

# 2025 STUDENT HANDBOOK





Click here  
for the  
North Kent  
Website

Click here  
for the  
Hadlow  
Website

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# WELCOME

## A Welcome from the Chief Executive and Executive Principal

**Dear Student,**

Welcome to North Kent College. I'm absolutely delighted that you've chosen us as the next step on your journey toward a successful and fulfilling future.

Here at North Kent College, you'll find an outstanding team of passionate, experienced professionals committed to supporting you in reaching your full potential. Our staff bring a wealth of industry knowledge into the classroom, ensuring that the skills you learn are relevant, up-to-date and give you a head start moving into the world of work.

My advice as you begin your time with us: get involved. Embrace every opportunity – attend your classes, take part in enrichment activities, engage with guest speakers and work placements, and don't hesitate to ask for help when you need it. Our College community is here to support and guide you every step of the way.

Most importantly, enjoy your time here. I wish you every success and look forward to seeing all that you'll achieve during your time with us.

**Warm regards,**

**David Gleed**

**Chief Executive & Executive Principal**



**Click  
here for  
the full  
calendar**



# TERM DATES

## AUTUMN 2025

### START DATE

8<sup>th</sup> September

### HALF TERM

20<sup>th</sup> October –  
24<sup>th</sup> October

### END DATE

18<sup>th</sup> December

### CHRISTMAS BREAK

19<sup>th</sup> December -  
4<sup>th</sup> January

## SPRING 2026

### START DATE

5<sup>th</sup> January

### HALF TERM

16<sup>th</sup> February –  
20<sup>th</sup> February

### END DATE

2<sup>nd</sup> April

### EASTER BREAK

3<sup>rd</sup> April -  
17<sup>th</sup> April

## SUMMER 2026

### START DATE

20<sup>th</sup> April

### HALF TERM

25<sup>th</sup> May -  
29<sup>th</sup> May

### END DATE

19<sup>th</sup> June

### SUMMER HOLIDAYS

20<sup>th</sup> June -  
September 2026

# LEARNER CHARTER & CAMPUS EXPECTATIONS

**Click here  
for the  
Campus  
Expectations**

You will have already been, or will soon be, asked to read our Campus Expectations and sign your Learner Charter. Please take the time to read both documents here. They will outline what is expected of you as a learner and what you can expect from the college.

**Click here  
for the  
Learner  
Charter**

## Campus Expectations

Ensuring a "Great place to learn!"



 <b>Attendance &amp; Punctuality</b> Outstanding attendance is expected but if you are absent or late please contact the relevant member of staff before your first lesson.	 <b>Food &amp; Drink</b> Food is only to be eaten in the canteen spaces or outdoors. Bottled water can be consumed in lessons.
 <b>Mobile Phones</b> Phones are to be kept on silent in bags unless directed by staff for class tasks related to learning.	 <b>Waste and recycling</b> Please use the waste and recycling bins for your rubbish.
 <b>Earphones, Earpods and iPods</b> Learners are asked not to wear these during lessons unless given specific permission by staff. This is to ensure all learners can listen and discuss points when learning.	 <b>Coats and Hoodies</b> Hoods should be down when inside buildings and lessons. Coats should also be removed in lessons.
 <b>Smoking and vaping</b> You must only smoke or vape in designated outside areas. Failure to comply will result in a Level 2 Disciplinary.	 <b>Student IDs</b> You are expected to wear and display this around campus for the purposes of safeguarding. It must be visible, especially when moving around campus. You must not give anyone else your ID to use.
 <b>Swearing</b> Speak politely and with respectful language at all times to all individuals.	 <b>Bullying, Fighting and Harassment</b> (including through social media) We want everyone on the campus to feel safe. It is our duty of care to ensure everyone is safeguarded and people are treated with respect and appreciation of all characteristics associated with diversity.
 <b>Dress code</b> PPE & uniform are an expectation in some areas. Incorrect uniform could lead to you being sent out of the lesson. You will be expected to dress appropriately, demonstrating professional work-readiness.	 <b>Vehicles/Modes of Transport</b> Allowing you and your mode of transport on our campus is a privilege. Drive/ride with consideration and without excessive noise or speed on site.
	 <b>Drug-free Zone</b> The College does not tolerate any alcohol or drug use. Any involvement in either will result in a Level 3 Disciplinary which may result in a learner being withdrawn from College.

## COLLEGE ID CARD

You will be issued a college ID card and lanyard at enrolment. Please ensure you are visibly wearing this around your neck at all times.

Your card will give you access to your college campus & the shuttle bus (Dartford campus only).

Your unique student number, shown on your card, will form part of your login.

Replacement cards are available. Go to your campus reception for more information (costs apply).

# WELFARE & SAFEGUARDING

North Kent College has a statutory duty to safeguard and promote the welfare of children and adults. We work within government legislation, Keeping Children Safe in Education, Working Together to Safeguard Children, and all other relevant legislation to ensure this.

**Click here  
for Welfare &  
Safeguarding  
info**

**Every campus has a welfare & safeguarding team in the Well-being Hub**

**Dartford**  
**DM015b**

**Gravesend**  
**GR029**

**Tonbridge**  
**2B14C**

**Hadlow**  
**HK6**  
Residential - HN19

## **SOME OF THE AREAS WE CAN SUPPORT WITH ARE:**

- Financial concerns
- Drugs and alcohol support
- Sexual abuse and harassment
- Children in care and care leavers
- Counselling and mental health
- Health and well-being
- Housing and homelessness
- Sexual health, healthy relationships and 'Get It' cards
- Teen parents
- Unaccompanied asylum-seekers
- Young carers
- Criminal activity and offending behaviour

**We want you to feel safe at college and in the community.** If you are concerned about anything, speak to a member of staff who you feel comfortable with, or log a confidential concern on **MyVoice** (found on MyDay).

If you would like to know more about safeguarding at college, please contact one of the Designated Safeguarding Leads, whose details can be found on the website and posters around college.





# BRITISH VALUES & PREVENT

At North Kent College, we work hard to promote values that ensure you develop a strong sense of social and moral responsibility. These values underpin the work we do and are embedded within our curriculum. They are also promoted through the other experiences you receive during the college year.

## BRITISH VALUES

Mutual  
Tolerance  
& Respect

Democracy

Individual  
Liberty

Rule of  
Law

## PREVENT

Prevent is the name given to a national strategy, which aims to stop people from becoming violent extremists or supporting terrorism. Channel aims to help people through a process supporting people at risk of being drawn towards terrorism or violent extremism.

## TUTORIALS

Tutorial sessions will be held by your personal tutor, who will discuss topics linking back to Prevent and British Values to reinforce these messages throughout your college experience. This will include online learning modules, where you will gain a digital badge for successful completion.

**You can speak to your course tutor, the safeguarding team, or any member of staff if you are worried about yourself or another student.**



# MENTAL HEALTH SUPPORT

**Click here  
for Mental  
Health &  
Counselling  
Support**

The Welfare and Safeguarding Team provide a wide range of assistance. This includes personalised one-to-one and group support sessions as well as access to a wide range of mental health resources, self-help strategies, and activities. We also offer a professional and confidential counselling service, which students can self-refer to.

## WE CAN HELP YOU WITH:

- Anxiety/depression
- Bereavement
- Sexual identity
- Life changes
- Suicidal feelings
- Self-harm behaviours
- Self-esteem and confidence
- Eating disorders

You can talk to our Welfare and Safeguarding Team about **any** issue that has a negative impact on your life. We will then work with you to help you find the right support.

## COUNSELLING

We offer a confidential counselling service, where you can explore how you feel freely and openly in a way that is not always possible with friends and family. The counsellor is not there to judge or advise you, but to help you clarify your thoughts and feelings and become more effective at finding your own solutions and coping mechanisms.

To access this service, you can self-refer through the college website or the Mental Health Support tile on MyDay. You can also speak to a member of staff who can help you with this process.





# STUDENTS' UNION & LEARNER VOICE



From college events and charity fundraising to championing inclusivity and diversity, your college experience is important to us. The Students' Union (SU) is here to represent your voice on issues that matter to you.

The Executive Committee is the core of the SU and is led by the Student President, who is elected by students. They work on your behalf to help to improve the college and can be in the post for 1-2 years. They are the link between learners and the college leadership team.

If you wish to be part of the Executive Committee or even one of our Student Presidents, then see the team at the Freshers Week!

## STUDENT DISCOUNTS

All students enrolled at college are able to get discounts in a variety of ways. **UNiDAYS** is a free app you can join using your college email, or you can apply and pay for the **TOTUM** card, which offer a wide range of discounts, promotions, and competitions.

## Learner Voice



It is important to us at NKC that all students are given the opportunity to have their voices heard.

The Learner Council is a democratic system based on government principles as identified in Fundamental British Values. Learner Voice provides learners with a platform to share persuasive arguments to improve elements of learner experiences. Class representatives will have the opportunity to develop integrated employability skills and learn about election and voting processes.



# STUDENT ENRICHMENT

At North Kent College, we are committed to making your time here exciting, engaging, and rewarding - both inside and outside the classroom - with a variety of activities and opportunities designed to suit a variety of interests.

Whether you are into chess, quizzes, creative workshops, or student led clubs, there is always something happening across our campuses. Our Learning Technology Centres (LTCs) regularly host fun and interactive sessions, while our enrichment staff at Dartford and Tonbridge provide opportunities to relax, socialise, and take part in group activities.

The Students' Union (SU) also plays a big part in enrichment, organising events throughout the year that bring students together. These include college celebrations, charity fundraisers, competitions, and themed days. One of the highlights is the Freshers Week, which kicks off the academic year with a chance to explore what is offered in the college, join in with fun activities, and meet new people.

**There is something for everyone at North Kent College so get involved, try something new, and make the most of your college experience.**





# INFORMATION TECHNOLOGY

**Click here  
for the  
Digital  
Learning &  
IT Guide**

There are a range of IT resources at your disposal as well as many facilities and tools you may wish to explore. For full details about information technology at the college, please see the Digital Learning and IT Guide - it has been designed to help you understand the available resources.

## DIGITAL RESOURCES

- Access to the college network both at college and at home
- £12 worth of print credit (extra credit available to purchase)
- Internet access including free WiFi
- A college Microsoft Office account
- A college email account
- Access to online learning materials, eBooks and other resources
- Access to online course tracking
- Access to online Virtual Learning Environments
- Software packages (relevant for your course)

## YOUR COLLEGE IDENTITY

While you study at college, you will have a 'college identity', which will allow you to log in and use the resources. Your identity is linked to your enrolment at the college.

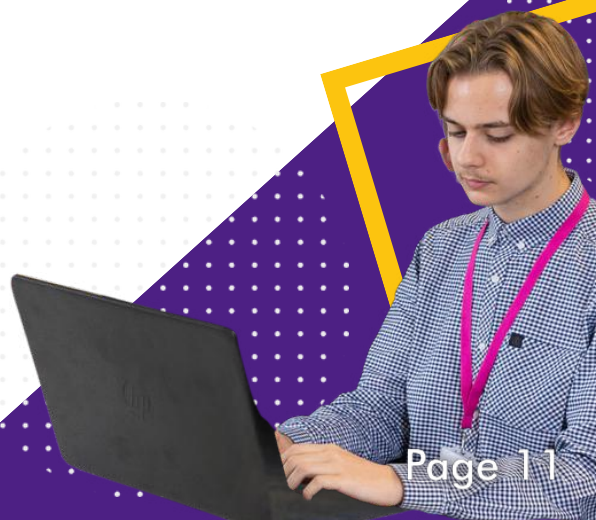
We realise that you will have a digital identity outside of the college and may have your own email address(es) and social network account(s). We ask that you use your college email account when contacting staff and check your college account regularly.

College staff are only permitted to communicate from college email accounts (you will find staff contacts in the Outlook email address book).

## SUPPORT

If you have any issues with IT, please talk to your course tutor, who will log an IT support request on your behalf.

The College has a zero tolerance policy regarding bullying and cyberbullying. For any issues or concerns, contact your course tutor, who will report the matter to the IT Department.



# LEARNING TECHNOLOGY CENTRES

Our Learning Technology Centres (LTCs) host fantastic resources including desktop computers, loanable laptops, and a curated selection of course related, general interest, and fiction books.

Across all campuses, we promote student well-being with resources such as magazines, chess, and board games. We actively connect with students through activities including quizzes, competitions, and extracurricular clubs.

At Dartford and Tonbridge, our Enrichment Officers work hand in hand with the LTC team to offer additional opportunities for involvement through exciting and diverse clubs and activities for all.

Our friendly staff are available to assist with everyday IT needs including password resets, printing help, document formatting, and assignment submission on platforms like Moodle and Teams.

We also provide study support and training in various digital tools in the LTCs such as:

- Microsoft Office
- Canva
- Virtual Reality (VR)
- Using AI effectively
- Research and referencing





# CAREERS INFORMATION ADVICE & GUIDANCE

Our friendly, qualified Careers Advisers are here to support you with personalised, confidential advice to help you make informed decisions about your future - whether you're choosing a course, changing direction, or planning your next steps after college.

**Click here  
for  
Careers  
info**

## WHERE TO FIND US

We are based in or near the Learning Technology Centres on all campuses apart from Tonbridge where we are located on the first floor mezzanine. You can drop in during the college day, or book an appointment via the Careers Booking Sheet on MyDay.

## EMAIL US

**Dartford**

careers  
@northkent.ac.uk

**Gravesend**

careers  
@northkent.ac.uk

**Tonbridge**

careerstonbridge  
@northkent.ac.uk

**Hadlow**

careershadlow  
@northkent.ac.uk

## WHAT WE CAN HELP WITH:

- Choosing the right course or pathway
- Exploring career options and future opportunities
- Writing or updating your CV
- Preparing for interviews
- Deciding what to do after college
- Choosing and applying to universities (including personal statements & student finance)

## APPOINTMENT

We are here to help you explore your options, plan your next steps, and feel confident about your future. You can book careers appointments as often as you need, there is no limit to the support available. If it makes you feel more comfortable, you are welcome to bring a parent or carer along too.



# STUDENT FINANCIAL SUPPORT

Click here  
For  
Financial  
Support  
info

Money and finance doesn't have to be a worrying experience. We want your transition into college to be as smooth as possible. Therefore, we have plenty of information available to help you to understand what costs are involved and how you can find out if you are eligible for any financial support.

Students who are on a full-time course (funded either by the government or via a 19+ Advanced Learner Loan) and have a household income below **£28,000** may be entitled to financial assistance from the college's discretionary bursary. This can help with course-related costs and travel to and from college. Bursaries are individually tailored depending on the course you are studying, where you live, and how you travel to college ([see policy for full detail](#)).

The bursary is only a contribution towards course-related costs and travel, so will not necessarily cover the full amount.

## SOME COSTS WE CAN SUPPORT WITH ARE:\*

- Course contribution/course materials fee applicable to your course
- Essential books, kit, uniform, or equipment required for your course
- Free college meals (subject to meeting the criteria set by the Government)
- Travel allowance (depending on where you live and the number of days you attend college)
- Childcare costs for one child only for students aged 20 or above. Students under the age of 20 should apply to the National Care to Learn Scheme for assistance with childcare



For a full range, please  
speak to the Bursary Team



# LEARNING SUPPORT

Everyone has different needs and you may require support such as reasonable adjustments to facilities and resources, or specific support like exam access arrangements.

## **SUPPORT MAY BE AVAILABLE FOR STUDENTS WITH:**

- Dyslexia, dyspraxia, and other specific learning difficulties
- Autistic spectrum conditions
- Speech, language and communication difficulties/disabilities
- Physical and mobility difficulties
- Medical conditions
- Moderate learning difficulties
- Social, emotional, and mental health difficulties
- Hearing impairments
- Vision impairments

If you have a learning difference/disability and you do not have an EHCP, but feel you require support, speak to your tutor or the Additional Learning Support (ALS) team at your campus. We will then arrange a confidential meeting to discuss your requirements.

## **EDUCATION, HEALTH AND CARE PLAN (EHCP)**

If you have an Education, Health and Care Plan (EHCP), a consultation process would have already been completed. The college will ensure your support needs are communicated to key staff working with you, so you receive the support you require.

## **EXAM CONCESSIONS**

If you haven't spoken to us about any previous exam concessions you received, speak to your course tutor (or Maths/English teachers) as soon as possible. You will be required to provide evidence of any access arrangements you had at school.



NKC  
contact details



Hadlow  
contact details

# GETTING TO COLLEGE

Whether you live locally to the Dartford, Gravesend, Hadlow, or Tonbridge campus, or you live further afield, we can help you get to college. We have ample, FREE parking available at each campus. However, we would suggest using public transport if you can to help the environment and ease traffic congestion.

**Click  
for travel  
info to  
Dartford  
Campus**

There are a variety of travel options to get to Dartford Campus, including public buses, trains the free shuttle bus from Dartford station, or by car.

**Click  
for travel  
info to  
Tonbridge  
Campus**

There are a variety of travel options to get to Tonbridge Campus, including public buses, trains, or by car.

**Click  
for travel  
info to  
Gravesend  
Campus**

There are a variety of travel options to get to Gravesend Campus, including public buses, trains, or by car.

**Click  
for travel  
info to  
Hadlow  
Campus**

There are a variety of travel options to get to Hadlow Campus, including public buses, trains, or by car.



**Travel discount  
information**



# YOUR CAMPUS

Our Dartford campus is located slightly out of the town centre on Oakfield Lane and the campus has several open green space areas for students to enjoy. Our Dartford Campus offers a FREE Shuttle Bus service from Dartford train station, which runs regularly during term time. The campus also boasts the highly

acclaimed Miskin Theatre and an industry leading, state-of-the-art facility for Creative and Performance Arts, whilst our Miskin Studios host a student led radio station and shows on-site. We offer excellent sports and fitness facilities located at the Osterberg Centre and a brilliant Learning Technology Centre, which is a wonderful resource for study. Our restaurant offers great deals on breakfast, lunch, and snacks for you throughout the day.



## GRAVESEND



Our Gravesend campus is located slightly outside of the town centre and hosts a blend of courses for vocational trades and specialist careers, which give it a distinct workplace-like quality. The campus also boasts The National Maritime Training Centre. In the Construction and Engineering workshops, there are types of

of equipment and workplace practices that mirror the best employers in the industry, whilst Motor Vehicle, Catering, and Hairdressing serve customers to the standards expected by market leaders. We have a Learning Technology Centre, which is a great resource for study. Our main restaurant offers great deals on breakfast, lunch, and snacks for you throughout the day. The campus also hosts a commercial restaurant, The Gallery.

# YOUR CAMPUS

Our Tonbridge Campus is located on Brook Street and is within walking distance of the local train station. This modern campus provides students with a fantastic auditorium and performing space for our Miskin Music and Applied Theatre students. There are spacious design and photography studios, a state-of-the-art

Assistive Technology suite and fully equipped gym for our students to use during their time with us. The Brook Street Restaurant and Café offer great deals on breakfast, lunch and snacks. The campus also offers a commercial restaurant called The View as well as hair and beauty salons, which are open to the public. We have a Learning Technology Centre, which is a fabulous resource for study.



**TONBRIDGE**

 Campus map

## Hadlow



 Campus map

Our Hadlow campus is located on Tonbridge road and is set in beautiful surroundings within a large, managed estate including: over 265 acres of prime, arable land, woodland, natural river habitats, three commercial farms, established show gardens, horticultural glasshouses, lakes and other natural habitats.

Hadlow is renowned for being Kent's only land-based and rural college offering students realistic and up-to-date educational experiences. The campus boasts a large student common room, gym, FE and HE student accommodation rooms, a Learning Technology Centre and a spacious cafeteria, which offers great deals on breakfast, lunch and snacks.





North Kent  
Socials

# KEEP UP TO DATE WITH NORTH KENT COLLEGE





**KEEP UP TO DATE WITH  
HADLOW  
COLLEGE**





## **Dartford Campus**

Oakfield Lane, Dartford, Kent, DA1 2JT

01322 629400

## **Gravesend Campus**

Lower Higham Road, Gravesend, Kent, DA12 2JJ

01322 629400

## **Tonbridge Campus**

Brook Street, Tonbridge, Kent, TN9 2PW

01322 629400

## **Hadlow Campus**

Tonbridge Road, Hadlow, Kent, TN11 0AL

01732 850551

