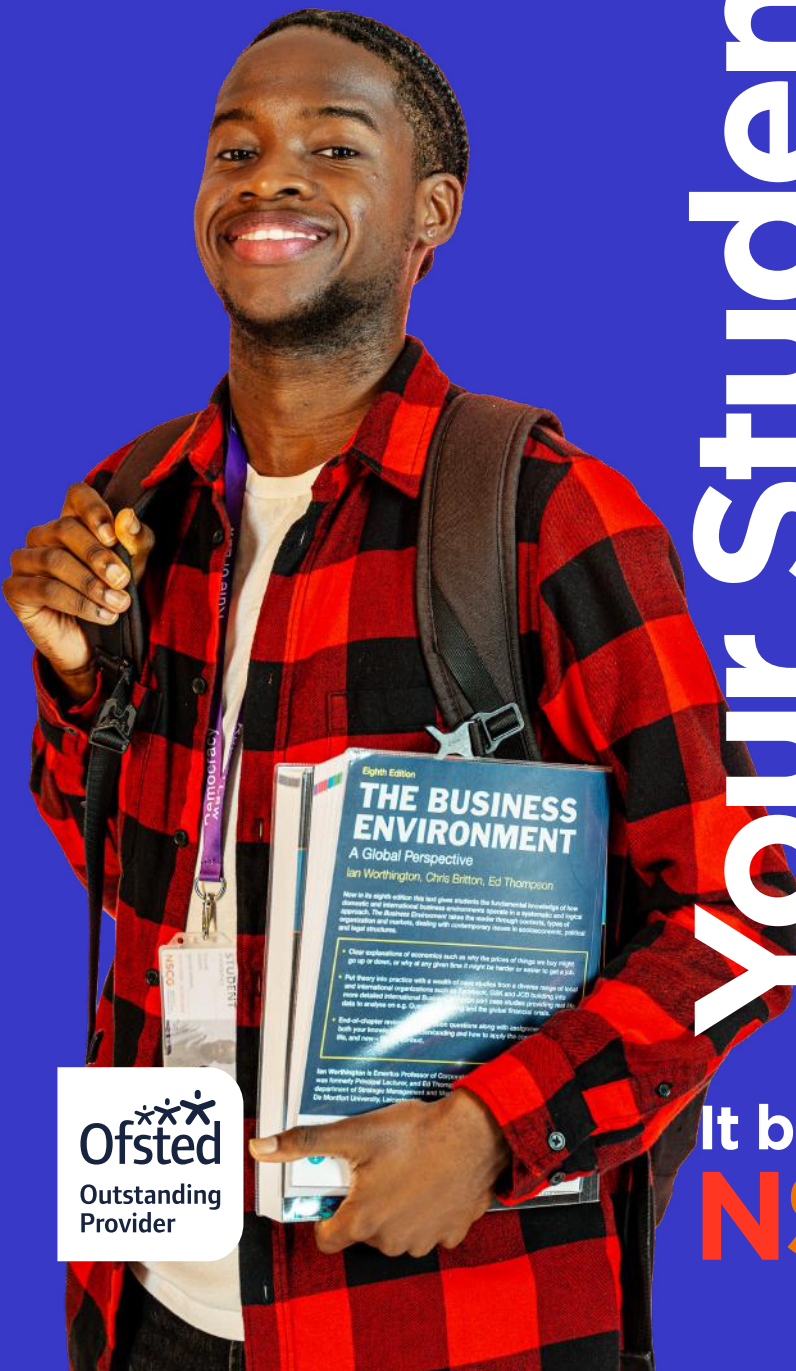


NSCG | LEEK COLLEGE

Your Student Essentials



Ofsted
Outstanding
Provider

It begins at
NSCG



Welcom

Leek College

We are delighted that you have decided to study at Newcastle and Stafford Colleges Group (NSCG), the college of first choice in Staffordshire, and we're excited to help you achieve and contribute during your time here.



e to

Contents

Here to Help	5 - 7
Additional Support	9 - 11
British Values	15
Safeguarding	17
Money Matters	19
Making Payments	21
Become an Xtra	23
Outside the Classroom	25
Travelling to College	27
Term Dates	29
Make a Note	31

Our supportive team is keen to make sure that your transition from school to college is smooth and stress-free, so to help you settle in as quickly as possible, we've produced this Student Essentials Guide, packed with lots of useful information on life at NSCG.

The guide will give you an overview of the top-class support available, financial hints and tips, useful information and much more.

Our last Ofsted report in October 2024 rated the NSCG support team **OUTSTANDING**, so if you have any queries about the information in this guide, just contact our Student Services team. They will be happy to help.



Craig Hodgson
Principal & Chief
Executive, NSCG

Here to help.

Your Student Services Team

Our Student Services team are here to help and ensure all students are treated with respect. The team offers lots of support to help keep you on track with your studies and to help you stay safe and healthy during your time at Leek College and beyond. Above all, we want you to enjoy your time with us and achieve your goals.

From extra help with your studies, through to worries about money, your course or personal life, there is always someone in Student Services who can help. We can even help you to organise events or take part in extra activities during your free time.

Safeguarding & Wellbeing Officers

Safeguarding and Wellbeing Officers are here to help. If you're struggling with any elements of your course or you have problems in your personal life that are affecting your wellbeing, we can help by speaking to tutors on your behalf, helping you to find useful coping strategies and giving you straight-talking, no-nonsense advice.

Your course will have a named Safeguarding and Wellbeing Officer, so there's always a familiar face around to help.

How to get in touch

For further advice from the Student Services team or to book an appointment with a Safeguarding and Wellbeing Officer, email us at help.leek@nscg.ac.uk or call our helpdesk on **01782 254272**.



If you're concerned about your health

The College is a smoke free zone and the Student Services Team can signpost you to services should you wish to stop smoking.

They can also signpost for a range of other services, including Sexual Health, and are equipped to support you both before and during any referral.

There are opportunities provided throughout the year for you to receive information on a range of health and wellbeing topics.

Here For You

If you feel like you've made a wrong course choice, we are here to listen and help. The Student Services Team can help you decide on your next steps, with course advice, how to change courses and providing 1-to-1 support.

Have a chat with your Personal Tutor or a member of teaching staff to talk about your options. They'll be happy to help and are there to support you.

Tutorials

All full-time students get a personal tutor, a friendly member of staff who will be your 'go to' person in relation to your academic progress and support.

Your Personal Tutor will help to ensure you make good progress on your course and meet your deadlines and targets. You will have a series of one-to-one reviews with your Personal Tutor which cover a range of topics as the year unfolds - from how you are settling in at the start, your on-going progress as your programme develops and onto your plans for the future towards the end of the course.

You'll take part in one group tutorial session each week, where you'll hear all the latest college news and find out about upcoming events and opportunities to get involved. These group tutorials cover a range of useful topics, from money management to having your say through the student voice.

You'll also have the chance to step up as a class rep, representing your group at cross-college meetings with the management team. It's a great way to make sure your ideas are heard and to help shape an even better experience for everyone at NSCG.

Tutorial Theme

Date (w/c)

Safeguarding & Prevent

8 September

Behaviour & Expectations, How to Study Effectively & Academic Resilience

15 September

Healthy Relationships & Democracy Discussion, Ignite Overview

29 September

Healthy Lifestyle

20 October

Road Safety & Driver Awareness

17 November

Substance Misuse Awareness & Dealing with Addiction

8 December

Progression Drop-In Week & Support with Exam Prep & UCAS

12 January

Being Safe and Protected Online & The Impact of Social Media

2 February

Sustainability & Protecting the Planet

2 March

Money Management

23 March

Progression Drop-In Week

27 April



Library

The Library is based on the Ground Floor of the Tovell Building and is open every weekday from 8:15am.

Our Library staff are on hand to help you achieve and fulfill your potential whilst at College. As well as assistance with using the library resources, the team can help with general college enquiries, just ask!

Your College ID card is also your library card, which you will need to use the library. There are 1000s of books, ebooks, resources and journals available that are relevant to your course.

There is also a large fiction section, including the latest BookTok recommendations. You will also have access to 40 computers, a silent study room and photocopiers/printers for you to use.

All new students will receive a library induction during their first few weeks of College to help navigate the library.

Any guides, opening hours, contact details and access to the library catalogue can be found in the Digital Library on the College i-site.

Additional support.

NSCG is an inclusive college, where everyone has the chance to achieve their potential and feel valued. We are open and welcoming towards students who may have a physical or learning disability or mental health issue, and recognise the rights of all students to be treated equally regardless of disability.

The College is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that disabled students and other disabled people are not disadvantaged.

Exam support

Some students can have additional support in exams. This may include:

- A smaller room
- Extra time
- Rest breaks
- A human reader or reading software
- A scribe or laptop
- Use of earplugs or a fidget toy

Who qualifies for exam support?

Students who have had exam support in exams at school AND have:

- A medical condition
- Physical difficulties
- A sensory impairment
- A learning disability such as dyslexia, autism, ADHD or dyspraxia
- A mental health difficulty



What you need to do

Exam support does not automatically roll forward from school. Let the Student Services Team know if you have had exam support before by emailing spldqueries@nscg.ac.uk.

We may require you to provide evidence, such as:

- Medical evidence
- Evidence from your school of your previous exam support (known as Form 8)
- You may need to complete a short assessment in College



Extra Learning Support

Our Additional Learning Support (ALS) team is here to help you achieve your true potential. We can provide tailored support to meet your needs, including one-to-one support and, in some cases, in-class support. Support includes specialist and discreet help with:

- Specific Learning Difficulties (SpLD)
- Visual or hearing impairment
- Medical conditions or hidden difficulties
- Social or emotional behaviour problems
- Controlling feelings of anger

If you need help with a physical disability in addition to the support outlined above, we can also make arrangements to provide help such as:

- Personal assistance
- Specialist equipment
- Adapting materials

You can make an enquiry about Additional Learning Support by emailing **help.leek@nscg.ac.uk** or calling **01782 254272**.



Specialist Equipment

Depending on your needs, the College provides a range of assisted technology and specialist equipment including:

- Read & Write Gold Software to support students with dyslexia
- Dictaphones and electronic voice recorders
- Laptop computers
- Text in different formats such as braille, large text, or on tape or disk
- Magnification software/equipment
- Radio aids
- Digital photography
- Disabled parking for blue badge holders
- Accessible toilets and bathroom, including hoisting equipment

We have induction loops in our Main Reception. We also have a portable loop system communicator for hearing-impaired students available for classrooms.

We also support the Sunflower Lanyard scheme for those with invisible disabilities to show that they may need assistance.

When you see a problem situation...

Distract

Approach the victim with a reason for them to leave the situation - tell them they need to take a call, or you need to speak to them; any excuse to get them away to safety.

Direct Action

Call out negative behaviour, tell the person to stop or ask the victim if they are okay. Do this as a group if you can.

Delay

Wait for the situation to pass then ask the victim if they are okay. Or report later when it's safe to do so - it's never too late to act.

Delegate

Tell Student Services and speak to one of our Safeguarding and Wellbeing Officers.

They will be able to help and deal with the situation.

**Call 07484 914131 or email
help.leek@nscg.ac.uk**

Step up. Step in. Be safe.

Peer-on-peer abuse

Here at NSCG, it is important that you are in an environment where you, your peers, staff and colleagues feel safe and show respect for one another. **Abuse, violence or harassment** can't be tolerated.

Peer-on-peer abuse includes, but is not limited to:

- physical abuse, emotional abuse, bullying or intentionally causing harm
- sexual violence such as rape, sexual assault or sexual harassment including inappropriate sexual comments, remarks and jokes both face to face and online
- relationship abuse - coercive or controlling behaviour, blackmail or causing someone to engage in sexual activity without consent
- consensual and non-consensual sharing of nude or semi-nude images and/or video
- initiation/hazing rituals or gang related violence

If you are concerned about yourself or someone you know, talk to a tutor or drop into Student Services (second floor, next to the Library) or call or text the Safeguarding Team on **07484914131.**

British Values

NSCG is an inclusive college, committed to equality, diversity and the promotion of British Values in everything we do.

We believe everyone should feel welcome, respected and supported to achieve their best. We work hard to create an environment where every student and member of staff can thrive.

Rule of Law

Lanyards are to be worn at all times around your neck.

No smoking or vaping anywhere on the premises, only in the designated areas outside.

No eating in the corridor.

Eating in designated areas only.

Do not bring takeaway fast food onto the College premises.

Bullying is not tolerated at NSCG.

Democracy

All students have the opportunity to influence decision making and have a voice. You can do this by getting involved in the following ways:

- Students' Union
- Xtras
- Class Representatives
- Student Board
- Student Conference
- Student Governor

All students understand that they must use their voice responsibly.

Mutual Respect

Respect for yourself, your peers, staff, the College environment and local community environment.

Every individual is respected at NSCG and our actions towards one another reflect this.

We recognise the importance of not only respecting each other but also of self-respect.

We are proud of our warm welcome to visitors and guests.

We do our utmost to ensure NSCG is a safe environment for all.

Tolerance

Community events with a focus on Equality and Diversity, Mental Health and Wellbeing.

Enrichment opportunities.

We welcome difference and diversity and understand how this adds to the richness of our community.

We respect and show tolerance to all faiths and beliefs.

We respect our multi faith room and the users of the space.

We respect our LGBTQ+ community and how people choose to identify.

Individual Liberty

Respect for student rights.

Independent thinking and learning is encouraged, alongside collaborative learning.

Be Xtra Ordinary strategy & Skill Up and Stand Out strategy.



A safe environment for all.

It is important that you feel safe at college and in your personal life. The prevent strategy is working together to Notice, Check and Share.

What are we trying to prevent? We are trying to prevent someone from being radicalised.

Who can be vulnerable to radicalisation?

Anyone can be vulnerable to radicalisation, regardless of their age, gender, ethnicity, religion, education or background. But there are some factors that can make some people more at risk of being targeted by radicalisers than others.

How can you tell someone is at risk of being radicalised?

More important than any one sign is the feeling that something is 'not quite right' with a person. It's important to trust your instincts and if you are worried, reach out for some support and advice.

In most cases the behaviours are a result of other issues and nothing to do with radicalisation, but it's important to act early and share your concerns.

There are some behaviours which we often see when someone is being led down the path to extremism. You might see one sign increasing in intensity or a combination of different signs.

Behaviours might include:

- A change in behaviour
- Changing their circle of friends
- Isolating themselves from family and friends
- Talking as if from a scripted speech
- Unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around internet use
- Accessing extremist material online
- Using extremist or hate terms to exclude others or incite violence
- Writing or creating artwork promoting violent extremist messages

Safeguarding

It's important you feel safe at college, in your personal life and in the community.

✓ Notice

If you are worried that you or someone you know is at risk of harm or of being radicalised, take notice and do the following.

✓ Check

Talk to a tutor or drop into **Student Services** or call or text the **Safeguarding Team** on **07484914131**.

✓ Share

We will seek to support individuals through our dedicated Safeguarding Team to ensure students continue to feel safe in the College environment.



Designated Safeguarding Lead
Denise Haney: 07989719140

Deputy Safeguarding Lead
David Bourne: 07484949149



Money matters.

If you are struggling financially and want to know about the support available, please visit us in Student Services.

About our financial support

NSCG is pleased to be able to offer financial support to help students meet the costs of attending college.

There are two types of financial support: College Maintenance Allowance (CMA) or Vulnerable Student Bursary (VSB).

Both bursaries provide support based on your circumstances.

College Maintenance Allowance (CMA)

The College has its own means-tested allowance scheme called CMA for anyone with a household income of £35,000 or less per year. Financial support awards are based on individual circumstances and are allocated to best suit individual needs. Payments may be direct or indirect.

Bursary support will be based on financial need of individual students to cover college related costs such as transport, meals, course equipment and uniform (depending on the course). There is also a range of support available to help with childcare costs spread across both bursaries.

The Application Process

You need to complete an application form for financial support, which can be found on our website.

You will need to provide supporting evidence with your application. Once your application has been approved you will receive an email to your college email account outlining your award.

Vulnerable Student Bursary (VSB)

VSB is available to students aged 16-18 who are in care, are a care leaver, living independently and claiming a qualifying benefit or claiming qualifying disability benefits in their own name. Eligible students can receive up to £1,200 per academic year, depending on your financial needs.

Please speak to the Student Finance Team for details of how VSB will be paid.

Free Breakfast

If you arrive at the College bright and early, you can get free toast/fruit and a hot drink between **8am** and **9am** in the Food Hall on Main Campus and from **8.30am** to **9am**.

Get in touch

For more information about financial support, please contact the Student Finance Team or visit our website: nscg.ac.uk/finance

E: studentfinanceteam@nscg.ac.uk

T: 01782 254188

Apply for
financial
support at
nscg.ac.uk



Student Discount

Show your student ID card in certain shops to receive up to 25% discount.

You can get additional discount by purchasing a TOTUM card.

Visit www.nus.org.uk for more information.



Making payments.

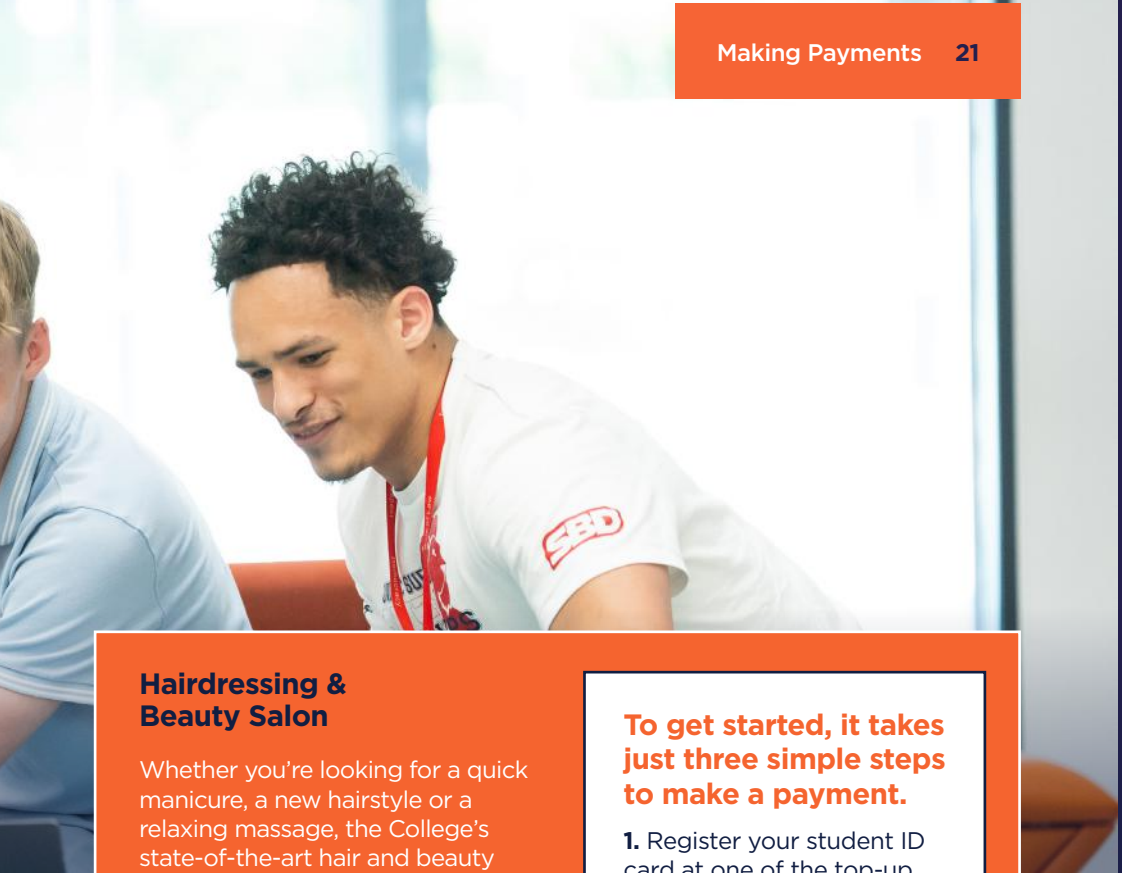
To make a payment to the college, for example when purchasing items at one of our food and drink outlets, you will be asked to pay using your student ID card.

You should have received your ID card during enrolment. This also doubles up as your payment card, which you can easily top-up at one of the top-up stations within the College.

Our food and drink outlets also accept contactless payments.

Parents or guardians can also top-up your card for you by using the WisePay system. There will also be the need to use WisePay to pay for college trips or activities that incur a cost.

For more information and to access WisePay, visit nscg.ac.uk/wisepay



Hairdressing & Beauty Salon

Whether you're looking for a quick manicure, a new hairstyle or a relaxing massage, the College's state-of-the-art hair and beauty therapy salon offers a wide range of services in sophisticated surroundings at a discounted price for Leek College students.

The trainees working in the salon are fully supervised at all times by qualified tutors with vast industry experience. The salon is equipped to the highest standard in order to give you a great service in a modern environment, while providing great value for money. All salon services are open to the general public, as well as Leek College staff and students.

For more information or to see our price lists, pop into the Hair Salon reception.

To get started, it takes just three simple steps to make a payment.

1. Register your student ID card at one of the top-up stations.
2. Top-up your card at a top-up station using cash or online by going to **nscg.ac.uk/wisepay**
3. You're done! Your ID card will now be accepted when making payments.

Find out more at
nscg.ac.uk





Become an Xtra!

Volunteer as an Xtra (Student Ambassador) for the College and you will help your fellow students settle into college life.

There is also a wide range of benefits to being an Xtra. Not only will you get to meet lots of new people, but it's a great opportunity to boost your CV or university application.

As an Xtra, you will:

- Support staff in promoting the College.
- Show prospective students and their families around the College.
- Develop your skills and enhance your CV.
- Meet students from across the College.
- Represent the College at our Open Events.
- Enjoy rewards for your hard work!
- Free Xtras T-shirt and hoodie.

Contact the Student Engagement Team to apply.



Charitable Causes



Sports Academies



Students' Union



Guest Speakers



Student Voice



Competitions



Trips and Visits

BE XTRA ORDINARY

Student life at NSCG is so much more than studying... it's about freedom to be yourself, it's about the experiences on offer, it's about the discovery of new passions and it's about making **your mark**.



Next Steps



Duke of Edinburgh Award



Employer Encounters



Celebration of Success



Fundraising, Volunteering and Charity Work



Outside the classroom.

Eating & Drinking

There are designated areas within the College for you to eat and drink. We have in-house catering facilities which are open daily from 8am to 2.15pm (Food Hall) and 8am to 6pm most days (Coffee Shop).

The Food Hall provides breakfast options until 11am daily – you can grab anything from a slice of toast to a full English breakfast at reasonable prices. The lunchtime menu is available from 11.15am to

2.15pm, with snacks, healthy options, daily specials and loads more.

Special dietary requirements can be discussed with the catering team.

Students are kindly asked not to bring in food purchased from outside retailers to eat on the premises. You are welcome to bring your own food, snacks and drinks from home.

Lanyards

Student safety is our priority and we insist all students visibly display their student ID card around their neck at all times when in or around any of the College's buildings. You should use your student lanyard that you were provided with when you were issued your ID card. You'll need your student ID card on you at all times anyway, otherwise you won't be able to enter the College buildings.

Everyone on campus has a responsibility to wear their lanyard and ID card at all times.

Here is a guide to the College's lanyard colour coding:

- | | |
|--|--|
| ● Student | ● Staff |
| ● Visitor | ● HE Student |

Taking care of your facilities

We continue to invest in our facilities to ensure students have a stimulating working environment. We are very proud of our College and we expect you to treat the buildings and facilities with the respect they deserve.

Worried or concerned?

If you are worried or concerned about yourself or someone you know, talk to a tutor or drop in to Student Services (in the Library, ground floor of the Tovell Building) or call or text the Safeguarding Team on **07484 914131**.

Safeguarding

Leek College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

Get social

We of course want you to engage with us on social media but also know you'll probably want to share your college experiences with your family and friends too.

In general, you should avoid posting the following:

- Negative comments, posts or messages
- Questionable or compromising photos of yourself or others
- Offensive jokes, photos or material
- Highly emotional content

Tutorial Newsletter

You can keep up to date with the news and events from Leek College via the weekly tutorial newsletter which will be delivered by your personal tutor each week. This will include information on events happening that week or in the coming few weeks and will tell you how you can get involved.



Travelling to college.

Travelling to college has never been so easy! Whether you are cycling, taking the bus or the train, there are plenty of options and discounts available to you.

Cycling to college

Special facilities are provided for the parking of bicycles and motorcycles – please use designated areas only. You are strongly advised to use a high-security lock on your cycle, which must not be left secured to fences or railings around the site.

Travelling via bus

For this academic year, we are offering convenient and secure term-time buses on selected routes. Our dedicated college bus routes run during term time, giving you a safe, welcoming and convenient way to travel.

You'll join fellow students, enjoy peace of mind with DBS-checked drivers and get direct support if you ever need help with your journey.

We run three dedicated bus routes, Monday to Friday, during term time only.

Route L1 - Blythe Bridge • Cheadle • Leek

Route L2 - Buxton • Leek (*Free for 2025/26*)

Route L3 - Ashbourne • Waterhouses • Leek

Apply for a Bus Pass

If you're a new or returning Leek College student, you'll need a bus pass to use our college transport. You can apply for a bus pass by visiting our website using the QR code.



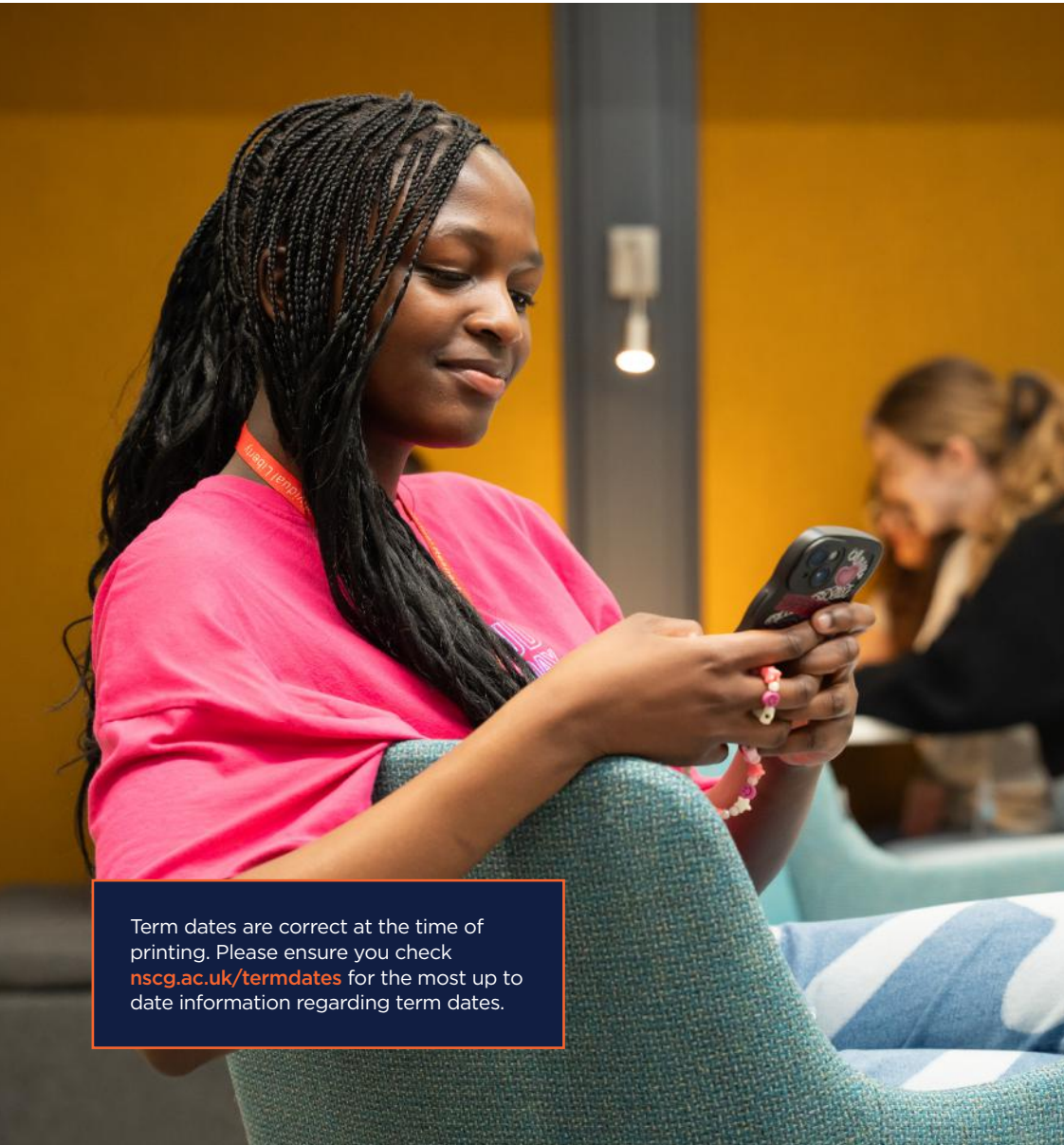
Get in touch

For more information about Financial Support or travel, please contact the Student Finance Team or visit our website: nscg.ac.uk/finance

E: studentfinanceteam@nscg.ac.uk

T: 01782 254188

Term date



Term dates are correct at the time of printing. Please ensure you check nscg.ac.uk/termdates for the most up to date information regarding term dates.

Autumn Term 2025

Monday 1 September	CP Day (Non-Teaching Day)
Tuesday 2 September	Start of Term Teaching Commences
Friday 24 October	CP Day (Non-Teaching Day)
Monday 27 October - Friday 31 October	Half Term
Monday 3 November	Teaching resumes after Half Term
Tuesday 4 November	CP Day (Non-Teaching Day)
Friday 19 December	Last Day of Term and Teaching
Monday 22 December - Friday 2 January	Christmas & New Year Break

Spring Term 2026

Monday 5 January	Start of Term Teaching Commences
Tuesday 10 February	CP Day (Non-Teaching Day)
Monday 16 - Friday 20 February	Half Term
Monday 23 February	Teaching resumes after Half Term
Friday 27 March	Last Day of Term and Teaching
Monday 30 March - Friday 10 April	Easter Break

Summer Term 2026

Monday 13 April	Start of Term Teaching Commences
Monday 4 May	Bank Holiday
Thursday 14 May	CP Day (Non-Teaching Day)
Monday 25 - Friday 29 May	Half Term
Friday 19 June	End of Teaching

Make a note.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

It begins at:
nscg.ac.uk



Leek College

Stockwell Street
Leek
Staffordshire
ST13 6DP

T: 01538 322222

E: info.leek@nscg.ac.uk

Part of the

NSCG

NEWCASTLE
AND STAFFORD
COLLEGES GROUP

The small print:

All our course information was correct when this brochure was printed. But sometimes things change at the last minute. For all the latest info it is always best to check our website.