



Myerscough College

INSPIRING EXCELLENCE

Landex

Land Based Colleges
Aspiring To Excellence



Leaders in Diversity

20 September 2021

Dear Parent / Carer

Thank you for choosing Myerscough College as the next step for your son or daughter. We would like to wish you a very warm welcome and introduce you to the College in a little more detail.

We have a proud history over 126 years and counting, providing excellent learning opportunities in our specialist areas of land based education and sports. The College has centres at Preston, Liverpool, Blackburn, Warrington, Manchester and Penrith Cumbria that pride themselves on offering a warm and friendly environment, ensuring all students receive the best vocational and academic education and training in the North West. We are proud to be within the top 10% of vocational institutions in the country, so you are in good hands! Our last OFSTED report confirmed the College to be good with outstanding features, such as our enrichment and support for students.

We are keen that we continue this tradition for your son or daughter. Our aim is for all students to be successful and our academic results reflect this each year. Coupled with this, we want all students to benefit from a very supportive, safe and enriching environment that can bring out the best in each and every one of them, enabling them to successfully progress to their chosen career, training or higher education. To this end we have invested over £30 million in the last seven years in new facilities across all Centres, offering state of the art equipment and facilities.

Information available to you:

Parent/Carer support is vital to success and we will keep in contact with you via tutors, support staff, and our team of Progress Coaches, as well as written reports and a Progress Review event in March.

You can access individual learning plans via My Myerscough on the College website and log on to the parent/carers section entitled My Learning Plan to monitor progress:

- Go to the College website <https://www.myerscough.ac.uk/> and click on the link to “My Myerscough” in the top right corner of the page.
- On the next page, click in the area with the label Parent Guardian My Learning Plan, this will take you to the login page.
- In order to set up your account click on the “Forgot Your Password?” link.
- On the next page, enter the email account that was given as your child's Next of Kin email address, provided during the enrolment process. Use this account in both the username and email address fields and click ‘Reset’. You will then receive an email with a link to a page where you can set your password.
- Once you have done this return to the login page via <https://www.myerscough.ac.uk/mymyerscough> and enter your email and password to login.

The Careers team will also be advertising some parent / carer and student drop-in sessions in the evening, to enable you to speak to the team, to discuss what support is on offer to each student.

Please visit our website to see news and details about the College, which is regularly updated, or join our Facebook and Twitter feeds. Our Essential Guide is packed with useful information (accessible to students through their "My Myerscough", students login area).

College support systems are first rate. We offer specific educational support for students with a learning difficulty and/or disability as well as counselling and other forms of information, advice and guidance. In short, we pride ourselves on providing high quality teaching, learning and pastoral care.

What the College expects of Students:

College Student Charter

INTRODUCTION

Your time at Myerscough is part of your lifelong learning and part of a lifetime relationship between you and our Further Education College and University Centre. We aim to make the time you spend with us enjoyable, memorable and fulfilling and will provide you with an important stepping-stone to the achievement of your life goals. Wherever you go and whatever you do, we hope that you will become an inspiration for others and that you will always take a bit of Myerscough with you.

The purpose of this Charter is to set out our mutual expectations during your period of study here at our Further Education College and University Centre. We believe that students and staff form a single academic community working together to achieve our goals. We should all have reasonable expectations of one another and be committed to behaving professionally and respectfully.

Myerscough is an Associate School of the University of Central Lancashire (UCLan) and our two institutions have the same common goals for high standards of student experience. This Student Charter is aligned to the UCLan Student Charter and outlines our academic community culture and the principles we uphold.

OUR VISION:

- To be the leading college in the land based, science, engineering and sports sectors
- To be the natural choice for students, staff and employers
- To provide a highly skilled, creative and technical workforce
- To deliver excellent outcomes through inspirational and inclusive learning and services
- To build sustainability into all we do

OUR MISSION: Inspiring Excellence

OUR VALUES:

Learning	People	Sustainability
Our delivery will be high quality and innovative with students at the heart of decision making.	We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork.	We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study.
We will advance FREDIE : Fairness, respect, equality, diversity, inclusion, engagement in all we do		

OUR COMMITMENTS TO YOU:

We will:

- Extend a warm, polite, courteous and inclusive welcome to you
- Act in a respectful, professional and inclusive way and commit to equality of opportunity for all
- Provide you with access to accurate information and advice on all aspects of College life
- Provide a safe environment, inspiring learning opportunities and high quality resources to enable your development
- Provide timely academic and pastoral support through your personal tutor and support services
- Give prompt and developmental feedback on your academic work to help maximise your success
- Listen and respond to your feedback to help shape your experience
- Enable access to range of opportunities to support the development of your employability

OUR EXPECTATIONS OF YOU:

As a student you should:

- Behave in a respectful way showing consideration for others and the environment
- Actively participate in the learning opportunities available to you
- Take responsibility for your learning, personal development and skill development
- Complete all work to the best of your ability and submit it on time
- Respond to feedback to help improve your performance and learning experience and talk to us about how we can make positive changes
- Be proactive in maintaining your health and wellbeing and tell us when you need help and support
- Adhere to the College and the University policies, regulations and codes of practice
- Keep up to date with information about your course and respond promptly to communications from your tutors and the College

THE STUDENTS' UNION COMMITMENTS TO YOU:

Your Students' Union will:

- Provide services and activities that are safe and inclusive, actively challenging discrimination

- Provide you with opportunities to be active, make lasting friendships and have fun
- Work to ensure that everything the College does is fair to all
- Represent and support you to achieve your goals, ensuring the best student experience for you and future students
- Give you the chance to get involved and support the development of the student experience and student decision making

The College Positive Behaviour Policy

All students should ensure they understand and are fully aware of the requirements set out in the Student Positive Behaviour Policy. This is designed to enable students and staff to engage in positive remedial and supportive measure to ensure good conduct in line with the College Values and student charter expectations outlined above.

Health and Safety

We require students to take all reasonable steps to safeguard the health, safety and welfare of students, staff and animals and to protect everyone against hazards to health or safety arising out of the College's activities. For example:

- Take reasonable care of their own health and safety and that of others with whom they live and work and who may be affected by acts or omissions.
- Follow safety instructions and safe working procedures as instructed; use safety equipment; wear personal protective clothing and generally observe safe standards of behaviour and dress.
- Use, and do not misuse, neglect or damage equipment provided for health and safety - such as fire extinguishers and first aid boxes.

Accident and Emergencies

- All accidents/injuries/dangerous occurrences/near misses, no matter how minor, must be reported to tutors, supervisors or other person in charge and recorded on an Accident Report Form.
- Ensure they are aware of College first aiders, and the position of the first aid boxes in the areas of the College they use.
- Familiarise themselves with all the exits of the buildings, the method of raising the alarm and the procedures to follow in the event of a fire. Fire action notices are located near the entrances and exits of buildings.
- Follow any instructions given during any accident, emergency, fire practices.

Attendance

If a student is going to be late please call the Programme Leader in advance where possible, or telephone the absence line on **01995 642222, option 2** by 9am and a message will be taken and passed on to the Programme Leader. Please do not contact tutors directly via mobile phones.

If a student is going to be absent from College because of an appointment, you must inform the tutor in advance. In the event of absence through sickness, please report this via the absence line on **01995 642222, option 2** or email **studentabsence@myerscough.ac.uk** by 9am. You should produce a doctor or dental appointment card to your tutor prior to an appointment wherever possible.

In all circumstances, students must complete a Self-Certification form (Student Support services staff at all centres). Students who fail to attend without satisfactory supporting evidence will be subject to disciplinary action, which could ultimately lead to exclusion.

If you are going to be absent from your work experience you must let your employer know and also the College, as per the above reporting procedure.

Safeguarding and Lanyards

Myerscough College prides itself on providing safe campuses and buildings. In order that all students know who to approach for help all staff wear red lanyards around their necks with identification cards. **Similarly, all students are required to wear their College identification on their lanyard, around their neck at all times during theoretical lessons.** During some practical lessons these may be permitted to be removed temporarily for health and safety reasons. All students are expected to produce identification on request. The Student ID card and lanyard is issued at enrolment and is the principal means of identification at College. In the event that a replacement lanyard is required, a cost of £5 will be incurred.

COVID Safety

Whilst the government has lifted all restrictions regarding social distancing and face coverings, the College will continue to operate a safety first policy. This will require staff and students to continue to wear a face covering indoors in all buildings across all centres. We will also expect that 1 metre social distancing is maintained indoors as well as routine regular hand sanitising. We ask all students to respect these requirements.

Support at College

All students at College are allocated a Programme Leader and Progress Coach who will look after their academic and general welfare in the College. They will meet with their Progress Coach in group sessions. In addition, they will have one-to-one support from their Progress Coach and meet with them individually throughout the year. These one-to-ones will be recorded on the electronic individual learning plan (eILP) and targets will be set, actions agreed and progress discussed. The Programme Leader should be the first port of call for both students and parents/carers. Additional support is available from the course team and the Head of Area (the academic manager in charge of the curriculum area).

Each student will also be allocated a Work Placement Job Coach, who will work with them to ensure that they engage with any work experience element of their course. Please help us to support our students in engaging with this work experience element, as it helps them with core employability skills and also vital soft skills for their future careers.

The Programme Leader will ensure that each student knows how many hours of work experience they need to do, and if you have any queries please do not hesitate to contact the Work Placement Job Coach team.

Further support is also available from our specialist team of student support and welfare staff in The Core (Preston centre), which sits in the heart of our campus. Other centres operate similar support systems. Additional learning support is also available for students with specific learning difficulties and disabilities via our Inclusive Learning Team. These teams may be contacted on the following telephone numbers:

The Core for student welfare 01995 642205 (Preston centre), 0151 228 7162 (Croxteth centre), 01254 667166 (Witton centre) 07880 565283, email: eastlancs@myerscough.ac.uk (Old Trafford centre). Walton Hall Centre, Warrington 01925

Further support for Careers is also available by emailing careers@myerscough.ac.uk

Study Programmes

All students are enrolled to a study programme. The programme incorporates a main qualification; in some areas additional qualifications that are industry related; Maths and/or English Functional Skills or GCSE, dependent upon whether they have achieved Grade C/4 in either Maths or English; and work experience and/or an enrichment activity.

The programmes are challenging and require full engagement and commitment from students; your support as parents/carers is vital and we will contact you if we have any concerns about progress, attendance or performance.

All study programmes include time for students to engage in social interaction that may include a charitable fund raising activity, community work or involvement with the National Citizenship Service. The College is proud of our students and supports them to become confident, resilient, employable active citizens.

The College also incorporates teaching about personal safety, online safety, equality and diversity, healthy living and personal health and safety.

As you can see the experience at Myerscough College is more than acquiring a qualification, it is about personal growth and development as well as developing employability skills.

Who to Contact

Moving to a new College and a bigger environment can be daunting for everyone. Please be assured there is a full induction programme to settle all students into the College and their course. If you have any concerns during induction or later within the course please do make contact with the College. In the first instance please liaise with the Programme Leader.

We hope all our students will take pride in being a member of the Myerscough community.

We will endeavour to offer the highest quality learning, assessment and support to make every student's time with us enjoyable, fun and above all successful, leading to further study or employment.

Yours sincerely



Paul Thompson
Assistant Principal Further Education