



Student Handbook

2022 to 2023

WELCOME

Welcome to Newbattle Abbey College. We pride ourselves in our supportive learning community, welcoming students of all ages. We are a small college, where staff and students get to know each other very well. We know that returning to learning can be challenging. You may have to balance home and personal commitments with your studies. Staff are always there to support you with any issues you may have.

Former students tell us that Newbattle has been a life-changing experience for them. We hope it will be a rewarding one for you too. We place strong emphasis on academic and personal development and the welfare of all of our students. We hope that you will settle in quickly and have a successful and enjoyable experience.

Roddy Henry

Principal

OUR VISION - OUR MISSION - OUR VALUES

VISION Scotland's Life Changing College

MISSION To be a national residential learning community that:

- promotes lifelong learning
- raises aspirations
- supports learners in transition
- enables learners to change their lives

VALUES In the delivery of our mission we will:

- empower individuals
- promote quality
- act with integrity and mutual respect
- promote equality and diversity

Newbattle Abbey College is committed to the active pursuit of challenging discrimination, advancing equality and celebrating diversity.

The purpose of this handbook is to guide you through your time at Newbattle Abbey College and make it as rewarding as possible. There are three sections:

❖ **Academic**

- Term dates and class times
- Staff contact details
- Student Code of Conduct
- Policies and Procedures
 - Attendance and absence
 - Assessments
 - Classroom etiquette
 - Complaints
 - Data protection and GDPR
 - Disciplinary
 - Health & Safety including Safeguarding
 - ICT
 - Plagiarism
- Guidance
- Support for Learning
- Library and Resources

❖ **Useful Information**

- Alumni Association
- Catering
- Childcare
- Deposits
- Finance
- Parking
- Recycling
- Security
- Student Representative Council
- Local Services and Information Noticeboards

Academic Information

Term dates

Semester 1

Applicants' Week – w/c 29 August 2022

Induction Week – 5-9 September 2022

Semester 1 commences – 5 September 2022

Reading Week 1 –17-21 October 2022

Christmas Break – 22 December 2022

Classes resume – 5 January 2023

Semester ends – 22 January 2023

Semester 2

Semester 2 commences – 23 January 2023

Reading Week 2 – 13-19 February 2023

Easter Break – 3-14 April 2023

Classes resume - 17 April 2023

Remediation week – 12-16 June 2023

Semester ends –16 June 2023

Staff Contact Details

Please note all the teaching staff work on a part time basis with the exception of the Rural Skills Tutor. You can contact your tutors via email or there is an internal phone in Room 206 which has a list of numbers and the days the tutors are in college. There is also a copy at Reception.

Student Code of Conduct

Before you start your course you should:

- make sure that you have obtained sufficient information and advice about the level and content of your chosen course
- understand the course requirements and make sure that you can commit to the necessary effort to ensure your chances for success
- provide the college with complete and accurate information to enable you to enrol and, if eligible, apply for financial support

What we expect of you

- We expect that you show respect for the opportunity given to you.
- We expect 100% attendance.
- We expect you to display high standards of behaviour and self-discipline.
- We expect that you show respect towards your fellow students, staff and visitors.
- We expect you to commit to your studies, work hard and achieve your potential.
- We expect you to use your unique skills and talents to help build a positive affirming learning community.

As a student you should:

- attend 100% of your course. If you are going to be absence due to illness or other circumstance you will contact your course tutor appropriately. Absenteeism, authorised or unauthorised, may seriously affect your ability to achieve your qualification.
- take time to read your Student Handbook with the relevant policies and procedures
- behave in a way that would be entirely acceptable within any formal environment, for example in the workplace
- treat all visitors, staff and other students with courtesy and respect
- restrict eating or drinking to appropriate designated areas
- comply with the college Smoking Policy
- not use personal music players and internet chat rooms in a classroom whilst under instruction
- switch mobile phones off in classrooms and only use them in designated areas
- avoid language or actions that may cause offence, such as swearing and behaving disruptively or in a discriminatory manner
- wear appropriate dress that is safe, fit for purpose and does not cause offence
- respect college facilities, property and its environment, avoiding damage, inconsiderate disposal of litter, or disposal of gum, careless driving or parking, and disturbing other residents
- actively participate in class groups and in all learning opportunities in order to get the greatest advantage out of your time at college
- put in as much extra effort as is required for you to make good progress

- Keep track of your own progress and, if you have concerns or difficulties, contact your Guidance Tutor, Support for Learning Advisor or Curriculum Manager as soon as possible
- Keep the college informed of changes to personal details for example, change of address, change of surname etc.
- Try not to let problems and issues get you down. Contact your Class Tutor, Support for Learning Advisor, or Curriculum Manager if you have a problem. All staff are there to help and have wide experience of students in similar circumstances to you.
- Pay particular attention to assessment instructions being aware that you are assessed entirely on your own work and that any use of the work of others is a very serious breach of discipline.
- Be aware of the college's Student Disciplinary Policy and Procedures. Ensure that you avoid all actions constituting disciplinary offence, including theft, violence, malicious damage, deception, intimidation or misuse of drink, use or sale of illegal drugs on college premises or its environs, all of which offences may lead to dismissal from the college.

Policies and Procedures

The College has a range of policies and procedures in place for the safety and wellbeing of all staff and students. Students need to be aware of the range of college policies and procedures that impact on them and their time at Newbattle Abbey College.

The full list of associated documents can be found in the Student portal on Sharepoint in the College Policies and Procedures folder or on the Newbattle Abbey College website

www.newbattleabbeycollege.ac.uk

The following are key policies and procedures for students which you should familiarise yourselves with.

- **Attendance and absence**
This is an important policy for students as it also contains the forms for absence requests and sickness absence reporting which are also available as separate documents or from reception.
- **Assessments**
Another important policy for students as it outlines the process for assessment, resist and special arrangements. It also links to the **Appeals procedure** and the **Malpractice in Assessment and Moderation Policy**. This policy discusses plagiarism.
- **Classroom etiquette** - Class Tutors will mutually agree ground rules for classroom etiquette within each class group. Food and drink is not permitted in the ICT Rooms.
- **Complaints** - if a student wishes to make a complaint the guidance for doing so can be found in the FE Complaints Procedure

- **Data protection and General Data Protection Regulation (GDPR)**

The college has a Data Protection policy and operates within the guidance of the Data Protection Act and GDPR guidance. The college is registered as a data user with the Information Commissioner's Office.

All students study SQA accredited units and it is important you understand how SQA use your data as well. Full details of the SQA Privacy Statement can be found at <https://www.sqa.org.uk/sqa/45397.html>

Then go to the section Learner/Candidate where you will find the full privacy statement about what information SQA collect, why and who it is shared with. It will also tell you what your rights are, how to complain and who to contact.

- **Disciplinary**

The college expects all students to observe the rules and regulations detailed in the Student Code of Conduct (see page). Students who breach these regulations may be subject to disciplinary action. The student Disciplinary Policy can be found

<https://newbattle.sharepoint.com/students/Policies%20and%20Procedures/Learning%20%26%20Teaching/Student%20Disciplinary%20Policy%20and%20Procedures.pdf>

- **Health & Safety**

- **Alcohol** - There are no licensed bar facilities within the college. Students are permitted to consume alcohol within the college but are requested to drink in moderation and respect other residents (see Student Code of Conduct). Drinking is not permitted in the Residential Block Courtyard and no alcohol is allowed in public places.
- **Drugs** - Illegal substances are forbidden on the college premises. Should any student be found to be in possession of such substances on the college premises or property, the Police will be informed and the student will be subject to disciplinary action.
- **Smoking** is prohibited throughout the college buildings and Residential Block with no exceptions. This includes electronic and vapour cigarettes. This policy applies to all employees, students, consultants, contractors and visitors. There are two designated smoking areas, one hut at the end of the student parking area and one in the corner of the courtyard away from doors and windows. Cigarette butts must be disposed of in a safe and socially acceptable manner. See the college Smoking Policy for further details.

- **Accidents and Emergencies**

Type of Incident	Action
Emergency accident *	<ul style="list-style-type: none"> • Dial 999 giving details of the nature of the injury, the name of the casualty, and the nearest access point to the casualty. • Inform reception Staff or a Sub-warden • Make an entry in the accident book which is held in reception
Non-emergency accident/incident	<ul style="list-style-type: none"> • Dial 101 to report crime and other concerns that do not require an emergency response. For example Your car has been stolen, your property has been damaged, you suspect drug use or dealing in your neighbourhood
Fire **	<ul style="list-style-type: none"> • Break the glass on the nearest fire call point • Call the Fire and Rescue Service on 999 • Evacuate the building by the closest safe exit • Do not stop to collect your belongings • Fire assembly point for the college is the front car park area.
First Aid	<p>Students are advised to bring their own medical supplies for minor ailments e.g. painkillers, plasters, antiseptic and other personal first aid items. A defibrillator is available on the first floor next to the Library. First aid boxes are available at the following locations</p> <ul style="list-style-type: none"> • Reception • Kitchen • Student Kitchen

* Serious incidents must be reported immediately to the Principal or a member of the Senior Management Team

** Should you or any guests feel that assistance would be required to evacuate the building in the event of a fire, you must inform college staff of your concern when you sign your lease or guests register.

- **Safeguarding** - the college responsibilities to ensure children, young people and vulnerable adults are protected under current laws and

guidelines. The College also has a Corporate Parenting Strategy and recognises 'Prevent' responsibilities.

- **ICT**

All students will be issued a college email address. This is the method by which all important college notices are sent and the way your tutors keep in touch with you. Students will be asked to sign an ICT User's Agreement at the start of their course in line with the Policy.

There are two ICT rooms available for students to use and a dedicated ICT classroom.

- **Plagiarism** (see assessment)

Guidance

All students will be allocated a guidance tutor to support them with academic work, college, university or work applications. They will also refer to Support for Learning. The guidance tutors for 2021-2022 are

Paul Connachan	NC Rural Skills
Hugh Cullen	SWAP - Primary Education
Neil Hargraves	SWAP/ NC Social Sciences Group 2
Alice Gritti	QMU Associate Degree

Support for Learning

The Support for Learning staff can offer the following support

- Assist and advise on specialist equipment to support your learning. (laptops, voice recorders and some specialist software are available)
- Advice on special arrangements for assignments and assessment is also available
- Assistance with academic study skills and planning
- Referral to the college counselling service
- Guidance on the discretionary funding application process

Note all of the above arrangements are based on individual student needs

- Other useful contact information

Citizen's Advice Bureau 8 Buccleuch Street, Dalkeith. Tel 0131 660 1636.

www.cas.org.uk/bureaux/dalkeith-and-district-citizens-advice-bureau

Samaritans in Scotland - Tel:116 123

www.samaritans.org/scotland/how-we-can-help/contact-samaritan/

Edinburgh Student Nightline - Tel: 0131 557 4444

<https://ednightline.com/>

Library and Resource Room

The Main College Library is located on the 1st floor and is open for students from 8am to 8:00pm. Books can be taken out but loan slips should be completed. They can be found on the table as you walk into the library. Wifi can also be accessed.

Please respect this quiet space and return books/prospectuses and other information leaflets to their shelves.

The Resource Room is located on the 2nd floor and has recommended books selected by your tutors. It is another quiet space to work. Many resources recommended by your tutors may be online.

Useful Information

- **Alumni Association**
The Newbattle Alumni Association is an organisation for former students. If you would like further information on the Association and its activities contact office email office@newbattleabbeycollege.ac.uk or go to www.newbattleabbeycollege.ac.uk
- **Catering for all students**

The Dining Room is open Monday to Friday

8.00am - 11.30am for Teas/Coffees/Snacks

1:15-2pm Lunch

12.30pm-3.30pm Teas/Coffees

Vending machines serving hot and cold drinks and snacks are located in the Crypt and in the Residential Block. Drinking water coolers are available in the Dining Room, Rural Skills Unit, the student kitchen in the residential block and kitchen near Classrooms 202 and 201 on the second floor.

Cups, plates and cutlery must not be removed from the Dining Room.

- **Childcare**
Regrettably, the college is unable to offer childcare facilities on the campus. A list of local childcare facilities and child minders is available from:
Midlothian Childcare Information Service Tel: 0131 271 3754
www.midlothian.gov.uk/info/851/early_learning_nurseries_and_childcare/135/your_childcare_and_early_learning_options

Scottish Families Information Service www.scottishfamilies.gov.uk/
- **Deposits**
 - Residential Students - £100 is payable and will be deducted from the bursary payment or via an alternative system. This sum shall be held in security of any sums due by the student at the end of their studies at Newbattle in respect of lost keys, fobs, breakages, unreturned equipment/ library books, outstanding accounts or any other charges or outlays due by the student to the college. The deposit will be refunded by mid July 2023 once all course equipment, keys, fobs etc. have been returned and room inspections carried out in the residences.
 - Non Residential Students -a £5 deposit will be taken for a key fob during induction week. The deposit will be returned when the key fob is returned on completion of your course.

- Lockers are available for a £5 deposit. Locker keys are available from Reception. The deposit will be refunded once the key is returned at the end of the course.

- **Finance**

Tuition fees will be paid for students meeting residency criteria. Further Education Bursaries are available to eligible students enrolled on the following courses

- Access to Arts & Social Science
- Access to Primary Education
- Preparation for FE
- Rural Skills

The amount received depends on individual circumstances and whether students are residential or non-residential. Students will receive a monthly payment schedule. Students on these courses are not eligible for SAAS funding.

Students on the Associate Degree programme (HNC) students should apply through SAAS to access funding. For more info contact www.saas.gov.uk

- **Parking**

Cars - parking is available for staff, students and visitors. It should be noted that cars parked on the college site are at the owner's risk and the college does not accept liability for damage to, or theft of, vehicles parked on site. Staff, students and visitors will be expected to observe the site speed limit.

The area directly in front of Block C is the designated student parking area. Parking in front of the main reception area is reserved for visitors and staff only at all times. Parking in the disabled bays is for disabled badge owners only and must not be used for casual parking. Please check with the Facilities Manager for advice on any parking enquiries.

Motor Cycles - Please ensure you have the means to make your motor cycle secure when not in use. Motor cycles must not be ridden on pedestrian paths. For the benefit of the college community we would prefer that engine noise be kept to a minimum and any necessary repairs carried out in a discreet area way from college building.

Bicycles -Please ensure you have the means to make your bike secure when not in use. For the safety of the college community bikes should be stored in an area that will not obstruct access to and from the building.

- **Recycling**

Recycling facilities are available throughout the college with coloured bins designating the different waste products accepted. Please ensure you use the correct bins as the Local Authority will not uplift if not sorted correctly.

- **Security**

Everyone needs to be aware of security within the residency and the main college building and estate. **All students and staff are issued with ID badges which should be carried at all times.** If you are aware of any suspicious circumstances, please report this immediately to

- Reception Staff from 8.30am to 5.00pm

Students are asked to ensure that all doors between the courtyard and residences are kept closed at all times. The doors to the residential and college buildings are locked. You will be given fob to access **both areas.** **The main college building is also locked and alarmed between 2000hrs and 0730hrs.**

If the alarm is triggered there will be a Police response.

Useful telephone numbers out with college

- Dalkeith Police Station, Newbattle Road, Dalkeith Tel: 0131 663 2855
- Lothian & Borders Police HQ Tel: 0131 311 3131
- Non-emergencies Tel: 101
- Crimestoppers Tel: 0800 555 111

For safety reasons, the following areas are out of bounds to students:

- Boiler House
- College Kitchen/Kitchen Offices
- Kitchen Corridor (except in the case of fire)
- College Business Park (except for access to the Rural Skills Unit)

- **Student Representative Council**

Newbattle has a Student Representative Council (SRC), which is elected by students. Regular meetings with the college staff provide the opportunity to discuss issues and share ideas to improve college facilities and future planning. They also arrange social events for students and some of the officer hold posts on college committees. The SRC Noticeboard is near the Dining Room.

Staff Contacts

<u>Name</u>	<u>Position</u>	<u>Extension</u>	<u>Mobile</u>
Senior Management			
Roddy Henry	Principal & CEO		
Kirsty Adams	Depute Principal and Director of Academic Development		
Joyce Clark	Director of Operations and Business Development		
Administration			
Gordon Wilson	ICT Support Services Technician	252	
George Currie	Facilities Manager	212	
Bryan Kirkwood	Estate & Facilities Assistant	222	
Academic			
Paul Lennon	Curriculum Manager	220	
Paul Connachan	Tutor - Rural Skills	250	
Hugh Cullen	Tutor - Politics/ICT	233	
Neil Hargraves	Tutor - History & Philosophy	233	
Yulia Lukyanova	Tutor - Sociology	233	
Alice Gritti	Tutor - Psychology	233	
Trisha Stefanovic	Tutor - Literature & Comms	216	
Michel Byrne	Tutor - Celtic Studies	227	
Neil MacGregor	Tutor - Celtic Studies	227	
Rona Lawson	Tutor - Celtic Studies	227	
Gerry Jankowski	Tutor - Mathematics	227	
Mairi Jimenez	Tutor Mathematics	233	
Katie Baumann	Support for Learning Advisor	233	
Alison Marr	Support for Learning Assistant	230	
Norman Williamson	Support for Learning Assistant (Rural Skills)	230	
		241	

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