



The Royal National
College for the Blind

Education, employment and empowerment

Student Handbook 2019-2020



Principal's Foreword

Welcome to the Royal National College for the Blind (RNC). This Student Handbook has been designed to provide you with the information you need to ensure you get the best possible experience in the time that you study at the College.

Every effort has been made to give you the key information you need to be able to participate fully and responsibly in the life of the College.

Whilst there are some legal requirements that students and the College must comply with, my main concern is that all students live and study in an environment that is supportive, friendly and safe. It is through following these guidelines that the well-being of all our community is upheld.

Please take the time to familiarise yourself with this handbook as this will help you to understand your entitlements and responsibilities.

I wish you well on your journey through RNC and hope that you enjoy yourself. Do learn as much as possible and make the very best of the opportunities that are available to you here.

Very best wishes,

Mark Fisher
College Principal

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The Student Handbook

The Student Handbook sets out our commitment to providing students and other customers with high quality further education and training. It also gives clear guidance about what we will provide for students as an entitlement and what we expect of each individual student. We hope that this handbook will answer many questions you may have about your time at College, please do not hesitate to contact us though if you have any additional questions or would like more detailed information regarding any aspect of the Handbook.

General Data Protection Regulation

As part of your application, pre-entry assessment and during your placement at college, you will be asked to provide us with personal information about yourself (e.g. name, address and email address, medical reports, education reports etc.). At the point of collecting the information we aim to clearly explain what it is going to be used for and who we may share it with. Unless required or permitted by law, we will always ask you before we use it for any other reason.

Any **sensitive** personal information will never be supplied to anyone outside RNC without first obtaining your consent, unless required or permitted by law. We comply with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR), including removing your personal information from our systems when it is no longer required and ensuring that all personal information supplied is held securely.

The Management Team at RNC

The Senior Management Team is responsible for the day-to-day running of RNC. The Management Team are:

Mark Fisher – Principal

Lucy Proctor – Charity Chief Executive

Head of Finance – Todd Fower

Mary Kenyon-James – Director of Student Support Services

Nicola Smith and John Lynch – Directors of Learning and Curriculum

Chris Combe – Commercial Manager

Alena Critoph – Registrar (currently on maternity leave)

Student Support Services Managers:

Rachel Beaumont – Residential Manager and Head of Medical Services

Jess Hall – Residential Manager and Head of Wellbeing Services

Jeremy Perrott – Residential Manager and Head of Safeguarding

Jargon Buster

Before you start to read this handbook here is a list of the most common terms and abbreviations to be found in the text:

Tutor: Your Tutor will work alongside you in developing and monitoring all aspects of your Individual Learning Plan, providing weekly updates on current events and topics at College; you will also have the opportunity for 1:1 meeting time

Individual Learning Plan (ILP): This is an electronic document and is used to support and set goals and objectives to measure your progress from the beginning of your programme through to the end in line with agreed outcomes on your Education, Health and Care Plan (EHCPs apply to students from England only and alternative plans may be in place for students outside England). Your Tutor will explain this to you fully during your induction.

Learner Agreement (LA): You will find this at the back of the Handbook; this document sets down your commitment to the College and the commitment of the College to you. It is very much about standards in terms of mutual respect and responsibility throughout the College community. Your Director of Learning and Curriculum or Tutor will explain this to you in more detail during induction and you will be asked to sign this document as evidence of your commitment to the learning process within the RNC setting.

Residential Support Officer (RSO) and Night Residential Support Officer (NRSO): During term time the Residential Support Officers are part of the team involved in the day-to-day supervision of life in Halls of Residence, 24 hours a day, seven days a week. They play a key role in the delivery of the Learning for Living Curriculum at the College and work with you to ensure that the Halls and other accommodation are safe and clean environments. They will work closely with you, your PSO and your Tutor to enable you to achieve your individual goals and objectives in Independence and Personal Development.

Link Worker; during your time at RNC you will be assigned a link worker, this person will be one of the RSO's who work in the Hall where you live. The link worker will work with you to address any

particular areas that you need to develop to achieve as much independence as possible. Your link worker will contact you regularly to arrange to meet up and discuss your progress with the identified areas.

Wellbeing Support Officers (WSO): Provide individual enabling support for students with additional residential needs as identified at Pre-entry assessment.

Transition, Employment, Engagement Team: The Student Hub provides information, advice and guidance to all students. This includes careers advice, Universities and Colleges Admissions Service (UCAS) support, employment skills training, work placements and work experience. The Hub is also where general advice, travel information, and signposting are provided on a daily basis.

Our Commitment to you.....

Vision

A world where every person with a visual impairment has true equality

Mission

Education, employment and empowerment for people with a visual impairment

Student voice at RNC

A thriving Student Representative Group is at the heart of student voice activities; this year working together we have launched the new Student Involvement Strategy which details many more opportunities to share your views and opinions about college life and shape real change. 'The Student Voice' is represented on a number of College committees, including a Student Governor Representative on the College Board of Governors.

Student committees and forums

All students have the opportunity to engage in a range of student forums and consultative groups that provide direction for College policy procedures and improvements. These committees include:

- Equality, Diversity and Inclusion
- Safeguarding

- Prevent
- Education and Skills Quality Assurance
- Health and Safety

Student Ambassadors

We also have a team of trained Student Ambassadors whose role is to help support other students throughout the year but with an initial focus on helping and supporting new students as they settle in to college. They will be on hand during arrivals weekend and will support induction sessions. They also run weekly student drop-in sessions throughout the year.

Equality and Diversity and you

Equality and diversity is about you as an individual and ensuring that you have equal opportunities in all aspects of your life. Whatever the future holds for you in employment, education, accessing healthcare or social welfare support you have rights and the organisations you will be working with (including us) have responsibilities.

The Law

Equality Act 2010 – Developed into UK law from the European Convention on Human Rights, applies in specific contexts including employment, education and provision of services. All organisations have a responsibility to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations

This applies to the following protected characteristics– Age, Race, Religion and belief, Gender, Disability, Sexual orientation, Marital or civil partnership status, Gender reassignment and Pregnancy/Maternity

Equality and Diversity at RNC

At the centre of our approach to Equality, Diversity and Inclusion (EDI) is responding to each student and staff member as an individual understanding protected characteristics do not define a person, but that we must give consideration and support that is appropriate to the individual and their circumstances.

The Single Equality Scheme is on our website, this evolving document has been developed by students and staff at the College over a number of years and provides details of our commitment to EDI, and it is reviewed and updated each year.

We have active staff and student steering group and sub groups where EDI issues are discussed and improvement actions are agreed. We welcome all new members and student participation is open to all. All staff members receive regular EDI training sessions and relevant updates.

Student and staff surveys are completed annually, the data and information gathered informs the College EDI action plan for the following year, to ensure constant improvement.

Louise Brice Human Recourses Manager and Paul Sockett a member of a Teaching team lead the EDI Steering Group who ensure EDI values are embedded across the college.

Support for you at RNC

Take the opportunity to discuss your individual needs with your Link worker, RSO or Tutor. We have developed a number of community links over the years and supported students to access activities in and out of county as appropriate. We have also facilitated groups here at the College including a Lesbian, Gay Bisexual and Transgender group with other local colleges, developed links to local faith groups and access to cultural events.

Policies and Procedures

All student related policies are available to you on the College network (O-drive) or on request in your preferred format; please ask your Tutor; we have included below an overview of some of the priority policies in place which contribute to the safe and inclusive environment of RNC

Safeguarding

All staff at RNC share an objective to help keep young people and vulnerable adults safe. We believe that the Safeguarding of all RNC students has paramount importance and we have a zero tolerance of abuse and other harmful behaviour. RNC recognises its responsibility

to prevent unsuitable people working with vulnerable adults and children and is committed to ensuring safer recruitment of staff and volunteers. In line with the Counter-Terrorism and Security Act 2015, RNC recognises its responsibility within the Prevent Duty to be aware of and where appropriate act to ensure the safety of all students from Radicalisation and Extremism.

We believe in creating a supportive environment that enables students to be able to speak out and that staff should be empowered to promote safe practice and challenge poor and unsafe practice.

This policy and procedure is in line with the Herefordshire Safeguarding Children's Board policies and procedures and the Herefordshire Levels of Need and Response Guidance (July 2018).

The Safeguarding Committee at the college is chaired by Jeremy Perrott who is the Lead Designated Safeguarding Officer; the other Safeguarding Officers at the college are Rachel Beaumont, Jess Hall, Mary Kenyon-James & Kelly Hornsey. The membership of the Safeguarding Committee includes staff from Teaching, Human Resources, Estates and thePoint4 as well as a student representative.

Prevent Policy

All staff at RNC share an objective to help keep students, customers and staff safe. We believe that safeguarding has paramount importance and RNC recognises its responsibility and duties within the Prevent Strategy to be aware of and where appropriate act to ensure the safety of all students from Radicalisation and Extremism.

Background to Prevent

The Government's Prevent Strategy is 1 of the 4 elements of CONTEST, the government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.

The four elements of CONTEST are:

To Prevent people becoming terrorists or supporting violent extremists.

To Pursue - to stop terrorist attacks.

To Protect - to strengthen the country's overall protection against terrorist attacks.

To Prepare - where an attack cannot be stopped, to try to lessen its impact.

The Government's **Prevent** strategy:

Responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views.

Provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support. Works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with.

The strategy covers all forms of terrorism, including far right extremism and some aspects of non-violent extremism.

The government has defined extremism in the Prevent Duty as: "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs."

The Counter-Terrorism and Security Act 2015 places a duty on specified authorities including schools, colleges and universities to "have due regard", in the exercise of its functions, to the need to prevent people from being drawn into terrorism'.

What we will do:

To promote, implement and monitor the College's responsibilities under the Prevent Duty to all students, staff, Governors and visitors at the College, we will:

- Promote and embed British Values into the organisation's procedures and curriculum offer
- Promote the College's ethos and values
- Ensure that the College promotes a culture of non-bullying, non-harassment and non-discrimination

- In partnership provide support for students who may be at risk and develop appropriate sources of advice and guidance
- Ensure that students and staff are aware of their roles and responsibilities in preventing violent extremism and radicalisation

Anti-bullying and Harassment Policy

The College does not tolerate bullying, harassment or intimidation of any kind.

Definition: Bullying is the abuse of power by a person who appears stronger, resulting in some distress, harm or neglect of necessary attention for another person. Bullying can take the form of verbal, electronic messaging, emotional or physical abuse.

We are aware that you may find it difficult to report instances of bullying. In view of this the following undertaking is given:

Any report of bullying or suspected bullying will not be treated lightly or ignored.

If you feel you are being bullied, please talk to a member of staff in whom you feel you are able to confide. They will ensure that the matter is investigated giving due regard to your concerns.

Remember that if you have the courage to report bullying, you will be quite likely to be helping other students (including the bully) as well as yourself.

E-Safety

RNC believes that its students should be able to fully benefit from accessing the wide range of technology available. We believe that all of our students should receive guidance to be able to make informed decisions and stay safe by being able to control their online experiences.

The risks associated with accessing the internet, electronic communication and use of mobile devices require robust control measures as RNC places the Safeguarding of its students as a priority. The key overarching risks for students are:

- Unwanted contact/grooming

- Cyberbullying
- Harmful content, illegal materials
- Privacy and digital footprint
- Online Fraud

The E-Safety Policy encompasses student use of internet, electronic communication and use of mobile devices i.e. phones and tablets. It highlights the need for robust induction and ongoing guidance for students about the benefits and risks of using new technology, and provides safeguards and awareness for users.

RNC will ensure that appropriate staff receive the necessary training to feel confident with providing guidance and support with responding to any E-Safety issues.

All students will receive information and guidance E-Safety within timetabled IT lessons.

Complaints Policy

Occasionally things go wrong and it is important that you tell us at once so that we can try to put things right.

We expect that most minor problems and grievances will be settled quickly and informally with the support of your Tutor or RSO team.

If you feel that your problem has not been resolved there is a College Complaints Policy, the key points of which are set out below. Copies of the full RNC policy are on the College network in the Policies and Procedures folder or in the Student Hub or you may consult your Tutor, or RSO team who will help you to use the procedure as and when necessary.

Students play a vital part in planning and evaluating RNC programmes and services; this will be achieved through close working relationships between students and staff so that every effort is made to improve services across the College. However, it is recognised that sometimes problems may occur; in such an event the following procedure should be used.

We aim to ensure that all complaints are dealt with quickly and that students are assisted in the development of skills for problem solving and the resolution of conflict.

If you have a concern about your educational programme, please discuss it with the subject Teacher or Tutor, if your subject Teacher or Tutor is not available, you should raise the problem with the Teacher in Charge for that area or the Director of Learning and Curriculum.

If the problem has arisen in the Residential or Pastoral side of College life, then the matter should be raised with your named Link worker or RSO in your hall. If they are not available, you should take the problem to a Residential Manager.

If the matter cannot be resolved straightaway or remains unresolved, you and/or your Tutor or your RSO should contact the appropriate manager, who will investigate the matter with a view to seeking an early resolution.

If after making the complaint you still feel unhappy with the outcome, you should seek an meeting with the appropriate Director of Learning and Curriculum or Director of Student Support Services, who will arrange a meeting to review the situation and seek a resolution. If actions to this point have not resolved the problem, a meeting can be held with the Principal.

Should RNC not be able to resolve your complaint, provisions are set out in the National Care Standards Legislation and Guidance for the accommodation of students under the age of 18. Copies and further information can be obtained from Mary Kenyon-James, Director of Student Support Services.

In addition, students are able to contact or refer to their funding body to address or resolve complaints.

If a complaint is not resolved under the procedure above, you can submit details in writing to the Principal and the Clerk to the Governors, who will arrange for it to be considered by representatives of the Governing Board.

A full copy of this procedure is available on the College network or from your Tutor. This procedure does not remove the right of the student to seek a meeting with a member of the Senior Management Team.

Quality Assurance

A Quality Assurance Policy is in place which covers all aspects of the College's work – throughout the year a cycle of quality assurance takes place which includes observations of teaching and learning and Pre-entry assessment activities, student tracking day, student satisfaction surveys. A student representative sits on the College Education and Skills Quality Assurance Committee.

Learning @ RNC

Learning is at the heart of all we do. RNC is committed to excellence in our teaching, our learning environment and residential student support. If you are to gain maximum success whilst at this College, it is important to be clear from the outset about what we expect of you and how best to make the most of your time here.

Programme Entitlement

- Access to a Programme Handbook
- An Individual Learning and Transitional Plan confirming the agreed programme of learning and support necessary to allow you to successfully achieve your outcomes, as detailed within your EHCP and agreed with the funding body, prior to commencement of your course
- Accreditation of prior learning where appropriate and high quality of teaching and learning opportunities, with programmes that fulfil the requirements of the awarding bodies
- Assessment of your achievements within the national key skills and/or profiles framework
- Access to a wide range of enabling technology and to the College networked computer system
- Entitlement to an individual core curriculum offer designed to enable you to obtain the appropriate levels of language, numeracy, ICT, literacy and braille necessary to succeed on your chosen course of study

What you can expect from us

- A designated Residential Manager, Director of Learning and Curriculum and Tutor to help you maintain and maximise your progress and transition
- An induction programme to introduce you to your programme of learning and the support services available to you
- A designated Tutor will work with you to monitor, review and record your progress
- An individualised programme of study confirming the agreed programme of learning and support necessary to allow you to achieve your outcomes
- First class facilities to support your learning

- A safe working environment and information about your responsibilities to maintain it
- Timely and expert information, advice and guidance concerning your transition beyond RNC, work placement opportunities and employment skills
- Access to impartial information, advice, guidance and involvement in an individual personalised programme which will provide you with opportunities to develop transferable personal and employability skills
- A chance to make your views known through surveys and focus groups.
- Opportunity to be involved in a programme of leisure and sporting activities.
- An opportunity to participate in cross-college strategic and operational groups Including the Student Representative Group.
- Opportunities for work placements and specialist advice and guidance on careers, including how to apply for jobs and interview skills.
- Linking with local community projects.
- Join the RNC Duke of Edinburgh Award Group.

Review of your progress and attendance

Programme progress will be monitored weekly and a report generated every term. Reports will be circulated to your funding agency and to parents and guardians (of students who are under 18)

You will be encouraged to develop independent study skills and progress in this will be supported and recorded

Transition

An individual support package is provided to you to enable a successful transition from RNC. This support will be co-ordinated by specialist staff within the Student Hub and is likely to involve working together with agencies and organisations such as: Employment Services, Careers Wales, National Career Service, Social Services departments, Universities, Employers and work placement providers. A record of your achievements and a reference, if required, can be provided.

Use of communication and information facilities

Whilst at RNC you are provided with a variety of different communication facilities. This allows both internal and external communication with a wide range of organisations and individuals.

Each user of the College's network is issued with a username and password. Please keep your password secure and do not disclose it to anyone.

You are expected to abide by The College Acceptable Use Policy. This will form part of your College induction covering the use of the computer network, email, the internet and all hardware and software.

Please note that if as part of your funding you are provided with communication technology or other equipment by RNC and you choose to take this home during holiday periods, you will be liable for the insurance cover for the equipment whilst it is off campus. You are therefore advised to ensure your home contents insurance policy provides this specific cover.

If it is the case that your funding authority loans you any communication technology or other equipment; it is your responsibility to ensure it is insured either by the funding authority or yourself. This equipment will not be covered by the College insurance.

Technical resources

A technical support service is available to all RNC students should they experience any problems with laptops, PCs, or any element of the college network. Laptop Clinics run weekly and information about these can be found on the Student Notice Board.

The Tech team is dedicated to student support and always seeks to provide a fast and effective service. They can be contacted directly by email: tech@rnc.ac.uk

Student Hub

The Student Hub is a vibrant learning environment with a student chill out zone, IT study area, access to a quieter self-study area with individual learning offering plenty of opportunity for supported study; further information will be provided during your induction of the

facilities and opportunities available in this exciting, employment focused resource.

Information, Advice and Guidance

Employment

The Student Hub team provide excellent opportunities for students whose goal is employment. They will arrange to meet with you for employment screening, identifying your future employment support needs and help you plan for your career. They will also organise all work placements but expect you to help as much as possible with researching and contacting potential providers in the area that you would like to do a placement or find work. They cannot always guarantee your first choice but are committed to working with you to find an acceptable alternative when this is not possible.

All students will have access to 1:1 support or group sessions to gain skills and knowledge for future employment. Appointments can be made at any time to meet with a member of the Hub team and additional 1:1 meetings or group sessions are timetabled accordingly.

Self-Employment

If you are interested in self-employment a member of the Hub team can help put you in touch with a Local Business Adviser and offer some good practical advice. It is important that you make early contact, particularly in your home area, with the people who will be able to offer you support to set up a business. The list of contacts could include the Prince's Youth Business Trust, Training and Enterprise Councils and Grant Making Trusts, for example.

Higher Education

All students wishing to progress onto Higher Education will receive a structured programme of support during your year of application. Including help with applying for your University programme, Disabled Students' Allowance and student finance, this process is supported by the Student Hub's Information, Advice and Guidance Adviser and forms part of your transitional plan.

Apprenticeships

The College has a partnership with the National Career Service (NCS) who can also assist with career planning. NCS advisors attend RNC on a weekly basis and can help you complete a Skills Health Check, log onto their careers website and access apprenticeship prospects from around the UK.

Apprenticeships offer you the opportunity to learn while you earn and demonstrate your abilities at one of the many organisations offering programmes in Customer Service, IT, Retail, Horticulture, Business Administration etc.

Volunteering

Many students have found volunteering an excellent way to increase skills, knowledge and confidence whilst fulfilling an important role in organisations such as Action for Blind People, Women's Royal Voluntary Service and The Guide Dogs for the Blind Association. Not only are voluntary positions enjoyable and rewarding but can often lead to permanent employment. The Student Hub team can assist you in securing a valuable volunteering post in your home area.

The commitment we ask of you

As a student you will be expected to:

- Comply with all aspects of the College Regulations and Learner Agreement ([Annexe 1](#))
- Comply with College Health and Safety regulations
- Respect the rights of all members of the College community
- Show respect for the College environment and property, and encourage others to do the same
- Respect College resources and take note of the Acceptable use of IT Policy.
- Take responsibility for your own learning
- Fulfil the requirements of your Individual Student Agreement and Individual Learning Plan
- Inform the college if there are any concerns about your programme or residential experience.
- Adhere to the RNC Dress Code as detailed below:

RNC Dress Code

For all College sessions students are expected to attend wearing smart/casual dress which has been appropriately laundered:

Acceptable:

Trousers

Skirts

Polo shirts

Shirts/blouses

Jumpers/sweaters

Clean suitable footwear

Unacceptable:

Very short skirts or shorts

T-shirts with offensive or unsuitable logos

Cropped tops/vests

All students must wear appropriate footwear at all times.

Uniforms are provided for:

Business Administration

Sport and Recreation

Complementary Therapy

Football Academy

Students who do not comply will be asked to return to their accommodation to change into suitable attire.

All students will undertake a work placement during the academic year and are required to dress appropriately for the type of work undertaken e.g. office work – smart trousers/skirt and white shirt/blouse.

From time to time students may be asked to dress more formally e.g. official visitors attending College, due notice will be given of this.

Help and advice on employment dress codes are available from the RSO team. Business dress will be required for students who attend interviews, work placement visits and any other important occasions

as deemed by the college. Advice can be obtained from the RSO team if students are uncertain about any aspects of appearance.

Living @ RNC...our 24hr learning environment

Residential accommodation and support

There are three student residential areas located on Campus: Armitage Hall, Campbell Hall, and Stephens Hall.

During term time the RSO team are responsible for the accommodation, care and support 24-hours a day, seven days a week. They work closely with colleagues across College to ensure that students have the opportunity to develop their skills and abilities outside of the traditional classroom setting. This support is a unique feature of RNC and we hope that you work with residential staff to make the most of your time at RNC.

RSO's on duty from 7.30 am – 10.00 pm

NRSO's on duty at 9.30 pm – 8.00 am

WSO on duty at specified times

Allocation of accommodation

All students will be allocated accommodation in accordance with their medical and individual requirements, student accommodation is only available during the college term dates and must be vacated with all personal items during **all** term breaks. Limited storage is available for storage of larger items and this should be discussed with your RSO. Students under the age of 18 will be allocated accommodation together in a specified area. A College deposit of £100 is payable on entry to College ([Annexe 2](#)). The key to your room will only be issued upon receipt of this deposit. Please ensure you bring this deposit with you. Replacement keys and unreturned keys on departure will be charged for at £10.00 per key.

Life Links Programme

You will be allocated a member of the RSO team to be your Linkworker; they will provide residential learning experiences and activities to broaden your personal and social development skills. The Life Links Programme focuses on healthy lifestyles, safe lifestyle and money management.

Medical Care and Support

The College Health Centre is located in an adapted Lodge to the rear of Armitage Hall, it is the base for our team of registered Nurses and BACP accredited counsellor.

The Nurse is available for medical advice each day at the following times each day:

Mon-Fri 7:30am – 8pm

Sat-Sun 1:30pm – 8pm

If there is an emergency, the Nurse or a qualified first aider will always be available.

During your assessment with a Residential Manager you would have been asked to provide any relevant information about your health needs and any on-going treatment. During the New Student Conference and Induction week you will have an opportunity to meet with one of the Nursing Team to discuss these needs.

Please note the RNC Health centre is not an NHS linked service so we are reliant on you providing the Nurses with up to date medical information during your placement Therefore please ensure you update the nursing team on any significant changes in your health status or medication. The nursing team will maintain an individual medical file for you which will be held securely in the medical centre, the information in this file is confidential and will only be accessed by the College Nurses and Residential Managers.

We would recommend that you remain registered with your home GP, remaining with your home GP will ensure you have continuity with your health care. You can access GP appointments in Hereford as a temporary resident at our local surgeries; the college Nurse can support you to make appointments.

If you become unwell during your placement and are unable to attend timetabled activities the Nurse and Residential managers will liaise with you to ensure you can return home to recuperate.

If you are unwell at home during a term break, please do not return to college until you have spoken to a Nurse or residential manager.

Personal medication

Students who are self-medicating or who have any medication in their possession are responsible for its safe keeping and use. All rooms are equipped with lockable drawers for this purpose and there is special provision for the storage of medication that needs to be refrigerated. Students are also responsible for the safe disposals of sharps - boxes are available from the nursing team. Advice about any issue concerning medication can be obtained from the Nursing Team.

Please ensure that you arrive at college with enough medication or repeat prescriptions for each half term.

Eye Care

Routine eye care is available in College. If you experience any discomfort or feel that there has been any deterioration in your vision it is vital that you let a member of staff know immediately so that you can be referred either to the local eye casualty or to your own consultant without delay.

A consultant Ophthalmologist visits RNC once a month and you can request an appointment to discuss your eye condition. Appointments may be arranged through the Nursing Team

There is an excellent Low Vision Optometry Practice based in Hereford. Appointments may be arranged through the Nursing Team.

It is always worth exploring new ways to make the most of your residual vision.

We will be available to discuss low vision aids and equipment which may make reading easier. These aids are available either for purchase or as a loan. Your Tutor will support you to make appointments for this service as and when necessary.

Counselling

The College counsellor is Roberta Hardman. If you are experiencing emotional difficulties or have personal matters you want to discuss, you have access to the RNC confidential Counselling Service.

The Wellbeing Support Team

Individual students identified at pre-entry assessment with additional medical, personal care or therapeutic funding will have access to 1:1 support from the Wellbeing Support Officers within the Hall of Residence.

The Lead Wellbeing Officer at College; also supports the team in liaising with a range of external visiting therapists who provide additional therapies to individual students.

Personal security

CCTV is in operation around the College campus

For your own protection and that of fellow students you must keep your door locked at all times and not give others access to your keys or access cards. Lost keys will incur a £10 per key replacement fee.

Do not leave any money or valuables lying around in your room, a lockable drawer is provided in your room however you are advised not to keep large amounts of cash in rooms or on your person.

Your bank or building society PIN number must never in any circumstances be divulged to any other person – if you are unable to use a PIN number you must alert the Independence Team who will ensure that you are given the opportunity to learn.

You are advised not to lend money to anyone or allow anyone access to your banking or credit card details.

Student ID card

You will be issued with your personal ID card during the Induction week. This card must be worn at all times as it is central to your safety and security. The card is used for a variety of purposes from registering your meal allowance when you eat in the College Bistro, to gaining access to certain areas of the RNC campus.

Under no circumstances should your ID card be lent to any other member of the RNC community and in the event of losing your card you should report the loss immediately or as soon as possible to a member staff so that it can be cancelled and a replacement issued. There will be a £2.50 charge for a replacement card.

Personal possessions and equipment

You should take care of your personal possessions and equipment at all times and not to lend these to other students. Particular care should be taken of your mobile phone, laptop, and any other portable, valuable equipment as you are responsible for your own repairs. The Technical Support team may carry out visual safety checks of equipment within your accommodation.

The College cannot accept responsibility for losses of personal possessions and equipment and all students are advised to take out personal insurance to cover against any loss or damage to personal effects.

Under no circumstances may any form of firearm, knife or other offensive weapon be kept or used on College premises.

Under no circumstances are you permitted to have personal pets on campus.

Financial assistance and advice

For general benefits, money or financial concerns the Student Hub Team may be able to signpost you to the appropriate agency for support and advice.

Whilst at RNC if you are funded by the EFA and aged 16 to 19 years on 31 August 2019 then you may be eligible for a vulnerable bursary. Those eligible need to be in one of the defined vulnerable groups and provide original copies of evidence of eligibility

In addition to this scheme a discretionary bursary is also available for those students aged 16 to 19 years; or 19+ years and who have an Education, Health and Care Plan. The discretionary bursary is a limited fund and whilst students can apply at any time the success of any application is dependent on funds available. The discretionary bursary can only be used to purchase items directly related to your education at the College and are usually supplied in the form of a piece of equipment. The discretionary bursary application process requires family households to send proof of income and expenditure to RNC.

Further information and an application forms are available from the Student Hub Team.

Emergency student loan

What is the fund for?

The Finance department holds a small fund from which crisis loans may be obtained for those students who may experience financial difficulties during their time at College. Loans are limited to one payment of £20 at any one time.

What are the procedures for requesting a loan?

A student should approach their Residential Manager to give the reason for requesting a crisis loan, this has to be approved in writing and taken to the Finance department who will require the student to sign for receipt of the loan.

Repaying the loan

The repayment of any loan is required within two weeks. The award of a loan is not automatic as the fund has limited monies. This means that if monies are not returned within two weeks further loans may not be available to other students.

Please do not request a loan unless it is absolutely essential. It is always easier to borrow than to pay back.

Services and Facilities on Campus

Mail

Students can collect incoming mail from the RSO in their hall of residence after 2:00pm, Monday-Friday. The College does not receive a mail delivery on a Saturday.

College Bistro

The College Bistro has a varied weekly menu which is published in advance. Copies are made available in a variety of formats and in a number of places including the College network, Halls of Residence and are available at various locations within the College Bistro itself.

All students have a daily meal allowance on their student card which is used for the purpose of purchasing meals within the Bistro; if you go over your meal allowance you will be informed at the till and have the opportunity to pay cash for any overspend.

At the end of each term any students with an over spend will be invoiced and required to repay this amount to the College. At the end of the College year any invoices that remain unpaid will be deducted from your College deposit.

Please discuss any special dietary needs with the Catering Manager and arrangements will be made to provide you with a well-balanced diet.

Breakfasts are on a self-catering basis in the Halls of Residence assisted by RSO. Provisions for self-catering breakfasts are provided in each Hall.

Self-catering

For those who do not wish to take all of their meals in the College Bistro a full or partial self-catering allowance may be available. This gives you the opportunity to purchase and prepare food independently in your accommodation.

If you wish to apply for partial or full self-catering allowance you should speak firstly to your Living Skills teacher or a member of the Independence Team who will make a referral to the appropriate

Residential Manager for authorisation. Students in receipt of full self-catering continue to have a minimum entitlement to one meal per day in the College Bistro between Monday and Friday.

The earliest a referral is normally considered for new students will be the Spring Term, this is to ensure that student have the necessary skills and experience to independently manage a healthy diet.

For health and safety reasons a check will be carried out to ensure that you fully understand basic nutrition and can prepare food safely. This is compulsory before any allowance will be granted.

The self-catering allowance is paid directly, as a bank automated credit (BAC) payment, into your bank account, weekly in arrears. You will be advised of the clearance day once you have been authorised to receive the allowance. If you are absent from College for any reason your self-catering payment will be adjusted to reflect this; you will not be able to accrue self-catering allowance during periods that you are not resident at College.

Multi-faith provision

People of all faiths are welcomed to the College community. Religious and cultural support is provided and links are established with local provision wherever possible.

Students are enabled to access local places of worship and should discuss any individual prayer and dietary requirements with support staff.

There is a multi-faith prayer and reflection room located on the bottom floor of the Learning Hub. This facility is available to all staff and students who would like space for prayers or quiet contemplation.

It is the expectation that you will be:

- Respectful of others using the room.
- Do not take food or drink into the room.
- Leave the Prayer Room as you found it.

Please ask a staff member if you wish to receive mobility orientation to use it.

Travel – to and from College

With regard to your or your young person's transport to and from RNC on travel days (half-termly), please contact your local authority's SEN Transport Team as soon as you are assured the placement has been agreed.

For students from England only, the SEND Code of Practice: 0 to 25 years, which stems from the Children and Families Act 2014 notes:

Para 9.15 Transport should be recorded in the EHC plan only in exceptional cases where the child has particular transport needs. Local authorities **must** have clear general arrangements and policies relating to transport for children and young people with SEN or disabilities that **must** be available to parents and young people, and these should be included in the Local Offer. Such policies **must** set out the transport arrangements which are over and above those required by section 508B of the Education Act 1996.

Para 9.216 Where the local authority names a residential provision at some distance from the family's home, the local authority **must** provide reasonable transport or travel assistance. The latter might be reimbursement of public transport costs, petrol costs or provision of a travel pass.

Para 9.217 Transport costs may be provided as part of a Personal Budget where one is agreed and included in the EHC plan as part of the special educational provision.

Enjoying your time at RNC

National Information

The RSO team compile and update a Handbook with the contact details of lots of organisations that can offer advice, guidance and support to students. The RSO team will ensure that the handbook is available to all students and can support you in finding contact details for organisations that may not be listed.

Local information

Although Herefordshire is quite a small county, and Hereford a small city, RNC make use of the attractions and activities available locally. The Old Market in the city has a multi-screen cinema that has audio description on a wide range of films. Hereford is getting quite a reputation for being a “foody” city and has also attracting some big name shops. There are a growing number of coffee shops and cafes. The RSO teams in hall can support you to access a wide range of information on Hereford and facilities available e.g. restaurants, taxi companies, takeaways, pubs and clubs, churches, libraries.

Leisure activities

The Residential Team, supported by other areas of the College, provide a wide range of activity opportunities at RNC. Students are encouraged to participate in a wide variety of leisure and cultural activities. Leisure activities give students the opportunity to enjoy and achieve and to make a positive contribution to the College and the community as a whole so join in and broaden your experience of RNC.

Information about visits and forthcoming activities is available on the Notice Board on the College computer network or they can be obtained directly from the RSO Team.

The Residential Team are always open to ideas so if there is something that we do not offer that you would like to try then please approach them with your thoughts and ideas.

Some of the activities are free, but others can incur a cost. Students on official College trips and outings must comply with current College

regulations relating to such trips. Advice concerning this can be obtained from the trip organiser or Residential Team.

A few examples of the range of activities students engaged with last year are:

Jewellery making	Crafting
Walks and woodland activities	Climbing
Dining club	Campfire cooking
10 pin bowling	Visits to local attractions
Quizzes, DVDs	

Students have also been supported to undertake adventure activities such as tank driving, abseiling, and flying.

RNC has excellent sport facilities and several social sports teams, playing cricket, goalball and football.

The Duke of Edinburgh Award Scheme

The Duke of Edinburgh award is a national recognised and highly acclaimed scheme on offer at RNC. If you would like to participate you will be supported by our dedicated Duke of Edinburgh coordinator to register and undertake the four elements of the award; volunteering, skills, physical activity and an expedition. Offering both the Bronze and Silver award, it is an exciting opportunity to experience new things, learn new skills, and participate in the community and develop a whole range of personal skills that will support you throughout life.

The Student Bar - The Braille Inn

Is available for evening use from Wednesdays to Saturdays. Based centrally on the campus it provides a safe and friendly location for students to socialise. As well as having a licensed bar there are snack bar facilities available. Alcohol is only served in the evenings and no one who is under 18 is permitted to buy or consume alcohol on the College campus.

Student Bar reps work with the Bar Manager and put on regular quizzes and theme nights events.

Between meal times the Student Bistro can be accessed as a relaxation area and students are also welcome to access thePoint4 Coffee Pod all times of the day where a vending service is available.

thePoint4

thePoint4 Centre welcomes all students, staff and members of the public, daily from 6:30 am through to 9:30 pm during weekdays and from 9:00 am through to 5:00 pm on weekends. Bank Holidays open from 9:00 am until 2:00pm.

Coffee Pod

Open to all students, staff and the public. Snacks, confectionary, hot drinks and cold drinks available daily.

Teaching gym

Open to all students. However, in the interests of Health and Safety students must complete a full induction with a member of the Sport and Recreation team prior to using the equipment. A member of the Sport and Recreation team will explain the rules governing the use of the gym to you during the induction, and even if you are not a Sport and Recreation student you will be able to use the facility. Working on personal fitness programmes with advice from a member of the Sport and Recreation team is a good way to keep healthy in body and mind and you are strongly advised to consider this as a key entitlement during your time at RNC. The gym is off limits when the Sport and Recreation team are using it to deliver lectures and when the main building is closed. Students wishing to use the teaching gym must register their attendance at thePoint4 reception, using their membership card for thePoint4.

Student led classes

The following FREE evening classes are offered in the RNC Student Gym and are run by trainee instructors and trainee Personal Trainers on Tuesday and Thursday evenings. Classes run from 17:30 pm – 18:30 pm.

Personal Training

The sports students also provide Personal Training on request tailored to the individuals' specific needs. Personal training sessions can be offered on request. These sessions can be arranged with

individual trainee fitness instructors and tailored to suit times and activities that are mutually acceptable to both parties.

Community gym

Open to staff and public. A full induction must be carried out prior to using the equipment. The Fitness team, will carry out the induction and develop your own personal training plan. Students wishing to use this gym must be referred by Aaron Rees to the Fitness Team; these students will then follow the full induction process laid out for customers and staff.

Travelling in College transport

The College provides transport for specifically approved activities and journeys; it is not available for casual use by students, e.g. shopping etc. Wherever possible, students are expected to plan their own journeys and arrange their own transport. Transport may be provided for hospital and doctor's appointments. The Health Centre will arrange transport for this purpose.

No smoking, eating or drinking is allowed in college vehicles and seat belts must be worn at all times. Please ensure that you remove your own litter from any vehicle in which you have travelled, on your return to college.

Buses regularly go from College Green into the City.

It is also easy to hire a taxi. The college can provide contact details of regularly used local taxi companies whose drivers all have an enhanced DBS check.

Visiting

Visitors to the College, including past students, are not allowed on social visits during the working day i.e. Monday-Friday, 9:00 am - 5:00pm. Visitors are permitted to visit outside these hours until 11.30 pm (12.30 on Friday and Saturday) but must be signed in by the student they are visiting. They must sign out on departure. Due to safeguarding procedures relating to U18 students only known family and or friends are permitted to be signed into Campbell Hall as visitors.

Media Activities

The College may request that students support our marketing activities by engaging with local or national media activities (these are entirely voluntary). Students are requested to inform a College manager before they engage independently in any interviews or discussions with external bodies, relating to any RNC business.

A student's view: the top tips for new students

Socialise and make friends. It can be really scary on your first day here but don't be alarmed you'll probably be put with people who share a similar interest. The RSO's will encourage you in this. Who knows what can happen. Remember college isn't all about education it's about having fun. That brings me on to my second point.

Have Fun!

Or I suppose more to the point go on the activities at the weekend. Not only do they provide something to do at the weekend they're actually fun. The RSO team put on activities like bowling, walks, trips to restaurants and similar things. All in all it's a great experience.

Remember that even though RNC is a laid-back place you do need to work. The best thing I'd say is get things done when you're given them that way while everyone else is rushing around you can sit back and relax.

- Keep your card and keys on you at all times. When you get here you'll be given a card, it'll be a plastic card that goes on a lanyard around your neck. It pays for your food in the Bistro, (that's the place where you can get food) also, if you're in Stephens Hall that card will get you in and out of the hall. It's a good idea to keep your keys attached to your card. You can do this by clipping them on to the lanyard around your neck
- If you do lose your card you'll have to pay £2.50 to get another one. Basically, don't lose it
- Be careful with your money. Yay, Mum and Dad have gone I can do what the hell I like! Um no, hang on before you start ordering and buying the entire Dominoes premises and stock, read this. If you budget you'll be able to save up for the really important stuff. Let's face it, is takeaway really important?
- Set aside a little time to keep in touch with your parents. Ok, this doesn't apply to everyone but some people will be excited to leave their parents but trust me, if you set aside some time. Say an hour you'll be ok. It'll stop Mum and Dad worrying in any case
- Obey the rules: Yep, I know it's a college and some of you guys will be 18 or over but the rules that the College are there to keep you safe. In short, think of the RSO's (that's the staff in halls) as

like your parents, it's their job to keep an eye on you while you're here. Of course in Stephens Hall it's a bit different, the managers trust us 18 year olds to be safe. All I'm saying is be careful

- The residential managers are ok. Yeah, I know that their title is scary but actually the managers are fair, they'll hear you out
- Don't be afraid to talk to staff if you have any issues - even if you're not sure which member of staff to go to, all staff will always be able to point you in the right direction

My final top tip is just enjoy it. Live every day to the full while you're at RNC and I know that when you leave you'll come out a changed person.

Good Luck

Now for the rules.....

The College has a duty of care to all students and the following rules are designed to enable maximum achievement during your time at College and to help us to guarantee the safety and wellbeing of RNC students. You may not always agree with all of the rules but you are advised to discuss any frustrations through your student representatives.

Absences

You are required to attend all classes on your timetable. The crucial aspect of any absence is how you communicate that to the college. By following the procedures below you are considered to be making a positive contribution by being responsible. Unless you follow the correct procedure your absence will be recorded as unauthorised. Repeated unauthorised absence may lead to disciplinary action and ultimately the termination of your placement at RNC. Students will not be given permission to take holidays during college term times.

Pre-planned absence – Personal reasons

All requests for absence due to personal reasons, other than medical appointments, should be made via your Residential Manager. In an emergency situation where absence for personal reasons is needed immediately it is important to inform a staff member. The Residential Support Team are available 24 hours a day to ensure that this is possible. It is not acceptable to simply leave without informing a member of staff of your absence, by informing a member of staff you are helping us to ensure your health and safety at all times and this is important to us.

Pre-planned absence – Medical appointments

You must inform the Nurse or Residential Manager of all requests for absence due to pre-planned medical appointments in your home area and evidence of the appointment should be provided. Please try to make hospital and dental appointments during the holiday periods in order to minimise the time lost from study.

Unexpected absence – Illness at College

If you become unwell whilst at college and are unable to attend lectures you should inform a member of the hall staff and ask to be seen by a member of the college Nursing team. If a member of the Nursing team deems you unfit to attend your timetabled activities they will liaise with the appropriate Manager to authorise your absence.

Unexpected absence – Illness at home

If you become ill whilst at home please ring or ask a member of your family to contact a member of the Residential Support team so that the absence can be recorded. Any illness or appointments which occur during the first seven day period following a return travel day can only be authorised by the appropriate Residential Manager. Absences in these circumstances will only be authorised with supporting evidence. Please do not return to RNC until you have completely recovered and confirmed that with a residential manager.

Exams

Reimbursement of fees will be sought from candidates who fail to sit an exam without medical evidence or evidence of other mitigating circumstances.

Staying off campus

If you are under 18 years old, you must provide the College with evidence of permission from your parents/guardian if you wish to be out of College overnight at any time during the term.

If you are over 18 years old you must notify your Residential Support Officer that you will be absent and hand in your room keys on departure.

No Smoking Policy

Smoking is not permitted by law in any of the campus buildings.

Any incidents relating to smoking in college buildings may lead to disciplinary proceedings where a fine may be imposed. Smokers are asked to be considerate of non-smokers, and to avoid obstructing entrances and walk-ways, use the designated smoking areas and ensure that used cigarettes are placed in bins provided and not left on the ground.

In relation to the use of e-cigarettes, they are not permitted to be used in the Learning Areas, in the Bistro or in Communal areas of halls; there is no restriction to the use of e-cigarettes in students own rooms in their accommodation.

Misuse of drugs and solvents

The use of illegal substances, drugs or solvents and the trafficking or production of drugs is strictly forbidden by the College.

Where there is any reasonable suspicion that illegal substances are present on College premises, the College reserved the right to undertake a no notice room search.

Any incidents relating to the misuse of illegal substances or anyone found in possession of, or known to be using illegal substances, will be reported to the Principal which may lead to disciplinary proceedings and can lead to the termination of their course.

The Police will be notified, if an offence has been committed.

Consumption of alcohol

Students on campus aged 18 years and over may only consume alcohol in the College Social Bar or in the private rooms of the Halls of Residence. They must not purchase or provide alcohol to an under 18 student.

If anyone displays anti-social behaviour in the Social Bar or Halls of Residence after drinking alcohol, the College reserves the right to confiscate any alcoholic drink found in their possession.

No alcohol is permitted in under-18 accommodation area and if students under the age of 18 have any alcohol in their possession it will be confiscated.

Health and Safety Policy

It is the responsibility of the Governors, the Principal and all staff, to adhere to the RNC Health and Safety Policy (based on the Health and Safety at Work Act).

This also requires students to behave responsibly at all times. Any action by yourself that endangers the safety of others could lead to disciplinary or legal action being taken against you.

Consequently it is in your own interests, as well as those of the College that you observe the following:

- Do ensure that in every room that you use, you are aware of the fire exits from the room and building and the nearest telephone
- Do not use any equipment until you have received training in its use from a qualified member of staff
- The need to switch on a light when using the room, especially at night, so that others are aware of your presence
- Do report all hazards, incidents and/or faulty equipment, however trivial, to a member of staff
- Do be aware of the procedures for Accident Reporting and First Aid treatment, which will form part of your induction and ensure that you follow the procedure should you be involved in an accident/injury
- Do ensure that you use all Personal Protective Equipment (PPE) with which you are issued or which you are instructed to use for any specific tasks. Instruction in the use of PPE will be given as part of your induction into specific courses
- All electrical appliances require safety checks and the College electrician carries out cyclical electrical checks and has the right to enter students' rooms to undertake these. Please do not use two-way adaptors
- You should walk on the right-hand side of corridors and stairways and please do not run
- Avoid leaving anything that could constitute a hazard in corridors or other places of access

Bicycle riding & driving of cars

The use of bicycles, skate boards, scooters, roller blades and skates are forbidden in College grounds and students are advised not to bring these to College.

The majority of RNC students are not legally able to drive cars but in exceptional cases there are individuals who hold a valid driving licence. Any students, in such circumstances, wishing to bring a car

to College should discuss this matter with the Residential Management Team.

Accident reporting

All accidents at College (and on work placements), no matter how trivial, must be recorded on an official Accident Form. These are kept in the Health Centre, at thePoint4 Reception and all Halls of residence. A member of staff can assist you in recording the accident.

Fire Evacuation

As part of your induction you will receive instruction regarding evacuation procedures. If required you may have a personal emergency evacuation plan in place to ensure all staff are aware of individual support required in the event of an alarm. For your own safety please be aware of the fire notices posted throughout the College buildings. Regular evacuation drills are undertaken. Ensure that you always know of the alternative routes out of the buildings. For clarification consult your Tutor, RSO/NRSO or Mobility Officer.

Damage reporting/emergency maintenance

Damage to College property should be reported immediately to any member of staff.

Keep communal areas clean and free from rubbish and use the bins provided.

Any spillages should be reported immediately so that they may be cleared up before they become a hazard to other students.

Guide dog owners should be vigilant about any problems caused by their dogs.

Annexe 1 – College Student Regulations

These regulations are the minimum needed to ensure effective learning and training and to satisfy the Health and Safety and Fire regulations. They have been prepared in consultation with staff and students and have been specifically designed to give consideration to the needs of all students and make up part of the Learning Agreement.

1. Attendance at classes is compulsory and is a contractual requirement.

RNC expects you to attend 100% of your timetabled sessions and all examinations. This includes classes, tutorials, workshops or meetings arranged for you. Your attendance will be clearly monitored and reported on regularly.

This means –

1.1 Each day, students must be ready to start their individual programmes according to their timetables.

1.2 Arrive for classes on time and fully prepared with all necessary equipment and notes

1.3 Following the Absence procedure as detailed in the Student Handbook

2. The College does not tolerate anti-social behaviour.

The College has built up a reputation for being a safe and friendly community where people treat each other with respect and kindness. Certain behaviour is unacceptable and will result in disciplinary action from College:

This means –

Your behaviour must be considerate of the needs of other students, staff and members of the public at all times, the following are examples of a breach in the regulation:

- 2.1 Any act of physical violence against students, staff or visitors to the College.
- 2.2 Any act of verbal aggression against students, staff or visitors to the College.
- 2.3 Bullying or intimidation (including unwanted sexual advances and homophobic abuse) directed at students, staff or visitors to the College.
- 2.4 Any action that invokes or incites racial hatred.
- 2.5 Damage to College property, including graffiti.
- 2.6 Serious misuse of IT equipment including accessing and downloading of obscene material.
- 2.7 Swearing, name calling, sexually suggestive language and loud and boisterous behaviour. (Swearing in public can be an offence for which you may be prosecuted).
- 2.8 Spitting or dropping litter in College or on College grounds and surroundings. (Dropping litter in the street is an offence for which you may be prosecuted).
- 2.9 Failure to comply with any reasonable instruction given by any member of staff.
- 2.10 Any behaviour that disrupts the learning of the class or the ability of the teacher to teach the class.
- 2.11 Inconsiderate behaviour towards neighbours of the College or other local residents, including anti-social behaviour at local shops or at bus stops.
- 2.12 Smoking; except within the designated areas.
- 2.13 Attendance at College under the influence of alcohol or prohibited drugs.

2.14 Possession of illegal substances or offensive weapons such as knives.

Where there is any reasonable suspicion that illegal substances or offensive weapons are present on College premises, the College management team reserves the right to direct staff to enter and search any room to investigate.

Anyone found in possession of, or known to be using illegal substances or in possession of offensive weapons, will be reported to the Principal and will face disciplinary actions which may lead to the termination of their course. The Police may be notified should substances or weapons be found and this could lead to criminal proceedings.

3. You must adhere to all aspects of Health & Safety Policy and Guidance.

As detailed in the Student Handbook and full college policies available on the college network; failure to do so may result in disciplinary action and or the following fines:

3.1 A fine of £50 on any student who is found to be smoking within any college buildings

3.2 A fine of £100 on any student who deliberately causes a false fire alarm.

3.3 A fine of £50 on any student who maliciously discharges or damages a fire extinguisher or fire hose.

3.4 A fine of £100 for deliberate damage to college property or equipment including deliberate misuse of equipment such as forcing electric door openers.

4. You must not cause deliberate damage to college property. This means –

4.1 You are expected to keep your own rooms/study areas clean and tidy. If you cause any damage to your room or other College property you will be invoiced for any costs incurred.

When there is no identified person responsible for any damage to property, the matter will be investigated by the Residential Management Team. The group of students living in that designated area may be held equally liable and invoiced for any costs incurred.

4.2 You are expected to take responsibility and care for any college equipment you may be loaned or provided with by the college, if loss or damage occurs to any such college property you will be invoiced for any costs incurred in repair or replacement.

5. You must adhere to all residential safeguarding regulations in relation to visitors and under 18 rules.

This means –

5.1 Students aged under 18 must be in their own Halls of Residence by 11:00pm. A late pass until midnight may be given on Friday and Saturday at the discretion of the Hall RSO. New under 18 students will not be issued with late passes during the first half term of their commencement.

5.2 If you are under 18 years old, you must provide college with evidence of permission from your parents/guardian if you wish to be out of College overnight. If you are over 18 years old you must notify your RSO that you will be absent.

5.3 Visitors to the College, including past students, are not allowed on social visits during the working day i.e. Monday-Friday, 9:00am - 5:00pm. Visitors are permitted to visit outside these hours until 11:30pm (12.30am on Friday and Saturday) but must be signed in by the student they are visiting. They must sign out on departure. Due to safeguarding procedures relating to U18 students only known family and or friends are permitted to be signed into Campbell Hall as visitors.

Annexe 2 – College Deposit Agreement

The college deposit of £100 is payable on entry to RNC, at the end of the funded period of study this deposit is fully refundable, however the college has the right to withhold any part or full deposit money for the following reasons;

- Outstanding Bistro balance
- Unpaid invoices in relation to non-attendance at exams
- Unpaid invoices relating to damage to college property
- Unpaid invoices in relation to fines imposed in regard to smoking in college premises or the deliberate act of setting off fire alarms or extinguishers
- Unpaid monies owed for replacement keys issued
- Unpaid invoices for external tuition
- Unpaid Emergency Student loans

Name.....

I am aware of and agree to the reasons for deposit monies being withheld on completion of my placement at RNC.

Parents and guardians of students under the age of 18 will be informed of any fines issued and any outstanding balances

Signed.....

Date.....

Signed on behalf of

RNC.....