Beauty, Public Services, Electrical Installation and Mechanical Engineering. If your programme has a uniform, or specific dress code, you will be made aware of this during your enrolment.

For those studying other programmes at the college, we do not have a formal dress code/uniform, but we do ask all students to be mindful that the college is a professional learning environment. Therefore, we ask you not to wear:

- Clothes that cause offence to others.
- Clothing with discriminatory, explicit or sexual slogans or images.
- Hoods, helmets or hats whilst inside (unless this is PPE as part of your programme).
- Excessively high heels (for health and safety reasons).

For some of your timetable you may be studying remotely from home. When attending your online lessons at home, we ask that you also dress appropriately in line with the above guidelines, as this still forms part of your professional learning environment. It is expected that you have your camera on during remote sessions unless you have an exemption.

Student Behaviour Policy

Where possible, we will attempt to resolve any minor issues informally. In some instances, a support meeting may be held which identifies action plans and further support you may need moving forwards. Where informal strategies do not work, or when a more serious behaviour breach is alleged, then an investigation will take place, which 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 a deadlines	Repeated of behaviour concerns at the previous stage such as absence, lateness, missing work deadlines	Repeated level 1 breach, 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 breach, Theft, damage to college or a persons property, violence, sexual misconduct and harassment, consumption of drugs, alcohol onsite or being under the influence of these on college sites, 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 with 5 working days notice	Meeting with a member of the senior leadership team with 5 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 a student intervention meeting outcome and sanction at any stage. The college decision after an appeal is final.

Attendance and Absence

Attendance

We have high ambitions for you and attendance is one of the most critical factors in achieving success. We expect you to attend all lessons (online and on site). Throughout the year we send regular updates to your parents. You and your parents also have daily access to detailed attendance data through your Individual Learning Plan.

Absence

If you are not able to attend college for whatever reason, it is essential that you log your absence on your Individual Learning Plan. Make sure you give examples e.g. family emergency or sickness, as you may be asked to provide evidence. Information on how to do this can be found on our website.

Failure to notify us will result in an unauthorised absence.

This may affect any financial support you may receive e.g. Student Support Fund. Any unauthorised absences will also result in behaviour intervention being taken.

All parents/guardian will receive an automated email at the end of the day detailing any lessons that have been missed, including authorised and unauthorised absences.

Safeguarding and Prevent

Safeguarding students is the number one priority of all staff so that you can study in a place where you feel safe and protected.

You will find out more about safeguarding and Prevent during your induction and tutorials over the year, teaching you how to keep yourself and others safe and what to do if you find yourself in a situation where you do not feel safe.

If you have any concerns about your own behaviour, safety or welfare, talk to one of your tutors. Your tutors may contact the safeguarding team, as they cannot promise you confidentiality based on what you have told them (disclosure).

Alternatively, you can call the Mental Health First Aid team or the Safeguarding Team on **07979 737474**. The number is also on the back of your Student Card.

Loughborough College has a legal duty within PREVENT to have 'due regard' to the risk of students being drawn into terrorism. Government guidance makes clear the importance of the college in supporting students at risk of extremist influences.

British Values

At Loughborough College, we actively promote the British Values of democracy, rule of law, individual liberty and mutual respect & tolerance of others with different faiths and beliefs. We will help you to develop understanding and experience of these values during your time at 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

First Aid

At Loughborough College we have an on-call first aid system and we have 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 for you.
- Contact reception who will send a first aider to you.
- We have a medical room on site in the HUB for basic first aid.
- For more specialist care 'Loughborough Urgent Care Centre' is located on Epinal Way.

To contact First Aid, please call **07867 831233**.

Emergency Procedures

Emergency Evacuation Procedure

During your induction onsite, you will be made aware of the emergency assembly points across the campus.

If you discover a fire:

- Immediately activate the nearest or safest fire alarm.
- Ring 555 to inform 'Estates' of the emergency – if safe to do so.
- Do not attempt to extinguish the fire – unless trained to do so.

On hearing the fire alarm:

- Leave the building sensibly by the nearest exit.
- Proceed to the nearest assembly point to your building – see blue 'fire action' signs posted in each building above the break glass points.

Student Support Services

Bursary Funds

The Loughborough College 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 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, we have policies and procedures that cover assessment, feedback, resubmissions and plagiarism. They can be found on the College Group website.

Academic Integrity and Plagiarism

It is essential to your own learning and development you're your work is yours. With developing technologies such as AI, we expect a reasonable and honest application of these tools. Full policies regarding this can be found on your LearnZone dashboard.

Targets and Progress Monitoring

We want you to make fantastic progress. As a college, we monitor your academic progress throughout the year. When you enrol at the college we record your GCSE results which allows us to set challenging academic targets. These targets allow your teaching team to plan their teaching and your learning and to monitor how well you are doing on your chosen qualification against your targets. Your tutor will discuss your progress during your 1:1 tutorials to help you stay on track and achieve high grades.

Student Probation Period

Students beginning a course at Loughborough College should understand that if they do not meet the following criteria within their first six weeks at college, they may be at risk of being withdrawn from their programme of study.

- Poor attendance (including both online lessons and face to face lessons).
- The college expectation is attendance above 95% in all aspects of your study programme.
- Failure to submit any set task to the required standard including homework, summer tasks and/or formal assessments.
- Poor behaviour or attitude to learning both in the classroom / online lessons or other areas of the college.
- Failure to meet the college code of conduct.

The Learning Support Team

The Learning support team comprises qualified and experienced staff, in a range of specialisms that can support students to achieve their full potential.

It is important that any additional learning support needs are communicated at the earliest opportunity. If you have concerns regarding your support needs please speak to your tutor, who can make a referral for an assessment with the Learning Support team.

The Additional Learning Support Team can be contacted on **01509 618313** or **support@loucoll.ac.uk**

Learner Welfare Team

Our Learner Welfare Team are here to assist and support you with a wide range of difficulties you may face during your time at Loughborough College from mental health, sexual health, LGBTQ+ to your general wellbeing.

We will work with you and anyone involved in maintain your wellbeing to enable you to focus on your studies. We offer this support in a wide variety of ways.

For more information or to access support, please email: **welfareloughborough@loucoll.ac.uk** or speak to a staff member who can do this for you.

Meet the Team

Health, Wellbeing and Inclusion



Keira Hand

Safeguarding and Learner Welfare Manager



Dannii Donovan

Equality, Diversity and Inclusion Manager and DDSL



Zena Aherne

Learner Support 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



Kerry Shapcott

Inclusion Officer



Jasmin Patel

Learner Welfare Information Officer



Mylie

Therapy Dog



Dusty and Lottie

Therapy Dogs in Training



Careers and Employability

Our Careers team is here to support you in planning your next steps, whether that's progressing into higher education, starting an apprenticeship, or moving into employment.

The team offer impartial advice, practical guidance, and tailored support to help you make informed choices about your future. From CV writing and job applications to interview preparation and exploring career pathways, the team is dedicated to helping you develop the skills and confidence you need to succeed.



Scan the QR code to find out more or contact the Careers Team:

Telephone: **01509 618262**

Email: **careershubs@loucoll.ac.uk**

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)

Monday - Thursday: 7.30am - 3.00pm

Friday: 7.30am - 2.30pm

Breakfast: 7.30am - 11am

Lunch: 11.30am - 2pm

Snacks, hot and cold sandwiches:
all day

CAFE CHINO

(Second Floor, B Block)

Monday - Friday: 8am - 2pm

CAMPUS KITCHEN

(Third Floor, The Hub)

Monday - Friday: 11:30am - 2pm

1909 Lounge

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



IT Access and Acceptable Use

IT Services

Loughborough College provides a range of Information Technology (IT) facilities for use by our staff and students. By using the college computers and WiFi you agree to abide by college IT policies on eSafety, acceptable usage, Safeguarding and the proper use of IT Services provided by Loughborough College. Failure to follow the rules may result in behaviour intervention action.

Accessing The College Network

Your college username is for your individual use only. You are responsible for all activities carried out whilst logging onto the college systems. You should never reveal your password to anyone else in the college, not even the IT Support team. Loughborough College provides a range of Information Technology (IT) facilities for use by our staff and students. By using the college computers and WiFi you agree to abide by college IT policies on eSafety, acceptable usage, Safeguarding and the proper use of IT Services provided by Loughborough College. Failure to follow the rules may result in disciplinary action.

Loughborough College Wifi Access

All users of the wireless system will be subject to the same monitoring and filtering as the wired network. We have several monitoring platforms that monitor all internet traffic and provide reports to both the IT Management and also the Student Services team.

All reports are confidential, but accessing illicit 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, subject to a full investigation:

- Accessing or modifying other users' data or system software.
- Using the IT facilities for any illegal or unauthorised purpose.
- Storing or making publicly accessible any data, text, image or program which is unlawful or offensive.
- Storing, processing or distributing material that infringes the copyright of another person or organisation.
- Sending unsolicited, commercial, unauthorised or illegal advertising material.
- Anything that does not accord with the aims or objectives of the college.
- Anything that, whether lawful or not, could bring the college into disrepute.

College IT Security

All college systems are protected by several aspects of Cyber Security functions. Loughborough College uses Web Filtering, Anti-Virus and SPAM protection across all of our services.

This helps the college stay safe and secure for all our students. Whilst using the college network, you must take care to not introduce any Malware, viruses or other potentially harmful applications to the college.

All USB memory sticks are not permitted on college devices. Students must use their college personal drive or OneDrive for their college files.

Software Requirements

Only software provided by the College is to be used on college devices, such as Laptops and Tablets.

Installation and or modification of software on college devices is not allowed without authorisation from the IT Services team.

All requests for software installations are to be made to IT Services or your tutor to raise this request for you.

Users will not be permitted to run applications from externally attached devices (USB drives etc).

Cyber Security

The College follows best practice and has completed the Cyber Essentials certification to ensure the College operates at a secure level.

Year on year, we continue to improve the College security facilities to ensure that we are Cyber Safe and that we promote awareness.

IT Facilities

The college has a variety of facilities that students can access whilst onsite. Some of the key facilities are:

- Free wireless – Eduroam is the college free wireless access portal - This is secure and requires a log on.
- Library PCs – Access these by visiting the library and booking a slot.
- Laptop loans – You can book a laptop to borrow from the library.

For any additional requirements, please contact the IT Services team or your tutor.

Acceptable Use

We ask all students to use the college IT systems in a responsible way, to ensure their own personal safety, the fair treatment of others, and the security of the IT systems.

When using college systems and devices students should:

- Create a strong password and do not share it and other personal information with other people.
- Use college devices primarily for work and educational purposes.
- Use AI to support them with their studies.
- Refrain from making large downloads unless necessary.

Should NOT:

- Use college systems for online gambling or illegal activities.
- Use college systems for gaming or file sharing unless permitted to do so.
- Download or view illegal or inappropriate material.
- Install software, open attachments from unknown sources or suspicious websites.
- Tamper with the college equipment.

ProPortal

You can view your academic progress via our online system called ProPortal.

This system enables you to track and view your own progress at any point during the year. The system provides information about your attendance, progress against targets, your tutorial record, the amount of assessments completed and units completed.

You can find ProPortal – 'ILP' on the student dashboard as depicted below:

Useful Links

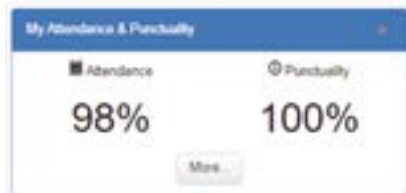


Clicking on the 'ILP' link above will take you to your proportal dashboard. On this dashboard you will find several 'blocks' of information as pictured below.

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.



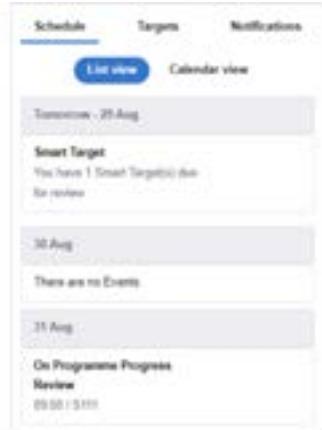
MY LEARNING DIARY

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.

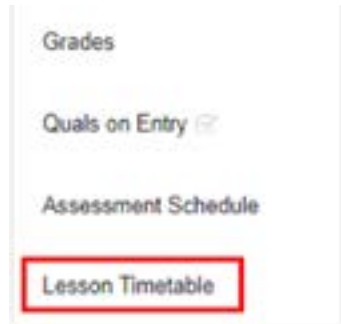
Targets - this will show targets due for review in the next 7 days (or any overdue targets).

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



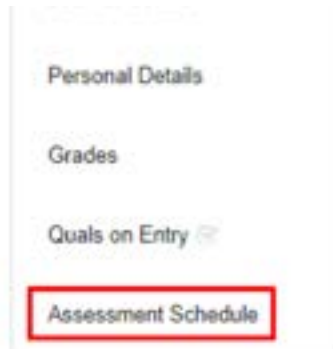
TIMETABLE

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.



Documents and Policies

To help you get the most out of your time at Loughborough College Group, we've brought together quick links to the policies and documents that matter most to you as a student. These cover your rights, responsibilities, and the support available while you study. From safeguarding and equality to attendance and complaints, this section is designed to give you clear, easy access to the information you may need during your time here.

During your induction, you will be shown the policies below and be asked to confirm that you have read and understood them.

You can find our full directory of documents and policies here.



Quick Links to Useful Documents:

Equality, Diversity and Inclusion Policy



Privacy and Personal Data Protection Policy



Plagiarism and Collusion



Health and Safety Policy



Safeguarding



Assessment, Marking and Feedback



Prevent Policy



Acceptable IT Use



Complaints Procedure



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

Student Representatives

We are extremely proud of our student representative model here at Loughborough College Group. Listening to our students' feedback helps us to drive change to improve your experience, as well as showcasing all the good things that students do 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 be a student representative, and it is a fantastic way to meet new people, broaden 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!

STUDENT AMBASSADOR PROGRAMME

**Are you an aspiring
content creator?**



**The next TikTok
influencer?**

**A budding
Events Manager?**

**Then we
need your
help!**

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

Join our programme and help the College by:

- ★ **Supporting** our growing  and  accounts
- ★ **Creating** content for us to market the College
- ★ **Providing** valuable insight into how we can reach and engage with prospective learners
- ★ **Helping** at Open Events with various different roles

**If you're interested, please get in touch with our
Comms 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.

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

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
HE	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

PART OF LOUGHBOROUGH COLLEGE GROUP

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