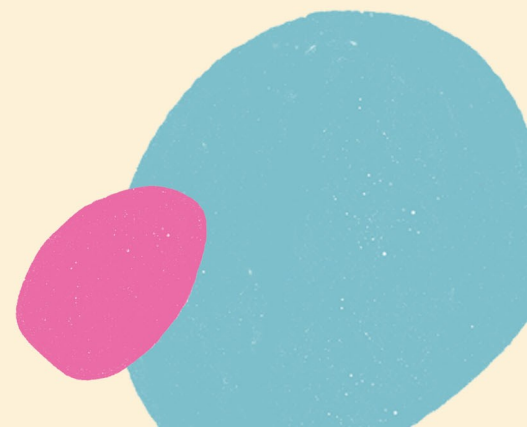**Learn more**
Do more
Create more
Swarthmore

Student Handbook

Dear student

Thank you for choosing Swarthmore Education Centre for your course. Swarthmore provides a welcoming, inclusive and creative learning environment and we want you to settle in easily, quickly and happily. Our courses will now be delivered online, via google classroom as well as face to face in Swarthmore Centre. This guide provides you with information about the support, help and guidance available to you, what you can expect from us, our expectations of you, and how you can get involved in making Swarthmore a better place to learn and succeed.

I hope that your time with us is enjoyable, successful and rewarding and I look forward to meeting you.

Chris Baillie
Director

Term	Start of Term	Mid Term Holidays	End of Term
Autumn	19 Sept 2022 (GCSE 5 Sep 2022)	24 Oct 2022 to 28 Oct 2022	16 Dec 2022
Spring	9 Jan 2023	13 Feb 2023 to 17 Feb 2023	31 March 2023
Summer	17 April 2023	29 May 2023 to 2 June 2023	21 July 2023

Student support team

Swarthmore provides high-quality information and advice about learning and progression opportunities within the centre, and via the phone, that helps sure courses are right for you.

We can also refer to the National Careers Service that supports you in making choices about skills, careers, work and life.

You can expect from us:
- Confidential interviews with well trained staff
- Advisors who can help you find relevant information on training courses or further study
- Information available from Reception about Swarthmore courses
- Expert advice from tutors on your next steps within Swarthmore

To make an appointment with our student support team, please contact reception on: 0113 243 2210

Code of Conduct

- Attend regularly and always be on time
- Complete your work and take any examinations for which you have been entered
- Complete your Individual Learning Record forms and E-ILP every session
- Discuss your next steps with your tutor before the end of your course
- Ensure you do not copy (plagiarise) work from other students, books or the internet
- Evaluate your course by completing our course surveys
- Follow Health and Safety and IT user procedures
- Submit your course work on time
- Let us know if you get a job or progress to further learning
- Let your tutor know if you will be absent or if you are thinking of leaving your course
- Participate and contribute to an inclusive learning environment (including online) in which staff and students feel safe and are treated fairly and with respect
- Report any concerns about your safety or the safety of others to your tutor or member of our Safeguarding Team
- Set goals and review your progress
- Tell us if you have a difficulty, disability or medical condition that may affect your learning
- Wear your student ID badge at all times whilst on Swarthmore premises

If you fail to follow the code of conduct, this could result in you being withdrawn from the course and the Centre.

Electronic Individual Learning Plans (E-ILP)

Your tutor will introduce you to your E- ILP. You and your tutor will refer to and update it throughout your course. The E-ILP maps your journey from the beginning to the end of your course. It helps you and your tutor to take into account your abilities, needs, previous qualifications and experience. The E-ILP includes goals to keep you focused on your learning and help you to work on your weaker points. Goals are reviewed regularly, and new ones set to ensure you succeed on your course.

You have the right to be and feel safe where you learn. Your tutor will give you a health and safety induction at the start of your course. Our Health and Safety policy can be found on our website.

We promote inclusion and integration within all our courses and take our responsibilities very seriously with regards to promoting tolerance and mutual respect of those with different faiths and beliefs, treating everyone equally, promoting diversity and tackling discrimination.

If you have any concerns about your safety or the safety of other students please contact your tutor or a member of the Safeguarding Team.

For further information please see the Safeguarding section on our website.

Accidents – if you have an accident at the centre, report this to your tutor or Reception who can contact a qualified first aider if necessary.

Computers and online safety – there can be serious risks with going online. Your tutor will advise on how to stay safe online and the dangers of inappropriate use of social networking and other websites.

Equipment – you should only use tools and materials approved by your tutor. Ensure you have received appropriate training before you use any equipment.
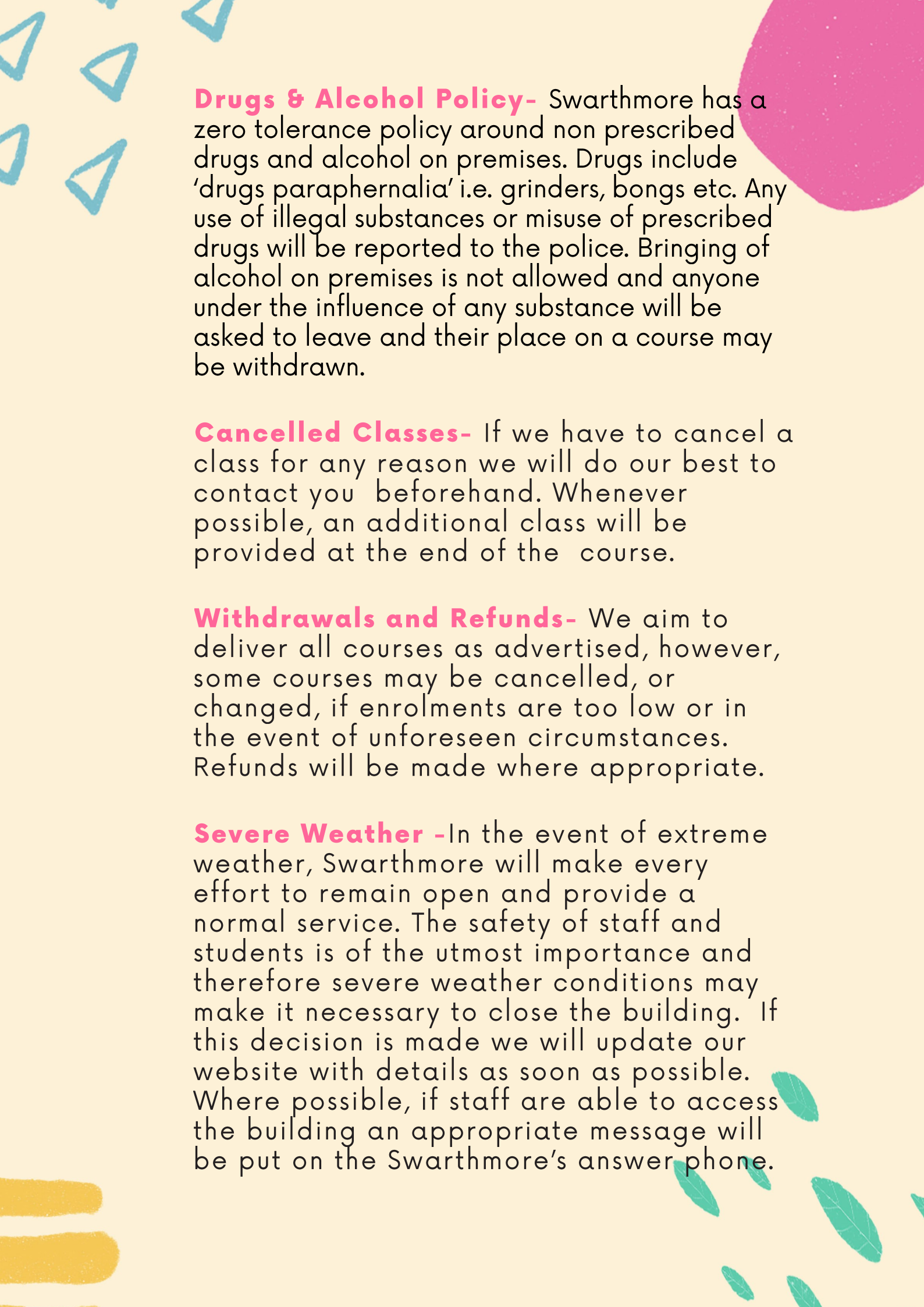
Fire (at the centre)– take the fire drills seriously. This practice can save lives in an emergency. Never block fire doors and make sure you know how to raise the alarm, what it sounds like, where the fire exits are and where the assembly point is. Fire alarms are tested at 9.30am every Friday. If you use a wheelchair or have mobility difficulties, we will develop a Personal Emergency Evacuation Plan (PEEP) with you.

Personal safety – learn to plan ahead and take practical steps to keep yourself safe. If your class at the centre finishes late, walk to bus stops and stations with other students.

Respect – other people should not threaten, hurt or abuse you in any way and you should respect others' rights to safety and not threaten, hurt or abuse them in any way.
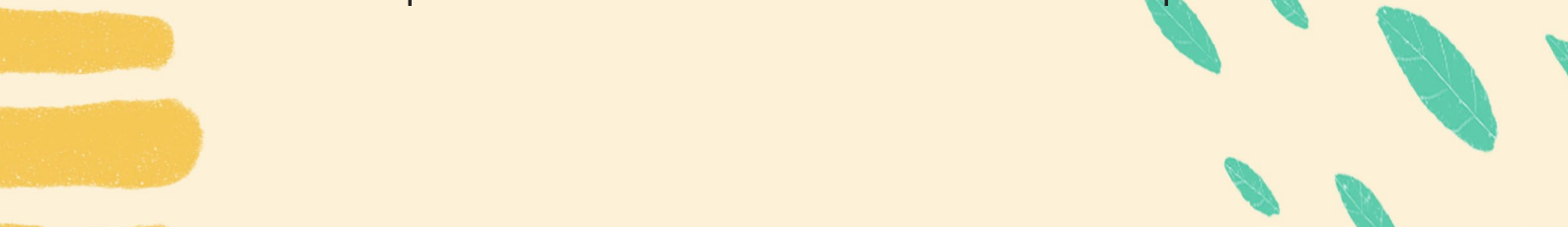
Drugs & Alcohol Policy- Swarthmore has a zero tolerance policy around non prescribed drugs and alcohol on premises. Drugs include 'drugs paraphernalia' i.e. grinders, bongs etc. Any use of illegal substances or misuse of prescribed drugs will be reported to the police. Bringing of alcohol on premises is not allowed and anyone under the influence of any substance will be asked to leave and their place on a course may be withdrawn.

Cancelled Classes- If we have to cancel a class for any reason we will do our best to contact you beforehand. Whenever possible, an additional class will be provided at the end of the course.

Withdrawals and Refunds- We aim to deliver all courses as advertised, however, some courses may be cancelled, or changed, if enrolments are too low or in the event of unforeseen circumstances. Refunds will be made where appropriate.
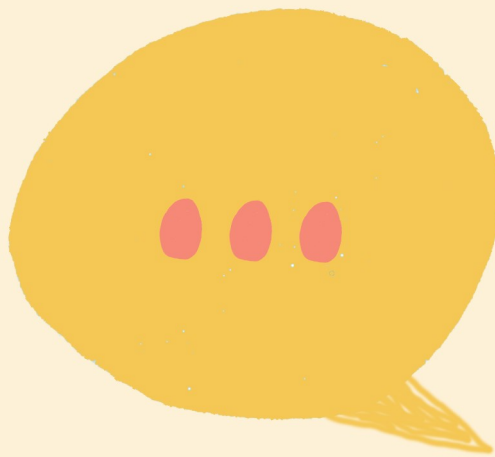
Severe Weather -In the event of extreme weather, Swarthmore will make every effort to remain open and provide a normal service. The safety of staff and students is of the utmost importance and therefore severe weather conditions may make it necessary to close the building. If this decision is made we will update our website with details as soon as possible. Where possible, if staff are able to access the building an appropriate message will be put on the Swarthmore's answer phone.

Your feedback matters to us.

There are many ways you can give your feedback about your course and learning with us and help improve the learning.

- Compliments, complaints and comments – you can tell us what you think using our Compliments, Complaints and Comments forms which are available in reception or you can email your comments to feedback@swarthmore.org.uk

- Course surveys – by completing our course surveys you can help us improve our courses, facilities and our learning environment

- Student forum – once a term come and meet the Director and other managers to share your thoughts and ask questions on all things Swarthmore. Look out for the dates on our website and around the Centre. (These will recommence once we re-open to all students).

- For further information please see our Have Your Say section on our website.

Volunteers

Swarthmore relies on people like you to be volunteers. Whether it's in the classroom, or behind the scenes, your skills can help us make more of a difference to the community we serve. We welcome new ideas about how volunteers at Swarthmore can make our centre a welcoming venue and provide opportunities for our students. As a Swarthmore volunteer you can:

- Use and develop your own skills and interests
- Meet new people in your community
- Make real change to people's lives
- Develop your skills and enhance your CV

Ask at reception or go to our website for an application form. We will then invite you in for a meeting and discuss how to match your skills and availability to current opportunities. **(Applications will reopen once we are fully open to students)** For any queries please email studentsupport@swarthmore.org.uk

Swarthmore's Café

**Open during term time:
Monday to Friday
08.30am – 15.00pm**

Swarthmore's Café is open to members of the public as well as students and is a popular meeting place.

The café serves sweet and savoury snacks, hot meals and hot and cold drinks throughout the day and evening.

Car Parking

We regret there are no parking facilities for students at Swarthmore. Information and an interactive map of the nearest parking is available on our website.

Free parking at Joseph Well car park is available after 5.30pm and at weekends. Disabled badge holders can access on street parking subject to availability.

Want to know what's happening at Swarthmore?

Keep up to date with News, Events and
Course Information.
Follow us on

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