

The Sheffield College



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Welcome to The Sheffield College

Coming on to campus this year might feel a little bit different. Whether you are a new student who doesn't know where everything is yet or whether you're a returning student, there are a few new processes to get used to. To give you a helping hand whilst you get settled, we've produced a little map of each of our main four campuses along with an introduction to some of the things that will help you during your time with us. We hope you enjoy your time with us.



Your safety

Our number one priority is keeping you safe during your time with us.

We have introduced a number of measures to keep you safe whilst on campus. These include:

- sanitiser and cleaning stations around campuses
- socially distant classrooms, workspaces and social spaces
- protective screening for public-facing teams
- one-way system and one person per lift policy

You have also been issued with a student ID card and lanyard. It is extremely important you wear this at all times whilst you're on campus so that you can get through the barriers and staff can identify you as a student. It will cost £2 to replace this if you lose it. Our full Safeguarding Policy can be found at www.sheffcol.ac.uk/student-support/safeguarding

If you have any concerns about your own safety or the safety of someone else in college, please email us at safeguarding@sheffcol.ac.uk

Support whilst on campus and from home

Providing you with the support that you need whilst you study with us is one of our priorities. We are able to support you from home or whilst on campus with any questions, concerns or problems that you might face.

We can support you with:

- issues of a personal nature
- mental health and safeguarding
- your travel to and from college
- tuition fees
- careers advice
- support with applications

If you feel like you need extra support with your studies, including in-class support with exams or a learning disability, please contact a member of the SEND Team (admissions@sheffcol.ac.uk) or speak to your Tutorial Mentor.

Finance

We know how important money is. That's why at The Sheffield College we will always do our best to support you with your finances. We have a specialist support team who can give you all the advice you need about financial support, including what might be available to you so that you don't go short during your studies.

You might also be eligible for a bit of help so have a look at the options below and have a chat with our Admissions and Funding Team to find out more about:

- free meals during your time at college
- bursary
- 19+ Advanced Learner Loans
- Student Support Funds (including childcare support)

We're all equal

We are against any kind of harassment or discrimination arising from race, ethnicity, gender, sexuality, age, disability, religion, faith and class. We will challenge any behaviour of this kind and discipline appropriately.

You can find our full Equality and Diversity Policy at www.sheffcol.ac.uk/about-us/equality-and-diversity. If you wish to report any inappropriate behaviour concerning the above, please contact us at safeguarding@sheffcol.ac.uk. This will be treated in strict confidence.

Transport

We're really accessible. No matter which campus you're trying to get to, all of our four main campuses are within walking distances of tram stops and our City Campus is right by the bus and train station too! Trams come every 5-10 minutes and buses are frequent to all of our campuses if you don't fancy the walk. We also have cycle parking services available. To plan your route to us, simply:

1. Go to www.travelsouthyorkshire.com and click on the 'Journey Planner'
2. Enter your postcode and the postcode of the campus you're travelling to
3. Select 'Arrive By' and enter the time you are due to start college
4. Choose your route of travel, making sure you give yourself enough time to get here
5. To get yourself home, simply swap the postcodes in the journey planner and plan your route back

As a new student you will be entitled to a 16-18 travel pass once you have enrolled. You can also buy bus tickets from our reception area where you will receive 10% discount for purchasing tickets/passes onsite.

For more info visit www.sheffcol.ac.uk/student-support/travel

Stay connected

Follow us on our social media channels to stay up to date with what's happening at college, including:

- news of any college closures
- competitions and giveaways
- information about sports teams, clubs and events
- news on upcoming trips
- exclusive offers and discounts
- information from your Students' Union
- careers tips and opportunities



@sheffcol



@thesheffieldcollege



@sheffcol

Accessing IT from home

Learning remotely may feel strange to start with, but we want to ensure you that accessing your online learning materials and communicating with your Tutors is a lot easier than you think.

How to access your college email account

1. Log into Office365
2. Enter your college email address and password
3. If prompted, select the Outlook app from the menu of options

You can also use Office365 to check your calendar, access OneDrive (which you can use to share resources and work with your tutor or classmates) and use cloud-based versions of Microsoft Word and Excel.

MyHub

Scan the QR code on your ID card to access MyHub, view your timetable and add money to your card which you can then use in the refectory and college shops.

If you are having any issues accessing your emails, MyHub or any of the virtual learning platforms (e.g. Moodle), our IT Support Team can help you.

Please email YourIT@sheffcol.ac.uk and describe the problem you are encountering.

Communication preferences

Please make sure your contact details and communication preferences are up-to-date to ensure the college can continue to share information with you when required.

Details and preferences can be updated by logging in to MyHub (see above) and going to the 'About Me' section.

English and Maths

Don't worry too much if you didn't get a grade 4 in GCSE English Language and/or Maths. We're here to help you go further and achieve those grades whilst you're at college.

It's not too much extra work and you're able to do it alongside whatever study programme you've chosen. It is important you do so because English and maths are the most valuable and frequently used skills you can possess.

Think about it, you use them every day and if you're not very confident when using those skills you'll struggle when you go into any workplace. Speak to your Tutor when you start at The Sheffield College or email englishandmaths@sheffcol.ac.uk for more information.

LOVE OUR COLLEGES

Colleges Week 2020

Coming soon - Monday 19th - Friday 23rd Oct









Colleges Week is our chance to celebrate all the brilliant things that we do as a college and take part in a national campaign to showcase the importance of Further Education colleges. During the week, we'll be showing off the amazing skills and talents our staff and students have, as well as the work we do to boost communities and the local and national economies.

Save the date and keep an eye on our website and social media channels for further updates!



Campuses

Key

-  Stairs
-  Lift
-  Entrance
-  Reception
-  Refectory
-  Learning Resource Centre
-  Lecture Theatre
-  Classroom
-  Sports Hall
-  Student Services
-  Workshops

The basics:

Fire procedure

Anyone using any college building needs to be aware of the procedures to be adopted in the case of a fire:

- If you see smoke or flames and suspect a fire, go to the nearest alarm point and break the glass to raise the alarm. Then go to your identified assembly point straight away
- Do not attempt to put the fire out yourself
- If the fire alarm sounds during a lesson your tutor will lead you to the fire assembly point. Please ensure you are aware of where your fire assembly point is
- If you hear the fire alarm at any other time, leave the building immediately using the nearest, safest route. Do not run or go back to collect your belongings
- Do not use the lifts
- Follow the green exit signs out of the building and assemble at the designated point
- Do not return to the building until you are instructed to do so by a staff member

Smoking/vaping

The Sheffield College has a strict no smoking policy when in our buildings. This includes the use of e-cigarettes, which are also not allowed at any college campus. There are signposted, designated smoking areas, away from entrances and nurseries.

First aid

If first aid is required please contact reception immediately so a first aider can be contacted. If it is urgent or life threatening, please call 999.

Mobile phones

You must ensure your phone is switched off during lessons (unless your tutor has given permission for you to use it as part of your lesson), in Learning Resource Centres and during examinations. Improper use of mobile phones constitutes misconduct.

Attendance

Attendance will be vital to your success at The Sheffield College. You must attend every lesson/ session unless you have a genuine reason. If you cannot attend for any reason you must report this by calling 0114 260 2600. You can monitor your attendance using the MyHub app. Your tutor will show you how to do this.

Computer facilities

We want all our students to have access to up-to-date computer facilities and the internet to use for participation in online lessons, coursework, research and other learning purposes. You can access these free of charge in our Learning Resource Centres. You will have your own log in details which you will receive when you start college. These facilities must be used in accordance with our rules and regulations.

Student ID cards

You will be issued with an identity card which you must wear at all times when on college premises. You will need this to get in and out of college buildings, for our cashless services and for printing. You can find more information in the Student Handbook, which can be found on Moodle.



Olive Grove

Olive Grove Road
S2 3GE

Ground floor

Refectory
Computer suite
Learning Resource Centre
Student Services
Reception
Workshops
CAD/CAM

First floor

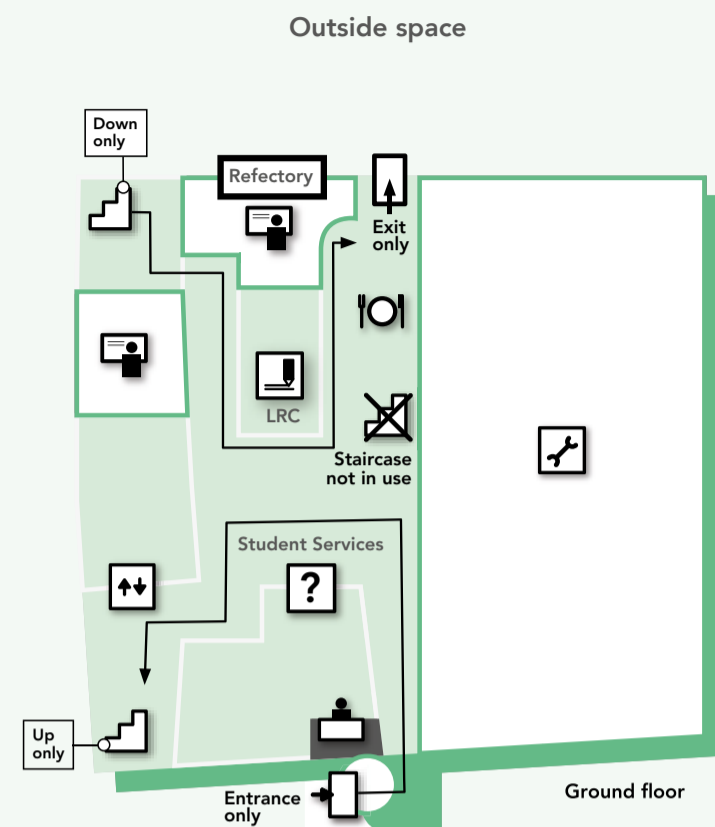
Electrical Engineering
Workshop
Plumbing

Second floor

Motor Vehicle
Engineering

Third floor

Electrical Engineering
Electronics



Peaks

Waterthorpe Greenway
S20 8LY

Ground floor

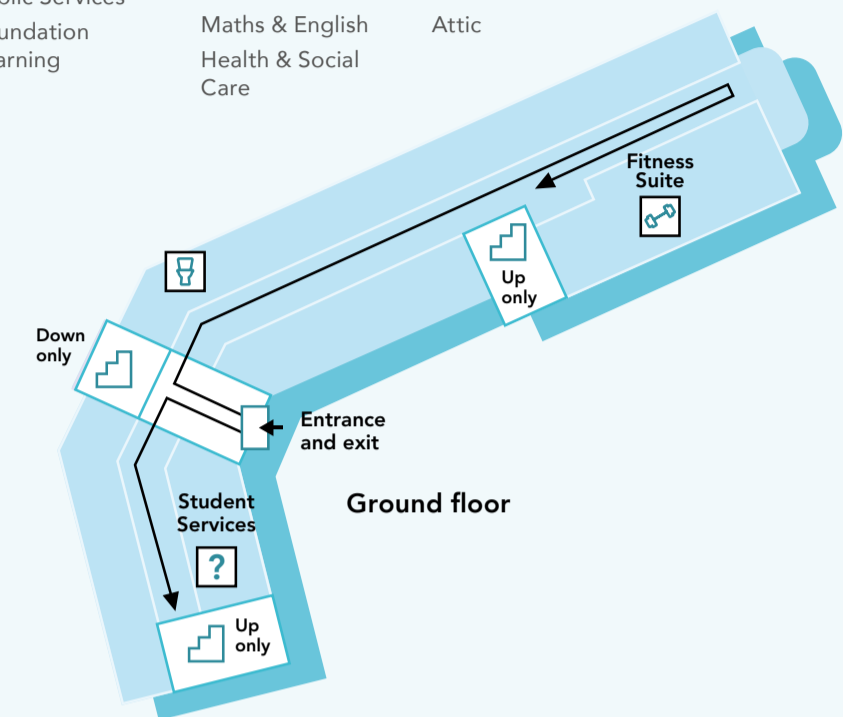
Student Services
Business
Public Services
Foundation
Learning

First floor

Games
Development
Science
Maths & English
Health & Social
Care

Second floor

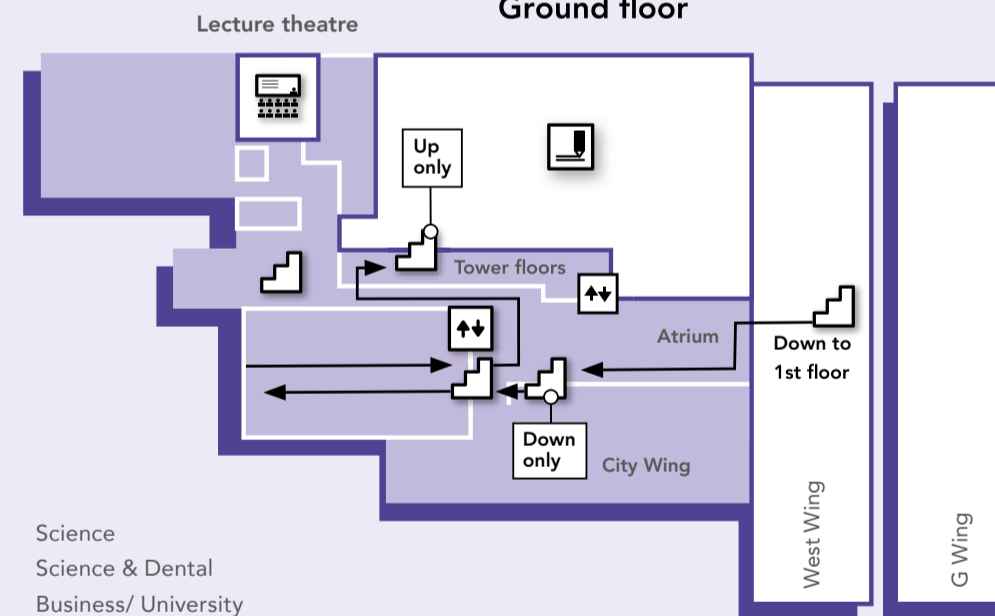
Learning
Resource Centre
Loft
Attic



City

Granville Road
S2 2RL

Ground floor

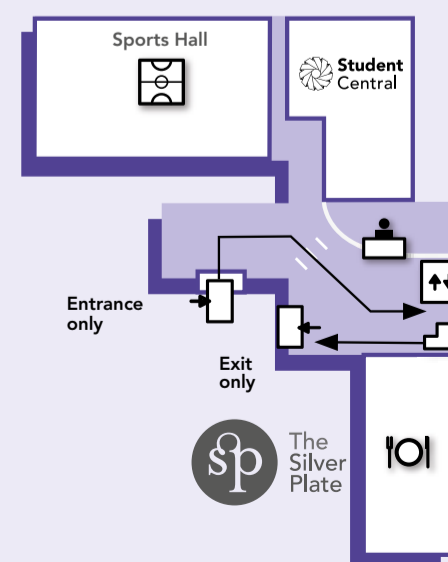


Tower floors

Hair & Beauty
ESOL, EFL,
Foundation Learning
Health & Social Care,
IT, Business
Childcare,
Computing, Health

Science
Science & Dental
Business/ University
Level
Staff offices

Lower-ground floor



First floor

Atrium
Revive Hair & Beauty Salon
Hairdressing
Beauty Therapy
Media Make-up
Refectory

West wing

Sixth form
Construction & Built
Environment
Maths & English

G wing

Construction
Painting & Decorating
Sign Making

City wing

Aviation
Bakery
Catering & Hospitality
Travel & Tourism

Hillsborough

Livesey Street
S6 2ET

Ground floor

A Levels, ESOL, Sport
Public Services, Animal Care
Sport
Art & Design, Fashion &
Textiles
Media, Floristry &
Performing Arts
Refectory

First floor

Maths & English
Health & Social Care
Foundation Learning
Art & Design,
Games Development
Dance, Media, Graphic
Design, Photography
Learning Resource Centre,
Games Development,
Media

Second floor

University Level
HE & Access common room
Science
Music
Business

