



**Welcome Pack
2020/2021**



Welcome to United Colleges Group

We're delighted you've chosen to study with us, and we're really excited to get you started on your learning journey. We know 2020 is proving to be a different kind of year but we're here to help you every step of the way. This pack will give you the basics ahead of starting your course.

You will have a full programme of inductions for everything you need to know, but don't hesitate to ask your tutor or any member of our helpful support team – we're here for you!



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**WELCOME
FROM THE
GROUP
PRINCIPAL**



Dear Student,

Congratulations to you on being offered a place and enrolling at City of Westminster College. I am writing to you as the Group Principal of United Colleges Group to ensure you know that we value and respect your decision to pursue your studies with us at one of our Colleges.

I know the last few months have been challenging for many of you as you have moved from either education or have been impacted at work by the COVID-19 pandemic but rest assured as you return to education either after a short or longer term break we have put in place what we believe are the very best arrangements to help you not only achieve the qualification you have enrolled for but also to make sure you do so in a safe and secure environment.

However, in order for us to deliver on those commitments to you we must also acknowledge that without your effort to achieve these outcomes then we will be unable to do so. This partnership arrangements where you are a co-creator of your own learning both whilst on the Colleges premises or remotely will be the only way we can, working together, achieve the best outcomes we possibly can for you.

So, what does that mean for your time at College?

Well, firstly we will be offering you a mix of face to face delivery in small classes that will ensure you are physically distant from your peers as well as larger virtual lessons that will allow you to benefit from greater interactions and group work with everyone who may be following your course of study. This approach to learning we have coined the phrase - "**Physically Distant - Virtually Together**". We believe this offers the best opportunity to ensure success whilst mitigating the risks for both you, our students and our staff of COVID-19.

Part of our physically distant approach will be that we are looking to use face coverings (not face masks) whilst our students and staff are onsite, and we will issue these in the same way as we issue lanyards to identify you as one of our students. Unless there is a medical reason for you not to wear a face covering then you must do so on site.

This will be our position until we are confident that the reproduction rate (R rate) in London is under control. Within this welcome pack you will find the Learner Behaviour Framework that by joining the College you must adhere to. This is particularly crucial as attendance and engagement in your studies may well be a deciding factor if, like this year, we have to submit Centre Assessed Decisions for the academic year.

However, we not only offer you support in learning there is the opportunity for financial and pastoral support that as a College we take great pride in providing and more information on our other services are available within this pack and on our websites.

Finally, I am extremely pleased to welcome you to our College family and I hope that your time with us will be one that you look back on with satisfaction in your achievements.

Yours faithfully

A handwritten signature of Stephen Davis.

Stephen Davis



Group Principal



City of Westminster College

Paddington Green Campus • Maida Vale Campus
020 7723 8826 • cwc.ac.uk

CAMPUS INFORMATION

Estates Student Information Paddington

Circulation areas

- The college has clearly defined entry and exit routes physically separated to facilitate social distancing
- The college has clearly defined up and down staircases to facilitate social distancing
- The college has floor stickers and wall posters explaining how to use spaces in a socially distanced manner
- The college has installed see through screens at reception, LRC and canteens to protect students and staff
- The college has removed the communal seating to provide lots of clear walkways to enable social distancing
- The college has invested in anti-viral and anti-bacterial air purifiers for every lift at the college
- The Estates team are procuring reusable face masks for issue to all students and staff



In Class

- Each teaching space has a maximum capacity to allow social distancing in the classroom
- Additional furniture has been removed to support cleaning regimes
- Each teaching space has been provided with anti-viral wipes for the use of room users between the existing college cleaning regimes



Cleaning

- The college has increased the cleaning of frequently touched surfaces in all areas of the college throughout the day to keep people safe
- The college has heavily invested in fog cleaning machinery and regularly deep cleans every room in the college with anti-viral cleaner
- The college has increased the cleaning of the toilets
- The college has installed wall mounted hand sanitisers throughout the college
- The college has standardised use of anti-viral soap in toilets



Other areas

- The college has a fresh air ventilation system that draws fresh air from the adjoining park which rises through the atrium leaving via large roof vents. This allows a large amount of air change over in the communal spaces. This system has been altered to increase the changeover of air
- Each room is ventilated from under the floor with filtered, temperature controlled fresh air taken from the access controlled roof area. This gives a large amount of fresh air change over during occupancy
- The canteen and coffee shop have socially distanced queues, tills and seating areas as well as substantial outdoor eating areas



Estates Student Information Maida Vale

Circulation areas

- The college has clearly defined entry and exit routes
- The college reception has been relocated to allow social distancing in the entrance foyer
- The college has floor stickers and wall posters explaining how to use spaces in a socially distanced manner
- The college has installed see through screens at reception, LRC and canteen to protect students and staff
- The college has removed the communal seating to provide lots of clear walkways to enable social distancing
- The college has invested in anti-viral and anti-bacterial air purifier for the lift
- The Estates team are procuring reusable face masks for issue to all students and staff

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Learning Resource Centres

Learning Resource Centres are open from Monday to Friday. Our Learning Resource Centres offer a quiet space to study, books to support your learning and access to on-line resources. You can also access a lot of our-on-line resources from home. You will find out how to do this in your LRC induction.

We have PCs and Apple mac computers for student use.

Because of the Covid 19 pandemic, we have had to introduce some changes.

- You will need to book a study time slot
- Books need to be booked on-line and collected from the issue desk
- Please maintain social distancing and the one way system

TERM DATES



2020-2021

Academic Year Calendar

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 21						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 21						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30	31		

July 21

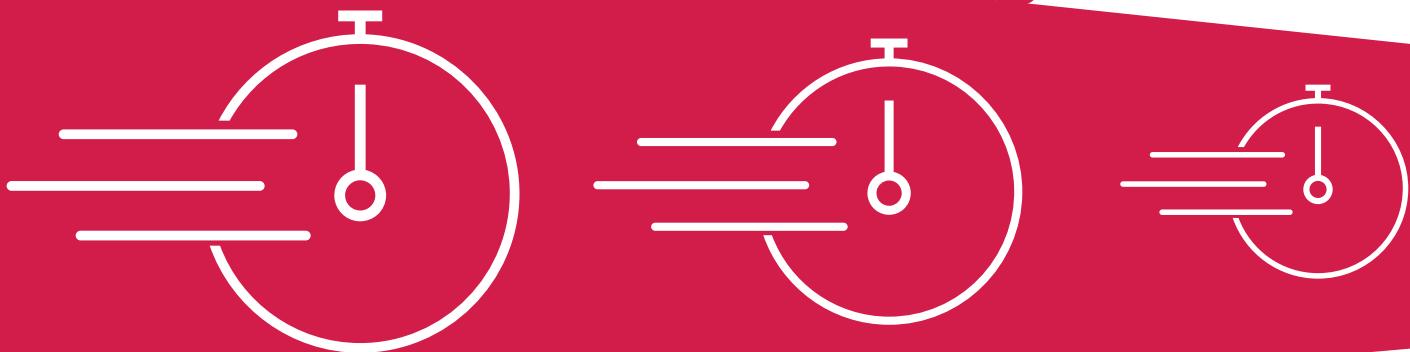
April 21						
Su	M	Tu	W	Th	F	Sa
				1	2	3
	4	5	6	7	8	9
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Comments	Bank Holidays/Efficiency Days
	31 Aug
	25 Dec - 1 Jan
	02 Apr - 05 Apr
	3 May
	31 May
	Academic Holidays Periods
	26 Oct - 30 Oct
	21 Dec - 22 Dec
	Efficiency days Xmas)
	15 Feb - 19 Feb
	06 Apr - 16 Apr (Easter)
	01 June - 04 June
	12 Jul - 17 Aug
	Teaching 1 (12 weeks)
	Teaching 2 (12 weeks)
	Teaching 3 (12 weeks)
	Induction Days
	Academic Holiday Only
	Bank Holiday
	Inset Days

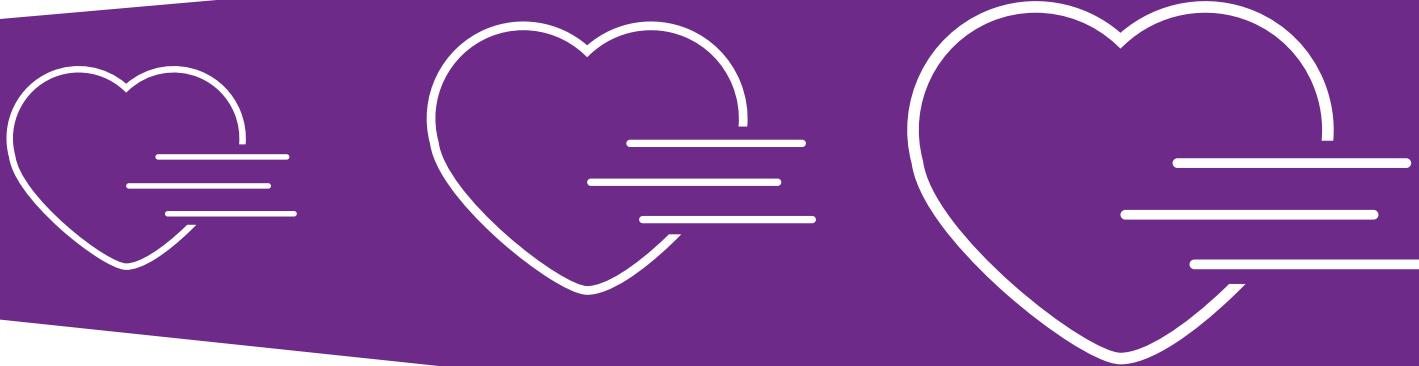


BEHAVIOUR FOR LEARNING

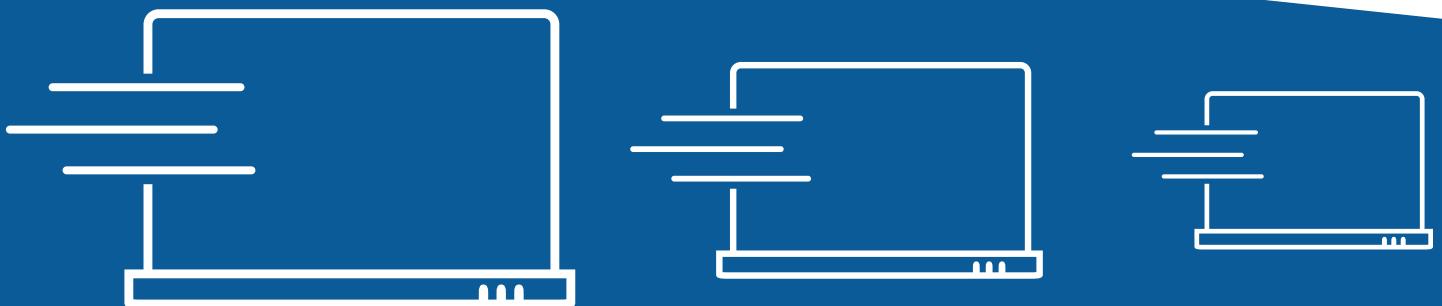
Be Ready



Be Respectful



Be Safe



Learning Behaviours



We aim for you to have sense of belonging to the college community by enabling you to build positive relationships with your peer group and staff. We recognise that your time at college is an investment you have made in your future and our job is to support you to be successful. This is however a partnership and requires your commitment to our way of working.

We encourage students to be early for their classes, be outside 10 minutes before the class starts. Be ready for your lesson by having the resources you need this will include pens and paper, for specialist subjects your teachers will provide a list of essential equipment and resources. Mobile phones should be turned to silent and along with headphones placed in your bag.

Once in the class take off your coat and have your pens and books on your desk. Everyone in a lesson should learn to adopt professional behaviour this includes talking quietly, using 'good' language, being respectful and engaging in the lesson. At the end of lesson please leave the class tidy and welcoming for the next group.

Our way helps to make sure that you are treated fairly, calmly and with respect by all staff and students during your time at college. Forging positive relationships supports the well being of both staff and students.

Overleaf you will find the Learning Behaviours Framework for reference.

Be Ready

Be Respectful

Be Safe



Learner Behaviour Framework

To keep our environment safe and enjoyable we expect all students to adhere to the following:

- wear ID cards in college make sure lanyards are visible and worn around the neck at all times (A £5 charge is made for replacement ID Cards)
- no hats and/or hoods are worn in college
- follow health and safety procedures
- eat and drink in designated areas (fast food is prohibited)
- put rubbish and recyclable materials in the designated bins
- use designated smoking areas (where applicable)
- Attend all lessons on site and remote,
- Engagement in learning whether face to face or online is as important as attendance
- Arrive promptly for all lessons
- Hand in assignments on time
- Turn off mobiles in lessons

Expected standards of student behaviour during the COVID Pandemic

- maintain social distancing in all college premises at all times
- Wear a college provided face covering on college premises (A £5 charge is made for replacement face coverings)
- At the end of the day's lessons leave the building
- Do not congregate in communal areas or on stairways
- Do not congregate outside the building
- On entering the building/classrooms use the hand sanitisers
- At the end of a lesson wipe down your desk using sanitising wipes

- Follow COVID instructions when using the toilets

Learning online from Home

- Mute your microphone and turn off your camera before joining on-line learning
- Respect others online. Do not create or publish content that is indecent, threatening or offensive.
- Do not give out personal information about yourself or another person including passwords.
- Creating or forwarding content that is harmful, inappropriate or hurtful and harassing people by sending multiple messages is online bullying and unacceptable
- Seek help if you or somebody else is being bullied or harmed online

**MAKE A
DIFFERENCE**

Make a difference

Your views play a vital part in making improvements to the College learning environment and enhancing the experience of all learners. The College wants all learners to develop their voice with a variety of options made available through the academic year. This will enable all learners to take on more decision-making roles and become co-creators in their own learning.

How does the College make sure this happens?

We are aware that it may be more difficult for some learners to engage, so we are committed to making sure you all have an opportunity to contribute - we make sure we listen to all voices.

So that learners become involved in decision-making processes, we make sure you have enough background information to become involved and make contributions. We encourage learners to ask “why?” and make suggestions that we listen and respond to.

By giving learners regular, constructive feedback, you are able to review your own performance and progress. With staff, you will develop your own learning goals and have a clear pathway to success.

We encourage learners to learn and develop their skills in lessons and outside of them, to build confidence, improve communication skills and to become a valuable member of the College community.

Learners are able to identify and articulate the skills they gain from these opportunities. By becoming a valued member of the College community and developing relationships with staff and other learners, employability skills are developed as well as professionalism.

We want as many learners as possible to contribute and get involved, so we make sure we publicise opportunities and ensure you can access them at times and in ways that suit all of you.

We train learners so they can carry out formal roles – this includes an induction and ongoing support. There is also the opportunity to take up informal roles, such as being a member of the Student Council, for example. In this role learners can speak on behalf of their Faculty, Campus or entire College.

As learner engagement is such an important part of College life for learners, staff also get involved in engagement activities and have training to make sure activities are suitable and accessible to all learners.

We recognise and appreciate learner involvement and will make sure that you are recognised and rewarded for your contributions.

So that we can continue to make improvements and improve the learning environment for all learners, we will continue to review the effectiveness of learner engagement and the impact it has on learning and teaching.

Some of the opportunities learners have to contribute:

Learners can join College committees and contribute valuable opinions and suggestions.

Learners can become a Class Representative and feedback opinions and ideas, on behalf of their course group, in meetings with staff members.

Learners can review their curriculum, assessment and learning experience, putting forward suggestions for improvement.

Learners can regularly attend Focus Group sessions with staff who will work with you to resolve any issues and discuss ideas for improving resources and opportunities for learners.

Remember – we want you to enjoy your course and want you to let us know what could be even better about it. We look forward to you studying with us this year.



FRESHERS FAIR

Freshers Fair 2020

The annual Freshers Fair, which in the past has been held at Paddington & Willesden campus, will this year be hosted virtually.

The focus for 2020 is 'to connect students to each other, build a sense of community and connection to the College.'

The Fair will take place online from Monday 14th September to 2nd of October via Teams, PowerPoint and college information screens and will be available on demand for a month.

During the Freshers Fair, students will as usual, have access to information on student discounts, sport clubs and volunteering projects, local health agencies and NUS membership.

Given the present circumstances, you will not only be feeling anxious about college life in general, but the added pressures of not knowing how the 'new normal' will effect practices and experiences. Our aim is to provide you with all the tools you need to boost your experiences and have some extracurricular fun, gain relevant information for onsite services and beyond the campuses.

Get involved!

STUDENT SUPPORT

Enrichment at City of Westminster College

The current Covid pandemic has made us rethink how we can support you to be safe, healthy and engaged at College. While your taught lessons are really important, we know that taking part in extra-curricular activities is also a big part of College life. Enrichment activities are a great way to get to know other students and our enrichment team. The Student Engagement Team facilitate a range of sports and recreational activities delivered onsite at college, offsite at local sports centres or via virtual platforms.

Sessions are designed to be fun, engaging and will encourage learners to lead an active healthy lifestyle.

Check out Teams and Myday for timetables and updates on what is going on.

Our regular activities include:

- Athletics - In partnership with Track Academy, learners can train and compete with other athletes in their chosen discipline. Sessions are led by qualified athletic coaches at Willesden Sports Centre.
- Cricket - In partnership with Middlesex Cricket Club, students can attend sessions to develop their cricket skills, batting, bowling and fielding. Sessions will work on developing technique and will include fun, 20/20 style games.
- Yoga - Sessions will run remotely and will focus on developing posture, technique, breathing and safe practice. Students will be able to practice in their home environment and will be able to speak to the Yoga instructor if they find certain practices difficult.
- Gym - In partnership with local sports centres, students will be able to focus on their strength, cardio and endurance in a gym environment with expert inductions to ensure safe practice. Instructors are on hand to answer any questions regarding technique and individual training goals.

- Swimming - Students will have the use of a local swimming pool to develop their swimming confidence and technique. Sessions will need to be booked prior to attending so to conform to social distancing restrictions.
- Rugby - Sessions open to both male and female students in partnership with Kilburn Cosmos RFC. Sessions are focused on improving physical fitness, technique and also small sided games.
- Football - Students will be able to attend sessions developing their football fitness, skills, techniques and game play. Sessions will be fun and include small sided games.

And finally- do you have an opinion you want heard? “Get it off your Chest” is a regular feature of the enrichment programme. Information on these events and more will be posted on our Teams page, and displayed on College screens, posters and Myday.

Want to know what we did last year? Go onto Myday and look at the enrichment activities. We really want to start playing competitive sports again, and as soon as this is safe we will let aspiring players know what is happening and how to sign up. Our coaches are in regular contact with football and basketball league co-ordinators to ensure we are up to date and have first-hand information on what is happening with sports groups.

Mentoring: Enrichment will also provide mentoring sessions face to face and using Microsoft teams.

Be part of our **Student Voice Community**. The Enrichment team coordinate our Class Rep and Student Council meetings and support our Student Governor in their role. Peer Mentors will also be available for students. We will offer peer mentoring training.



Support for Students

LEARNING SUPPORT

Support is provided for students if they have been identified with learning difficulties/disabilities such as:

- Students with Education, Health and Care (EHC) Plans,
- Dyslexia/Dyspraxia,
- Autism/ASD,
- Hearing/Visual/Physical difficulties,
- Mental Health concerns, ADHD
- Literacy/Numeracy,
- Medical conditions

Support is provided includes, in class/ out of class, For students with Exam Access Arrangements

For more information: Emily O'Mahoney emily.omahoney@cwc.ac.uk, 020 7258 2729, Room 4NW7

MENTAL HEALTH & WELL-BEING

If you are worried about your young person's well-being or they are dealing with mental health difficulties please speak to a Student Advisor or their personal tutor so that support can be offered in the most appropriate way. Student Support Officers offer a drop-in service to support learner's personal emotional wellbeing and can make referrals to internal and external professionals where needed.

CAREERS

The College has a team of Careers Advisers who work with tutors and employers to help learners explore their education and employment options. Careers Advisors offer support in applying for university, apprenticeships, traineeships and jobs.

WORK EXPERIENCE

All 16-19-year olds are required to attend a work placement as part of their Study Programme. Work Experience at the College is organised by the Student Enterprise Team. Students are encouraged to source their own work placements but support will be offered where this has not been possible. Self-arranged placement MUST be approved by a Student Enterprise Co Ordinator.

LOOKED AFTER CHILD OR CARE LEAVER

Please come and speak to a Student Support Officer. They can offer you help or support during your time at college.

YOUNG CARER (AGED 16 -18)

If you have caring responsibilities, please come and speak to a Student Support Officer.

They can offer you help or support if your caring responsibilities are impacting on your studies.

MONEY AND MEALS

16-19 year olds may be eligible for financial support from the 16-18 Bursary Fund. Eligible learners will have £2.50 per day to spend on food in one of the College's food outlets.

This is a discretionary bursary based on household income. Learners will need to return a completed application form before 25th September 2020. For more information look on our website www.cnwl.ac.uk

Adult learners may be eligible to apply for Discretionary Learner Support this is a small amount of money which can help with the cost of travel, books and equipment.

TRAVEL CONCESSIONS

Students who are under 19 on 31st August 2020 and in FULL TIME education, may be eligible for the 16+ Oyster travel concessions. These allow free travel on buses and trams and reduced fares on the tube. For more information check the TFL website.

Adult students who study for 15 hours can apply for the 18+ Student Oyster card

Safeguarding and staying safe at College

We take the safety of our learners very seriously and aim to provide a safe, welcoming learning environment. We work to keep all learners safe from abuse of any kind. This includes raising awareness of the risks around grooming, radicalisation and extremism. It is our duty to share any safeguarding concerns raised about children or vulnerable adults with statutory authorities.

If you have any concerns about the well-being of a young person or vulnerable adult who is enrolled at the college please contact their personal tutor or a more senior member of staff, who will follow up your concerns. If you have a safeguarding concern, please email safeguarding@cwc.ac.uk

SECURITY

We want the College of North West London to be a safe place for all. Students, staff and visitors will only be allowed through the security gates if they are displaying a College ID card on a lanyard. We have a team of security staff at the entrance of each site who keep our college safe. Any learner arriving at college without their ID card may be refused entry and asked to go home to collect it or asked to pay for a replacement card. Guide dogs are the only animals allowed on College premises.

SAFE USE OF THE INTERNET AND SOCIAL MEDIA

We continually monitor internet usage in our learning centres and in ICT classes. We expect all learners to abide by our Internet use policy. We encourage students to be responsible and to think about their personal safety when posting personal information on the internet

BULLYING

Bullying of any kind is unacceptable. All reports of bullying will be taken seriously and investigated. Disciplinary action will be taken where needed.

ENGAGING IN CRIMINAL ACTIVITY

The College has a zero-tolerance approach to knife crime and drug use. Any student found to be in possession of a weapon or to have concealed a weapon in the College or the vicinity of the College will be reported to the police and excluded from College. Similarly, any student who is involved in the distribution or sale of drugs will be reported to the police and excluded from College.

WANDING

The College has a random screening programme. Any student found to be in possession of weapons or drug related paraphernalia will be subject to disciplinary procedures and may be reported to the police.

BURSARIES

Bursary, Free Meals and Financial Support for Adult Students

All Bursary, free meals and learner support applications must be made on line.

The application form is available on Teams.

Bursary Payments for 16 -18 year olds, eligible students who have EHC Plans and 19+ continuers are changing for 2020-2021.

The amount of money you are paid for bursary will depend on:

- Your family's financial circumstances (e.g. if your parent/carers are in receipt of benefits)
- Your journey to college.
- Your attendance at College classes, on-line learning and independent learning.

Students who meet the DWP free meal eligibility criteria* will have a daily allowance to spend in the College canteen on the days they are in College and an additional Free meal allowance for the day/s they are **timetabled** to have classes.

Student who are awarded bursary because the family income is below £20,000, but do not meet the DWP Free meals eligibility criteria, will have a daily allowance to spend in the College canteen on the days they are scheduled to be in College.

Students who travel to College on public transport may get help towards the cost of essential travel to and from College. It is important that students are in possession of the 16+zip Oyster card to qualify for child rate fares. Priority will be given to students from low income families and in particular students who meet the DWP free meals eligibility criteria.

All payments will be made retrospectively and will be dependent on attendance – a minimum of 87% attendance is required in face to face and on-line learning to qualify for payments.

All students **will not receive** the same amount of money.

On-line applications (accompanied by supporting evidence) can be submitted after a student's enrolment has been completed.

DWP free meal eligibility Criteria.

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Students eligible under the Universal Credit Transitional protection arrangements. Students who were already receiving free meals at 1 April 2018. Any student who becomes eligible for free meals after the threshold has been introduced will also continue to receive free meals during the Universal Credit rollout.

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Nominated Vulnerable Group (NVG) Bursary.

Looked after Children and young people, estranged from their families (and living independently and claiming benefits in their own name) will be eligible for the NVG bursary.

If you are a Looked after Child, complete the on-line application form. A member of the Student Advice team will contact your Social worker to confirm your status.

If you attend more than 87% of your learning (in class and on line) you will be eligible for a weekly payment of £34. 28, paid in arrears.

If you are under 18 and living independently- complete the form and upload the evidence requested.



Discretionary Adult Learner Support.

Adults can apply for a small amount of money to support costs associated with study. Eligibility is dependent on income and linked to attendance. A minimum of 87% attendance per payment period is required to qualify for payments.

Help with Childcare costs

Students who are aged under 20 at the start of their course can apply to Care to Learn for help with childcare costs.

Students aged 20+ must email learner.services@cwc.ac.uk to make an appointment to discuss childcare support.

