



STUDENT

Handbook

2025/26

RUNSHAW COLLEGE

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WELCOME



RUNSHAW
COLLEGE

Welcome to Runshaw – We are here to help!

We are delighted that you have chosen to study at Runshaw. We hope that you will enjoy your time with us, achieve your academic goals and personal ambitions and find that your experience here enables you to progress with confidence to further successes in higher education, training or employment.

As a student at Runshaw College you will be at the centre of everything we do. Runshaw has one simple aim: for all our students to be **HAPPY, SAFE** and **SUCCESSFUL**.

We also want to ensure that you:

- Enjoy a fulfilling and rewarding experience at Runshaw
- Make excellent progress and achieve great results
- Complete and pass your programme of study
- Develop the skills to progress to your chosen destination

In order to help you settle with us as soon as possible, there will be a **Welcome Presentation** for your parents and carers, delivered by the Assistant Principals at the start of term.

Runshaw's Aims

It is our aim to support each student to fulfil their potential. We believe that a close partnership with students, parents, guardians and carers is vital in achieving our aim. You will find a copy of our **Student Charter** in this handbook; the charter is designed to ensure that you achieve the greatest success at college.



STUDENT CHARTER

We believe education changes lives, so we put teaching and learning and the needs of our students first.

Therefore the College is committed to:

1. Providing a safe, supportive and inclusive environment where difference is celebrated.
2. Ensuring you are given accurate information about your chosen course and are placed on a study programme that meets your individual needs.
3. Identifying your learning needs and providing support to enable to you settle into college quickly.
4. Developing positive working relationships with you that are built on a foundation of mutual respect.
5. Agreeing targets with you that are meaningful, challenging and support you in reaching your full potential.
6. Providing high quality teaching, learning and assessment to engage and motivate you.
7. Delivering impartial information, advice and guidance on career and personal goals.
8. Providing comprehensive, high quality support services that remove barriers to learning and develop positive attitudes and skills.
9. Listening to your views and taking action to further improve your college experience.
10. Providing a wide range of opportunities to develop your employability skills, interests and ambitions.

Our aim is to make sure you are happy, safe and successful. In order to achieve this aim, it is important that you work in partnership with us and meet our expectations.

This includes to:

1. Embrace the spirit of Runshaw Respect.
2. Attend all classes, exams, appointments, work experience / placements sessions and learning commitments punctually; report and account for any absence or lateness.
3. Tell us promptly about any additional help you may require so we can provide the best support for you.
4. Value everyone in our learning and wider community, treating them with courtesy and respect at all times.
5. Actively engage with all learning and support opportunities both in lessons, and outside of the classroom.
6. Meet the requirements of your study programme such as assessment deadlines, coming prepared to lessons and completing tasks set for personal directed study.
7. Complete all work to the best of your ability and use the feedback you are given to further improve and meet agreed next steps.
8. Respect the college environment and act responsibly and safely at all times.
9. Take responsibility for your own learning, development and progression, participating fully in activities that support your future.
10. Participate fully in opportunities to share your views, providing constructive feedback to enable the College to continually improve your experience.

Your **Heads of Studies**



Giles Inman
Head of Studies
- A Level



Paula Gardner
Head of Studies -
Advanced Vocational

Lucy Turner
Head of Studies
- A Level



Wendy Gaskin
Head of Studies -
Advanced Vocational



Kelly Jones
Head of Studies -
Pre-Advanced Vocational

Your **Student Support Managers**

Camilla Gregory
Head of Student
Services



Jane Pearson
Head of Safeguarding
& Wellbeing



Tracey Stuart
Head of Additional
Learning Support (ALS)

The Runshaw Way

High Expectations

We know that as a student here you will naturally have very high expectations of the college and that you will be reassured that we also have high expectations of you!

Our expectations are simple.

We expect you to:

- **Attend** all lessons on time.
- **Behave** appropriately at all times and adhere to the Runshaw Respect agenda.
- Wear your membership **card** visibly at all times so that everyone can see that you have a legitimate right to be on the campus.
- Meet all **deadlines** that are set as part of your Study Programme.
- **Ensure** that you are fully committed to, and engage with, all aspects of learning and college life.

We expect students to dress appropriately for an educational environment.

Runshaw is a really safe and happy place to study and to work... we really appreciate everyone's support to keep it that way.

Dress Code

Students must wear clothes which are appropriate for a learning community.

When in college we ask students not to;

- wear clothing which causes offence to others (e.g. clothes that are too revealing or display offensive slogans or images)
- dress in ways which are inappropriate or disrespectful
- wear clothes or garments which the College deems to interfere with teaching and learning, or to pose a risk to health and safety (e.g. a garment, hood or head gear, which covers up the face).

College Membership Cards

You need to visibly wear your **college membership card** on a lanyard whilst you are at college; this college rule is in place to ensure your safety and must be adhered to. Your membership card identifies you as a Runshaw student and enables you to access all of the college's facilities. You need to show your membership card to staff when paying for goods in the college retail outlets. All organisations expect their employees to wear IDs and we are mirroring this workplace expectation; all Runshaw staff, students and visitors are expected to wear IDs at all times in college. If you lose your membership card, you need to purchase a replacement for £10 in Student Services. It is a requirement that all students wear ID badges at all times. Failure to do so will lead to disciplinary action.

Your Study Programme

Study Programmes

You have enrolled onto a full-time programme which consists of both timetabled learning hours for each course or unit and also personal employability, enrichment and progress mentor group hours. **Our expectation is that every hour of classroom tuition is matched with an hour of independent study.** Independent study skills are essential for success at this level and also develop key employability skills. Independent study includes: research, interviews, reports, wider reading, revision, preparing presentations, managing files, organising notes in addition to writing up classwork and completing independent work.

To ensure success on your study programme, the following questions act as a very useful guide to help you develop a positive approach towards your studies and to boost your resilience:

- **Vision:** How well do you know what you want to achieve?
- **Effort:** How many hours of independent study do you complete per week?
- **Systems:** How do you organise your learning and manage your time?
- **Practice:** What kind of work do you do to develop your skills?
- **Attitude:** How do you respond to setbacks?

You can discuss these questions with your Progress Mentor during 1:1s and with your subject teachers. It may help to remember the acronym **VESPA** as you work towards developing your study skills further.



Student Services



Student Services aims to support you in their studies and assist you in overcoming obstacles to success, achievement and progression. The friendly and professional team offer a free information, advice and guidance service to anyone needing advice and/or support with learning, welfare issues, careers and progression routes.

The Student Services team includes; Careers Information, Advice and Guidance, Enrichment, Finance and Welfare, Multi-faith Facilities, Transport, Student Communications, Volunteering, the Learning Resource Centre, Supervised Study and Student Reception. We also lead on college charity and awareness events.

Careers Team

At Runshaw College, we provide a fully embedded programme of career education and guidance and strive to ensure all stakeholders including students, staff, governors, parents, guardians, carers and employers are aware of the support available and have input in its content and delivery.

You will have full access to high quality information about future study options and labour market opportunities. Support from professionally trained advisors will be available to ensure this information is used effectively as part of the career planning process. Appointments with the Careers Team can be booked via the Student Portal or drop in and see our team in the Careers Zone of Student Services!

Enrichment

Enrichment (extra curricula activities) will make an enormous difference to your enjoyment of college as well as enhancing your CV and future career opportunities. This is more important than ever!

You will be given further details of our Enrichment Programme when you start college and your Progress Mentor will inform you about how to sign up for these activities. There are weekly updates about the Enrichment Programme in the ASPIRE Magazine, as well as timetables on display around college and college screens. We always encourage students to take advantage of roles of responsibility within college; for example Student Ambassadors, Careers Champions or becoming a member of our Student Union.

We also have our own radio station, run by you! If you would like to become a DJ on 'The Voice,' we would love to hear from you!

To find out more, pop in to see the Enrichment Team in Silverdale Student Hub or Student Services and they will tell you more! You can also scan the QR code here to find out more about what we offer!



Student Services

Student Financial Support

The 16-19 Bursary Fund is provided by the Government to assist students who face the greatest barriers to continuing in education because of financial difficulty. The Fund can help with the cost of getting to college and meet the cost of any equipment or clothing for your course. A bursary of up to £1,200 a year can be paid to those of you who are eligible. Some of you may also be entitled to free college meals. We will check your entitlement to these when you complete and return your bursary application form and supporting evidence.

If you have any financial concerns or queries, please call into Student Services and ask to speak to the Student Finance Advisor. All information will be treated in confidence. You can also scan the QR code here to give you more information about what support we can provide you and whether you qualify.



Learning Resource Centres

The Library

Coniston Study Zone

Silverdale Study Zone

Supervised Study

You can borrow books and resources; complete homework and assignments, revise for exams or apply for university and jobs. LRCs are working areas and you are expected to use their time productively.

Services include PCs, printing, study equipment for loan, freecycle stationery and bookable team workrooms.

The LRC gives every student access to a wide range of resources to support

- textbooks, revision guides and wider subject reading
- magazines for the latest news and information
- fiction and graphic novels
- wellbeing and careers guides
- The Digital Bookshelf that you can access 24/7!

You can access 1000's of e-books and e-magazines via the Digital Bookshelf available 24/7. There are also links to LRC subject and study guide flipbooks.

Supervised Study is an area at the back of the Library where you are booked in by your teacher, should you have missed a test or require invigilation to complete

The LRC offers skill boosting 30-minute 1-to-1s and workshops. We support students to develop independent learning skills by providing advice on techniques for time management, organisation, writing assignments and essays, revision and preparing for exams. To arrange a study skill 1-to-1 or for any other enquiries - call in or **email lrc@runshaw.ac.uk**.

Find out more and access the digital bookshelf here!



Student Services

College Transport and Parking

College buses provide easy transport to Runshaw from a wide surrounding area. These buses are timed to arrive at college at 8.50am and leave at 3.55pm. In addition to these, local bus services run regularly between Chorley, Preston and Leyland town centres, and students living in these areas can use these services throughout the day (a college bus pass is valid for one journey into college in the morning and one journey home in the afternoon on one bus route). A college bus pass may be purchased to cover the cost of the year's transport.

Due to our transport service, you cannot park on site. **Please be aware that college car parks are managed by an independent company and fines and warnings will be issued for any unauthorised parking.**

If you wish to travel to college by moped or motorbike you must apply for a permit from Student Services, before bringing the vehicle on site. You will need to bring in your insurance certificate, driving licence and MOT (if required). Please also note that the use of skateboards and segway hoverboards is prohibited on college premises.

If you have any enquiries or concerns about transport, please contact our Transport Team in Student Services. Scan below to find out more!



Personal Development

At Runshaw College, we are dedicated to supporting your growth—not just in your studies, but in all areas of life. Our personal development framework focuses on key areas that will help you become confident, informed, and ready for the future.

ASPIRE

Our Personal Development Framework

Active Citizenship

Get involved in your community and make a positive impact. Learn about your rights and responsibilities as a citizen. Opportunities include volunteering, student council, and community projects.

Social And Emotional Development

Develop your emotional intelligence, build resilience, and learn to manage stress effectively. We support you in understanding relationships, communication, and mental well-being.

Physical, Mental And Sexual Health

Learn how to take care of your body and mind. We provide workshops and support around healthy lifestyles, mental health awareness, and sexual health education.

Inclusivity

Runshaw is a place where everyone is valued and respected. We celebrate diversity and promote equal opportunities for all students.

Respect, Tolerance And Democracy

Understand the importance of respecting others, embracing different views, and participating in democratic processes—like voting in student elections.

Employability And Careers

Understand the importance of respecting others, embracing different views, and participating in democratic processes—like voting in student elections.

College

Employability Skills

To prepare you for life beyond college, we focus on building key employability skills. These will be embedded into your lessons, PM sessions and extracurricular activities to ensure you have plenty of opportunity to develop these skills for your CV.

- **Communication** – Expressing yourself clearly and effectively in different situations.
- **Problem Solving** – Finding solutions and thinking creatively when challenges arise.
- **Creativity and Adaptability** – Being innovative and flexible in new situations.
- **Digital and Numeracy Skills** – Confidently using technology and working with numbers.
- **Work Ethic and Professionalism** – Demonstrating reliability, responsibility, and commitment.
- **Staying Positive** – Maintaining a positive attitude even during setbacks.
- **Accountability** – Taking responsibility for your actions and learning from mistakes.
- **Teamwork and Leadership** – Collaborating with others and inspiring people to achieve goals.
- **Valuing Diversity and Difference** – Appreciating different perspectives and promoting inclusivity.
- **Time Management and Organisation** – Managing your time effectively and meeting deadlines.

Personal **Development**

Part Time **Work**

We understand that part-time jobs can be a great way to earn money and gain experience. If you choose to work alongside your studies, we recommend:

- Balancing Your Time – Prioritise your studies while gaining work experience.
- Gaining Transferable Skills – Develop communication, teamwork, and time-management skills.
- Staying Within Limits – We recommend working no more than 10 hours per week during term time.

Work Placement

Opportunities

Gaining hands-on experience in a real working environment is a fantastic way to boost your skills. Some courses will include a mandatory work placement, for example, T Levels where you must complete a placement to achieve the qualification.

- Why do a Placement? – It's a chance to learn about your chosen industry, build connections, and improve your CV.
- How to Find One? – Our Work Placement Team can help you find opportunities that match your career goals. We also encourage you to find your own placements with the support of your teachers and support teams.
- When do they happen? – Placements take place on study days or during block weeks on your curriculum timetable. Students are also able to arrange placements themselves during college holidays.

The College **Study Day**

Each week, you'll have a dedicated Study Day. This is your time to:

- Complete Assignments and independent study – Catch up on coursework, projects and course related tasks.

- Prepare for Exams – Revise and get ahead with your learning.
- Explore Your Interests – Research careers, work on projects, or enhance your skills.
- Attend Workshops – Join sessions on study skills, CV writing, or interview techniques.

Volunteering

Volunteering is a fantastic way to give back to your community while building important skills.

- Why Volunteer? – It helps develop empathy, teamwork, and leadership skills.
- Opportunities Available – From local charities to community projects, there's something for everyone.
- How to Get Involved? – Visit the Student Services for information on how to sign up.

Get Involved &

Build Your Future!

We encourage you to make the most of everything Runshaw College has to offer. Through our Personal Development Framework and opportunities for work, study, and volunteering, you'll develop the skills and confidence to succeed—both at college and beyond.

ASPIRE Hours

To help build your CV and for you to fully immerse yourself in college life, you will have a target of ASPIRE hours to complete each term, that tells you what activities you have completed outside of your lessons. These activities get added to a CV that you can then print off for application to work placements, University, Apprenticeships and Employment.

Safeguarding and Wellbeing

We **prioritise the health, safety, and wellbeing** of all students, staff, contractors, and visitors within the Runshaw community, ensuring **everyone feels safe and protected**.

The friendly and professional team is based in The Wellbeing Hub, in the Mardale corridor next to Student Services. Here you will find a safe and pleasant environment where you can come if you want to access support for mental health, wellbeing, any medical or first aid needs, any concerns around safeguarding, security, to speak with a Student Liaison Officer (SLO) or even just to relax and decompress.

Safeguarding means:

- Promoting health & well-being
- Ensuring safety
- Protecting from abuse and neglect
- Preventing bullying and harassment
- Supporting the best life chances

We have a dedicated team here ready to help you if you need it.

For information, advice and guidance in relation to your health, safety, welfare and wellbeing please check the Moodle page and Aspire Bulletin each week.

If you have any concerns about your wellbeing, safety, or rights, then you should inform any member of staff you feel comfortable talking to. This may be a teacher, your Progress Mentor, or a member of the Safeguarding Team. If you don't want to talk to someone directly, or wish to remain anonymous, you can also report any safeguarding concerns via the green button on your student portal home page.

Alternatively, you can call the **Safeguarding Helpline on 01772 644377**, 8.30am till 4.30pm, Monday to Friday (term time only).

Prevent Strategy

Prevent is one of the four elements of CONTEST, the government's counterterrorism strategy.

As a college we have a responsibility to protect young people from extremist and violent views the same way we protect them from other risk-taking behaviour. We also have a responsibility to promote our fundamental British Values to facilitate free debate, the values of:

- tolerance
- individual liberty
- the rule of law
- democracy
- mutual respect

These are the characteristics of British citizenship. Importantly, we provide a safe place for students to discuss these issues, so they better understand how to protect themselves. If you have any concerns, then you should inform any member of staff you feel comfortable talking to. This may be a teacher, your Progress Mentor, or a member of the Safeguarding Team. If you don't want to talk to someone directly, or wish to remain anonymous, you can also report any safeguarding concerns via the green button on your student portal home page.

Alternatively, you can call the **Safeguarding Helpline** on

01772 644377, 8.30am till 4.30pm, Monday to Friday (term time only).

Hate Crime

Since September 2018, Runshaw College has been a Third Party Reporting Centre for Hate Crime for our staff and students.

In 2023/24 there were 730 Hate Crimes reported across Lancashire.

Race related hate crimes made up 68% of the total. It is key that victims and witnesses continue to speak up.

Safeguarding and Wellbeing

Part of the strategy to encourage this, is the provision of centres in the local community where reports can be made to the Police away from a Police station. This is where Third-Party reporting centres come in.

Working closely with Lancashire Police, we are providing this service to allow staff and students, who have experienced or witnessed a Hate Crime anywhere to report it in a safe and supported way.

What is a Hate Crime?

Hate crimes are any crimes that are targeted at a person because of hostility or prejudice towards their:

- disability
- race or ethnicity
- religion or belief
- sexual orientation
- transgender identity

A hate crime can be committed against a person or property. A victim doesn't have to be a member of the group the hostility is targeted at. In fact, anyone could be a victim of a hate crime.

Hate crime in any form is wrong! By reporting hate crime when it happens, you can help stop it happening to someone else. Students who have been a victim of or witnessed a Hate Crime should inform a teacher, their Progress Mentor or a member of the Student Services Team.

Alternatively, report any hate crime concerns via the green button on your student portal home page.

Student Liaison Officers

Your Student Liaison Officers are here for you!

Our main aim is to ensure you are safe, happy and successful during your time at Runshaw.

We will provide you with support and motivation to enhance your student

experience. Working closely with the Enrichment Team, we are involved in delivering Hub Club, alongside events throughout the year, catering for all your wants and needs. Our role involves working across the whole of college and also with the wider community, our neighbours and local businesses. Friendly and approachable, we will always point you in the right direction. If you need any help, do not hesitate to contact us: We are based in the 'Wellbeing Hub' but you will also spot us out and about around the college campus.

You can also email us:
SLO@runshaw.ac.uk

E-Safety

E-safety, also known as internet safety or online safety, refers to the practices and policies designed to protect users from harm while using the internet. This includes mobile devices, gaming consoles and wireless technology.

Key areas of e-safety include:

- 1. Content:** Ensuring that the material accessed online is not harmful, illegal, or inappropriate.
- 2. Contact:** Protecting users from harmful interactions with others online, such as cyberbullying or grooming.
- 3. Conduct:** Promoting safe and responsible behaviour online to prevent exploitation or harm.

E-safety encompasses various threats such as phishing, malware, cyberstalking, and cyberbullying. It's crucial for everyone to be aware of these risks and know how to manage them effectively.

We help to keep you safe online through teaching and learning, and with our filtering.

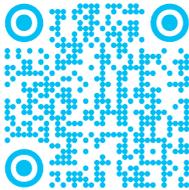
Safeguarding and Wellbeing

Wellbeing Service

Our dedicated team of wellbeing advisers is here to offer you compassionate, personalised support, helping you navigate challenges and prioritise your mental, emotional, and physical health. Whether you need guidance, a listening ear, or practical strategies to enhance your overall wellbeing, our advisers are equipped to provide comprehensive assistance tailored to your unique needs and circumstances.

At Runshaw, we also provide a Student Assistance Programme, entitled **Wellbeing@Runshaw**.

Wellbeing@Runshaw offers comprehensive 24/7 wellbeing support for all our students and access to help across a wide range of areas, including physical and mental health issues or financial difficulties. Scan the QR code below to find out more.



To access the service simply download the Wisdom app and input the unique code **MHA284566**.

Connect with our Wellbeing Team on:

- Tel: 01772 644377
- e-mail us at wellbeing@runshaw.ac.uk
- You can request an appointment by visiting your Student Portal and clicking on the **MY** section

Counselling

Counselling offers a place for you to talk about any difficulties that you might be facing in your life, either at college or at home. There are no issues that are too big or too small and **you will not be pressured to talk about things that you do not want to**.

The Counselling service is **professional** and **confidential** and you do not have to let anyone know that you are coming to see a Counsellor. Counselling does not try and tell you what to do. Instead, it will **help you work through the difficulties** you are facing and **find your own answers** to try and **help the situation** you are in.

We offer a range of [counselling](#) approaches, from **Person Centred** to **Cognitive Behaviour Therapy** to **Solution Focussed**. The Counsellor will tailor the support provided to your needs.

Making Appointments

Counselling Appointments are available between **9am and 4:30pm Monday-Friday**. Appointments can be scheduled around your timetable to fit in with your needs.

You can contact the Counselling team in a number of ways:

- Call 01772 642058
- Email studentcounsellors@runshaw.ac.uk
- Drop into **Safeguarding and Wellbeing Hub in Room M301**
- You can request an appointment by visiting your Student Portal and clicking on the **MY** section

Your Voice Matters!

Runshaw Student Union, PM reps and Student Complaints

Have Your Say – Get Involved and Share Your Views!

At Runshaw College, we believe your voice matters! There are lots of ways you can get involved and help shape the future of our college:

- **Student Union Member:** Work with staff and students to improve student life.
- **Student Union President:** Stand for election and lead student initiatives.
- **Student Ambassador Programme:** share your experiences of life here with visitors during key events and college activities.
- **Student Governor:** Contribute to college decision-making at a senior level.
- **Careers Champion:** Support career events and promote opportunities.
- **Focus Groups:** Share your opinions on important topics.

Every year, we also ask for your feedback through surveys, including:

- **Quality of Education Learner Survey:** Share your thoughts on teaching and learning.
- **Service Surveys:** Help us improve areas like catering, the LRC, Transport etc

Your Progress Mentor will also ask for your views during group sessions.

If you would like to participate in any of these activities, please drop in at Student Services and we will be able to provide you with an application form or information on how to access these opportunities. They are an incredible opportunity to develop key skills that will support your ambitions in the future!

College Policies and

Making a Complaint

You can find all important college policies, like the **Student Disciplinary Policy** and **Complaints Policy**, on the **college website**.

If you are unhappy with any part of your course or a service we provide, please:

1. **Speak to your Progress Mentor** – they are here to help.
2. For more serious concerns, submit a **formal complaint** in writing to the **Head of Studies** for your course.

For full details, visit the Runshaw College Policies & Procedures page.

We're Here to Listen!

We want you to enjoy your time at Runshaw and succeed in your studies. Your feedback helps us make the college even better. **Have your say – get involved, share your views, and make a difference!**



The Student Portal & Additional Learning Support

Student Portal

Your **Student Portal** is designed to provide you with all the information required to successfully manage your study programme and academic progress at college; enabling you to check your attendance, Runshaw Xtra hours, employability and careers triangle, progress update reports, exam timetable and SMART targets. You can also develop your CV, record your intended progression and experience of work, and view your college reference. Please take the time to familiarise yourself with the other facilities available on your portal, including RunshawPay and travel information.

Additional Learning Support

Our Additional Learning Support (ALS) department is available to you if you have special educational needs (SEND), this means that you may have learning differences or a disability. ALS can create an individualised support plan for you to inform your teaching staff. This will identify strategies that will support you, to help remove barriers to your learning and achievement, and enable your independence.

All students with SEND may choose to work quietly in the ALS department in study periods and access support from our Education Support Workers (ESWs). The ALS team can also give you guidance on the use of assistive technology and your eligibility for exam access arrangements.

Students may also be able access support with development of social and emotional skills, independent living skills and preparation for adulthood; life beyond college and the ALS team can also help to signpost

you to other support services across college. Transition support from high school to college is available, please contact us for further information.

If you have an Education Health and Care Plan (EHCP), you can access an enhanced transition to college life which can include additional visits and access to our Bridging days. Once enrolled, you will have your own Key Worker in the ALS team. A personalised support package will be agreed for you, in line with your EHCP outcomes, this could include both in and out of class support from the ESW team and additional literacy and numeracy support.

Please help us, to help you. It is important that you declare any additional needs or previous exam access arrangements. This could include for example if you were given extra time in your exams, or had someone to read for you. If you have not already filled in our ALS questionnaire, please come and see us in ALS.

Exam Access Arrangements

If you have previously had exam access arrangements at school, such as extra time, rest breaks or the use of a word processor, these are not automatically carried forward once at college. You will need to take some action for these to be put in place at Runshaw. If you have not already done so, you need to provide evidence to the Additional Learning Support team. This might be specialist evidence confirming a diagnosis of a disability or learning difficulty, or it could be information from school such as confirmation of your exam arrangements (you can ask school to provide you with a copy of your Form 8 or Centre File Note). For more information about how to continue using exam access arrangements at college, please visit the Additional Learning Support department as soon as possible.

Your Progress Mentor

Role of the Progress Mentor

All students are placed in a progress mentor group with a Progress Mentor. Your Progress Mentor will offer you support and guidance throughout your course and is responsible for monitoring your attendance, achievement, progress and welfare. You will be required to attend a progress mentor group session each week and you will see your Progress Mentor for 1:1s each term.

Attendance

We have very high expectations regarding student attendance, as absence from lessons is one of the major factors which contribute to students not reaching their full potential; **always aim for full attendance**. If you are absent from classes for any reason, your Progress Mentor will want to check that this was unavoidable and you will be required to provide supporting evidence either in the form of a phone call or a note from a parent, guardian or carer.

Where supporting evidence is not available, staff may contact your parents, guardian or carer to discuss this with them. A register is taken during every lesson and your percentage attendance can be confirmed during your progress mentor group session and on the Student Portal. Excellent attendance helps to prepare you for your future career; it is a key employability skill.

Progress Evenings and

Progress Updates

The college believes strongly in a three-way partnership with students and their parents, guardians and carers.

Progress Updates will be sent to parents, guardians and carers via the Communications Portal in October, January, February, March, May and July.

These updates will also be available to you on the Student Portal. There will be **Progress Evenings** for parents, guardians and carers in February for 2nd Year students and in April/May for 1st Year students; we encourage you to attend this event too. You will be asked to make appointments with your course teachers via School Cloud and appointments will be online.

In addition to this we will contact your parents, guardian or carer, via the Communications Portal, by email or telephone, if we have any concerns about your progress. We also positively encourage parents, guardians and carers to contact us at any time if they have any concerns: they should contact your Progress Mentor in the first instance.

Study Day

Vocational students have no timetabled sessions on their study day, however, this is still a college day; the college reserves the right to schedule employability events such as guest speakers, mock interviews and other work related activities. Some students will also be expected to use this day to carry out their work placement (Vocational Programme). We will also encourage you to use some of this time to participate in enrichment and volunteering activities. Some T Level students will not have a study day because the mandatory work placement element of their course means that their study Programme spans all 5 weekdays.

Exam Information

Exam timetables will be produced by the college and distributed via your Progress Mentor. Exam timetables will be available on your Student Portal in advance of exam periods. It is your responsibility to check these timetables are correct. If you ever have any queries about your exams, you should speak to your Progress Mentor or visit our Exams Team, in Mardale.

Full attendance to lessons is vital for success: your course may have external and internal examinations and assessments throughout. If you fail to sit examinations, the college reserves the right to withdraw you from the qualification and charge you for the papers missed. You must abide by all exam regulations; you will find these on your Student Portal. You will also receive any exam results through the Student Portal.

Plagiarism and Cheating

Plagiarism can be unacknowledged copying from published sources or incomplete referencing.

Taking and deliberately using another person's ideas or writing and claiming it as your own is also plagiarism. It is unacceptable to copy work written by another student and submit it as your own or allow another student to copy your work and submit it as their own. Plagiarism and copying applies to: coursework, assessments, personal directed study and UCAS personal statements. It is unacceptable to work closely with another student to copy each other's answers and present it as your own but this should not be confused with group-work or collaborative learning where students work together to share ideas in order to generate knowledge and understanding to then independently complete work set. Please speak to your teacher or Progress Mentor if you have questions in relation to this.

We have a zero-tolerance approach to cheating in assessment and any college work. We expect all students to abide by

formal exam practice rules and regulations throughout their time at college.

Any student found to be involved in plagiarism will be referred for formal disciplinary action.

AI and Assessments

What is AI? AI stands for artificial intelligence and using it is like having a computer that thinks. AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased.

How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

How do I make sure I don't misuse AI?

Know the rules - You're not allowed to use AI tools when you're in an exam. Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification. Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work.

Reference reference reference - If you're allowed to use AI tools, you must reference them clearly. Name the AI tool you used o Add the date you generated the content o Explain how you used it. Save a screenshot of the questions you asked and the answers you got.

Declare it's all your own work When you hand in your assessment, you must sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references.

What happens if I misuse AI? If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DATES FOR YOUR DIARY

Autumn Term 2025

Start of Term	Welcome presentations from Deputy Principals to be shared online
Wednesday 3rd September	College opens for the start of the new academic year for students beginning new courses (A Level Year 1, Advanced Vocational Year 1 and Pre-Advanced Vocational students) – Induction Week
Monday 8th September	Start week for students on Year 2 of a course (A Level & Advanced Vocational), start day will vary for different courses (Advanced Vocational)
Wednesday 10th September	Welcome Evening for parents and carers with Progress Mentors - Advanced Vocational Year 1 and Pre-Advanced Vocational students
Thursday 11th September	Welcome Evening for parents and carers with Progress Mentors - A Level Year 1
Saturday 20th September	College Open Day <i>*Student Ambassadors guide our college guests</i>
Friday 3rd October	UCAS early deadline for Year 2 students: Oxbridge, Medicine, Dentistry and Vet Science
Thursday 9th October	College Improvement Day & Open Evening (college closed for students) <i>*Student Ambassadors guide our college guests</i>
Week beginning 13th October	Progress Update (student reports) are available on the Communication Portal
20th October – 31st October	Half Term Holiday
Friday 7 November	College UCAS deadline (Year 2 students)
Saturday 15th November	College Open Day <i>*Student Ambassadors guide our college guests</i>
Monday 17th November	College Improvement Day (college closed for students)
22nd December – 2nd January 2025	Christmas Closure (students finish at 3.40pm on Thursday 18th December, Friday 19th December is a College Improvement Day (college closed for students))

DATES FOR YOUR DIARY

Spring Term 2026

Week beginning 5th January	Progress Updates are available on the Communication Portal
Tuesday 27th January	College Improvement Day (college closed for students)
Week beginning 9th February	Progress Updates are available on the Communication Portal
Thursday 12th February	Year 2 (including Pre-Advanced) Progress Evening
16th February – 20th February	Half Term Holiday – college closed for one week
Monday 23rd February	College re-opens
Wednesday 25th February	Year 2 (including Pre-Advanced) Progress Evening
Wednesday 4th March	College Improvement Day & Open Evening (college closed for students) *Student Ambassadors guide our college guests
Week beginning 23rd March	Progress Reports are available on the Communication Portal
30th March–10 April	Easter Closure – college closed

Summer Term 2026

Monday 13th April	College re-opens after Easter Closure
Thursday 23rd April	Year 1 Progress Evening including information on Higher Education
Tuesday 28th April	College Improvement Day (college closed for students)
Wednesday 29th April	Year 1 Progress Evening including information on Higher Education
Monday 4th May	May Day (College closed to students for one day only)
Week beginning 18th May	Progress Updates are available on the Communication Portal
25th May – 29th May	Half Term holiday – college closed for one week
Monday 1st June	College re-opens
Friday 6th June	Year 2 A Level & GCSE classes finish
Friday 19th June	Year 2 Advanced Vocational & Pre Advanced classes finish (incl. FAD)
Week beginning 29th June	Progress Updates are available on the Communication Portal
Friday 3rd July	Year 1 A Level, Year 1 Advanced Vocational & T Level Y1 classes finish
Monday 6th July – Friday 10th July	Year 1 Work experience week
Thursday 13 August	A Level, Level 3 Vocational and T Level Results Day
GCSE Exam dates to be confirmed	
GCSE English Exams	2 (students attend on each day)
GCSE Maths Exams	2 (students attend on each day)

FAQs

What should I do if I lose my timetable?

You can see your timetable on the Student Portal.

What should I do if I don't have my membership card?

If you have forgotten or lost your membership card, you must get a replacement or temporary sticker at the main entrance when you arrive at college. However, the expectation is that you should wear a full membership card at all times and any issues with this will be followed up by your Progress Mentor.

What do I do if I am ill?

Should you be unavoidably absent from college, you or your parent, guardian or carer should ring the Absence Line after 7.30am on each day of absence.

The Absence Line is 01772 642020.

We reserve the right to check absences verified by a student with a parent, guardian or carer, or to ask for medical evidence if required.

If you are unwell at college you must come to Student Services for assistance and should not leave college before having done so.

Where does lost property go?

Lost property will be taken to the Student Services Reception.

How do I get a locker?

Our lockers are owned by an external company to keep them as cost effective and safe as possible. If you would like one, either:

Visit **www.locker.rentals** or scan the **QR code**.



What should I do if my bus doesn't turn up?

If a college bus does not turn up you should contact the **Transport Number** on 01772 642020 and select Transport. **Please stay at your bus stop.**

What should I do if I forget my password for IT systems?

Students can update their passwords by pressing **CTRL + ALT + Delete** and following the prompts. Alternatively, they may visit the **Service Desk** or **Student Services** to use the password reset machines. To reset their password, students should scan their card and follow the on-screen instructions.