

# 2024 STUDENT HANDBOOK



# Welcome to North Kent College including Hadlow College

This handy little eBook holds all the information you will need to know while you study at North Kent College. It is available to download when and wherever you need it.

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# College Key Dates 2024/25

GCSE Results Day	Thursday 22nd August 2024
Term 1	9th September - 19th December
Half Term	28th October – 1st November
Christmas Break	20th December - 5th January
Term 2	6th January- 4th April
Inset Day	Wednesday 12th February
Half Term	17th February - 21st February
Easter Weekend (Half Term)	7th April - 21st April
Term 3	22nd April - 20th June
Half Term	26th May - 30th May
End of Teaching	Monday 2nd June

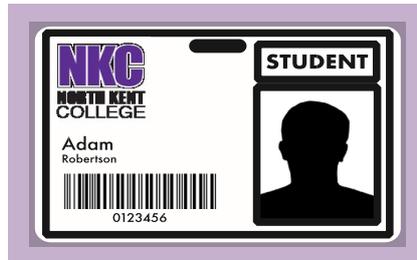
**You can find the full academic calendar on the website here: [North Kent College Term Dates](#)**



# General Information

## Reception

Reception is a hub of college knowledge. If you have any questions while you're at college, as well as your tutors, reception is your first port of call. They will also provide you with temporary ID cards if you ever forget yours. Receptions are located at the main entrances in Dartford, Tonbridge and Gravesend. Hadlow's reception is in Garrad House.



**Please ensure you are wearing your ID badge at all times, and that it is always visible.**

## Personal Tutors

Every student will have a Personal Tutor; you can talk to your tutor about any course, career or personal concerns and they will support or guide you to the right person or area.

## College Expectations

As an NKC student you will have already been, or will soon be asked to read our Campus Expectations and sign your Learner Charter. They will outline what is expected of you as a learner at college and what you can expect from the college. You can read both documents [here](#).

If you are looking for more detailed information on the college expectations on behaviour/attendance you can find those policies here: [Academic \(northkent.ac.uk\)](http://Academic.northkent.ac.uk).

## Student Financial Support

If your family's income is £28,000 per year or below, you can apply for a bursary to help with the costs of coming to college. You may get help with:

- Course related costs
- Travel costs
- Kir or uniform costs
- Essential books and equipment
- Child care costs

You can find more information on Student Financial Support on our website [here](#).

## Additional Learning Support

At North Kent College we understand everyone is different and some students with a learning difference, disability, sensory impairment, or medical condition may need support to get the most out of college life. You can find more information [here](#).

# Learning Technology Centres (LTCs)

The LTCs are great for all your study needs, including computer and library facilities, as well as quiet study areas and access to online resources. You will find these facilities at all NKC campuses.

You can borrow:

- Course Books
- Fiction Books
- eBooks
- Journals
- Magazines
- Laptops (short-term)

You can use:

- Computers
- Printers
- Photocopiers
- Scanners
- General Study Areas

We offer:

- Printing
- Computer Training
- Chess
- Puzzles
- And more



# College IT

This is just an overview of IT information; you can download the full student IT Guide from your MyDay homepage or the '[Student Resources](#)' section of the website.

## Resources

IT resources include access to:

- College network from college and home
- Printing
- The internet
- Online learning materials
- Online course tracking
- Virtual Learning Environment (VLE) – Moodle
- Email

## Your College Identity (ID)

We'll provide you with a college ID, which allows you to login and use our resources. This will be:

- Your name – Printed on your student card
- Your student number – Printed on your student card
- Your College email address – created using your name and the last three digits of your student number, i.e. FirstNameLastName123@northkent.ac.uk

Your College ID also provides you with access to:

- Your campus
- The cafeterias
- The FREE College Shuttle Bus services
- The Learning Technology Centres (Libraries)
- The Cashless Catering facility

## Free Internet Access

To access the internet, you'll need to be logged into the College Network via a College computer, or the student wireless network using portable devices.

## Microsoft Office (MS) 365

The College's cloud service, Microsoft Office 365, gives you access to:

- Outlook Email
- Outlook calendar
- Word
- Excel
- PowerPoint
- OneNote

Access Office 365 here: <https://portal.microsoftonline.com> - Download to use whilst at College.

## **MyDay**

MyDay is the college homepage that combines email, timetable, video portal, your tasks and other College services. It is the first webpage that opens when you use any college computer. You can also access MyDay through the **North Kent College** app.

Access MyDay here: <https://northkent.myday.cloud> or download the app on your phone.

## **Moodle - Virtual Learning Environment (VLE)**

Moodle provides access to many core and optional online learning courses. It contains online materials to support your studies as well as links to eBooks, handouts, and assignment submission facilities.

## **Cyber bullying**

We have a zero-tolerance policy regarding bullying and cyber bullying. If this affects you; contact your course tutor who will report this to the IT and Safeguarding Departments.

## **Printing**

We provide you with £12 worth of printing. You can purchase additional print credit from the LTCs (cash only. If you are on a course that relies on printing, then you will have access to additional printing credit. To log in to any device you'll need your User ID and College Password:

- User ID = Student Number (on your student card)
- College Password = The password you have set to access the computers.

# Careers

Our team of qualified and experienced Careers Advisers provide information, advice, guidance and support to help you make the right course choices and plan your next steps. They are based in or near the Learning Technology Centres at all campuses.

You can simply drop in to speak to one of our Careers Advisers at any time during the college day or, if they are unavailable, you can make an appointment to see them using the Careers booking sheet which can be found on MyDay. [Careers Adviser Booking Sheet \(office.com\)](#)

You can see our Careers Advisers as many times as you need. The appointments are completely confidential and if you would like, it is okay for your parent/carer to come with you.

We can help you with issues such as:

- Think you're on the wrong course?
- Not sure what course to choose?
- Want help exploring your future options?
- Need help writing your CV or help with interview skills?
- Don't know what to do after college?
- Need help with choosing university courses?
- Need help applying to university, personal statements, or student finance?



## Contact Details:

Dartford  
E: [careers@northkent.ac.uk](mailto:careers@northkent.ac.uk)

Gravesend  
E: [careers@northkent.ac.uk](mailto:careers@northkent.ac.uk)

Hadlow  
E: [careershadlow@northkent.ac.uk](mailto:careershadlow@northkent.ac.uk)

Tonbridge  
E: [careerstonbridge@northkent.ac.uk](mailto:careerstonbridge@northkent.ac.uk)



# **NKC**

## **STUDENT WELFARE & SAFEGUARDING**

The Welfare and Safeguarding Team are available at all campuses to provide support and informal education to help you enjoy and benefit from your time at college and to encourage you to play a full part in your college life.

**Please visit the website [here](#) to meet the members of our Safeguarding Team.**

Here are some of the areas of support we provide:

- Safeguarding
- Drugs and Alcohol Education
- Sexual Abuse and Harassment
- Children in Care and Care Leavers
- Counselling and Mental Health Enrichment
- Health and Well-being
- Housing and Homelessness
- Learner Engagement; Learner Voice & Student Union
- Sexual Health, Healthy Relationships and 'Get It' cards
- Teen Parents
- Unaccompanied Asylum-Seekers
- Young Carers
- Criminal Activity and Offending Behaviour

We can help you with these and many other things impacting your time at college. If you are not sure about your situation, or whether to speak to us, the questions below might help!

- Are you a Child in Care or Young Care Leaver?
- Are you a Young Carer, with responsibility for looking after a family member?
- Are you a Teen Parent? Or, do you think, or know, that you are pregnant?
- Are you an Unaccompanied Asylum-Seeking Child?
- Do you have concerns about the way you are being treated by another person or persons?
- Have you been involved in criminal activity?
- Are you experiencing physical or mental health concerns?
- Do you have concerns about drug or alcohol use?
- Do you have concerns about your relationships?

If you need support for these or for any other reason, please come and see a member of the Welfare and Safeguarding Team on your campus.

## Safeguarding

Safeguarding is about being pro-active and making the right choices that will keep you safe. The College provides education and activities that can help you to safeguard yourself, and others. For example:

- Sexual health awareness
- Online safety
- Resilience and mental health
- Recognising and reporting sexual violence and harassment

Safeguarding is embedded into everything we do, from staff recruitment, curriculum design, secure online systems, health and safety across all campuses and the wider programme of support that we offer. There are staff in college who will support and guide you if you have any concerns about your own safety, or that of others.

Safeguarding is about recognising and responding to a concern that has been raised by a student, staff member or an external partner. This will sometimes relate to abuse, and we all have a responsibility to follow up on any concerns.

If you are worried about your own or other people's safety, you can contact any member of staff or speak to one of the Designated Safeguarding Leads on your campus.

We work in a sensitive and confidential way, though we have a statutory duty to report any serious cause for concern, or disclosure of abuse, to Social Services and/or the Police. Students affected by this will be informed that a referral will be made, and we will continue to provide support. We want you to feel safe at college, and in the community.

One way that you can safeguard yourself and others is to wear your student ID card and you must not let someone else use your ID card for any reason. All staff, visitors and students must always wear their ID card when they are in college. This helps us to know who is a part of the college community and lets you identify who staff are.

If you are concerned about anything, then speak to a member of staff who you feel comfortable with. If you would like to know more about safeguarding at college, please contact one of the Designated Safeguarding Leads whose details are on the posters around all campuses.



## Where to find us

**Dartford** – Well-being Hub (DM015b)

**Tonbridge** – Mezzanine or Well-being Hub (2B14C)

**Gravesend** – Well-being Hub (GR029)

**Hadlow** – Well-being Hub (HK6)

**Hadlow (Residential only)** – HN19

## Prevent

*At the College we actively promote the following Fundamental British Values and recognise their place in our own expectations and vision:*

- Democracy
- Rule of Law
- Individual Liberty
- Mutual respect for and tolerance of those with different faiths and beliefs and for those without

We provide opportunities to promote and develop these values within our education and support programmes. While you are at college you will be able to explore and develop the values, knowledge, confidence, and skills to prepare you for life in modern Britain and to successfully progress to the next stage of your learning or work.

### Radicalisation and Prevent

All educational providers have a duty to prevent people from being radicalised and drawn into terrorism. The College must deliver activity that raises awareness and enables staff and students to recognise signs of vulnerability and behaviour that could indicate someone is being radicalised.

At North Kent College, we raise awareness of Radicalisation and Prevent through our group tutorial programme, themed events, and activities.

### What is Prevent?

Prevent is the name given to a national strategy which aims to stop people from becoming violent extremists or supporting terrorism.

## What is Extremism?

Extremism is the promotion or advancement of an ideology based on violence, hatred or intolerance, that aims to:

1. negate or destroy the fundamental rights and freedoms of others; or
2. undermine, overturn or replace the UK's system of liberal parliamentary democracy and democratic rights; or
3. intentionally create a permissive environment for others to achieve the results in (1) or (2).

## What is Radicalisation?

Radicalisation happens when a person's thinking and behaviour become considerably different from how most members of society and community view social issues and participate politically.

## What is Channel?

Channel provides support across the country to those who may be vulnerable to being drawn into terrorism.

By raising any concerns, you could help someone who you believe is at risk of radicalisation get support, preventing them becoming involved in potentially violent activities, long before any criminal activity occurs. If you become concerned about activities or behaviour, or if you have other information relating to the above you can talk to your tutor or a Designated Safeguarding Lead.

## Mental Health Support

*The mental health service is available for anyone who is dealing with a personal difficulty inside or outside of college that is having an impact on your quality of life or education.*

## What support is available?

Possible types of support include:

- Self-help tips and guidance
- Individual meetings with a Welfare and Safeguarding Officer (up to 6 sessions)
- Group support sessions
- Counselling through the College Counselling Service (up to 6 sessions)
- Signposting to specialist agencies, for example external counselling, CAMHS, etc

## Wellbeing

Students are encouraged to talk to college staff about their emotional well-being. Our Welfare and Safeguarding Team work with the Student Union throughout the year to raise awareness about positive mental and physical health, running events which have included Blue Monday, Time to Talk and Mental Health Awareness Week.

- If you do not wish to access counselling but would like some guidance to be able to help yourself, we have leaflets on various mental health topics with self-help tips and links to external support.
- If you have more complex needs, we will signpost you to external specialist help including Community Mental Health Teams.
- If you have engaged in counselling, we may be able to provide evidence to assist you in applying for/chasing up external support.
- We can talk to groups of students about topics including managing stress, building emotional resilience, and developing healthy relationships.

We continually build on our bank of external contacts including local and national charities, as well as local government committees.

## What is counselling?

- Talking therapy will provide you with the opportunity to explore the source of your emotional distress freely and openly in a safe place in a way that is not always possible with friends or family.
- Your counsellor is not there to judge or advise you, but they will try to help you to clarify your thoughts and feelings, options, and choices to become more effective at finding your own solutions and coping mechanisms.
- We offer short-term talking therapy, agreeing on up to 6 x 50 minute sessions (more if needed but we have to balance this with the demand for our service to avoid long waiting times).
- Our counsellors use a wide range of approaches, including humanistic, cognitive and psychodynamic, you can find out more about these approaches on the [Mind website](#).

## Counselling may help you with:

- Learning to recognise your own strengths and potential for growth and self-fulfilment
- Addressing and resolving worries or difficulties
- Making decisions
- Coping with a crisis
- Improving relationships with others

Some of the common issues students wish to discuss in counselling are:

- Addiction, including drugs and alcohol
- High level anxiety, panic attacks, stress, OCD
- Depression (diagnosed, or long-term symptoms i.e., more than 2 months)
- Eating disorders or disordered eating
- Grief, loss, bereavement
- Identity
- Self-harm and suicidal thoughts
- Trauma, Post Traumatic Stress Disorder, abuse, including domestic, emotional, physical, sexual, neglect, and all other abuse

## Confidentiality in Counselling

The sessions with your counsellor are confidential. Your parents and tutors will not be informed about the things you discuss. However, there are limits to confidentiality and these will be explained to you fully at the first appointment and set out in your Counselling Contract.

## First appointment

You will have an opportunity to:

- Ask questions about what is offered
- Discuss what has brought you to counselling
- Talk about what you hope to gain from counselling

## Referral Process

You can self-refer via the links on our website or MyDay. If you do not wish to access counselling but would like some guidance to be able to help yourself, we have leaflets on various mental health topics with self-help tips and links to external support, these can be found via the MyDay links or in our LTCs. If you have more complex needs, we will signpost you to external specialist help including Community Mental Health Teams. If you have engaged in counselling, we may be able to provide evidence to assist you in applying for/chasing up external support. We can talk to groups of students about topics including managing stress, building emotional resilience, and developing healthy relationships.

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## What happens next?

Once your application for mental health support has been received you will be contacted to arrange an appointment.



# Learner Engagement

*Learner Engagement gives you the chance to join in and influence all aspects of college life and is one of the most effective ways you can engage in your student experience.*



**Learner Voice** is a significant part of Learner Engagement and includes something as quick and easy as making a comment on the College social media sites, to being a Representative for your class, or giving us your opinion through one of the learner voice meetings or focus groups. You will also be asked to complete surveys throughout the year offering you the chance to give your views on your student experience.

Each class has Representatives who are the voice of the learners from each curriculum area, and you will be informed when they are meeting and have the opportunity for discussion. The college also appoint Student Governors who attend Governor meetings with staff and have input into developments in College.

You will also have the chance to attend committee meetings and give a speech at the end of year presentation and be involved in social action projects! You could even be on an interview panel for new staff members or host prospective staff when they visit the College. Or you may want to have an input in College policies to make sure they are student focused.

Your voice matters. If you have a compliment or complaint while at college, you can talk to:

- Your tutor
- Student Union
- Welfare and Safeguarding Team
- Make a formal complaint
- Download the complaints procedure via the North Kent College or Hadlow College websites:
  - NKC - [www.northkent.ac.uk/contact/complaints-procedure](http://www.northkent.ac.uk/contact/complaints-procedure)
  - Hadlow - [Complaints Procedure \(hadlow.ac.uk\)](http://hadlow.ac.uk)

*This is YOUR College, and we want you to have your say!*



# STUDENTS' UNION

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**NORTH KENT COLLEGE  
HADLOW COLLEGE**

**The Students' Union (SU)** is run by you, for you and is affiliated to the National Union of Students (NUS). It's made up of students who form an Executive Committee, Student Governors, Class, and Curriculum Representatives and most importantly... 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 post from 1-2 years and attend all College Board of Governor meetings. This is the link between learners and the leadership. Join the SU and help plan events that benefit the college and community! The Executive team will also chair the Learner Council meetings that are held with the College Senior Leadership Team.

If you wish to be part of the Executive Committee or even one of our Student Presidents, then see our teams at the Freshers Fayre in September. The SU also run activities for students in the College, such as charity events and end of year celebrations. If there is something you would like them to organise then let them know!

All students enrolled at college are members of the National Union of Students (NUS), who offer a wide range of discounts, promotions, and competitions. To find out more and to apply for the TOTUM card and download the app, visit [www.totum.com](http://www.totum.com). There are over 350 offers and discounts available. TOTUM is also a PASS accredited proof of age ID. Some TOTUM memberships also come with a 12-month ISIC digital membership card as standard as well, giving you access to discounts in countries around the world.



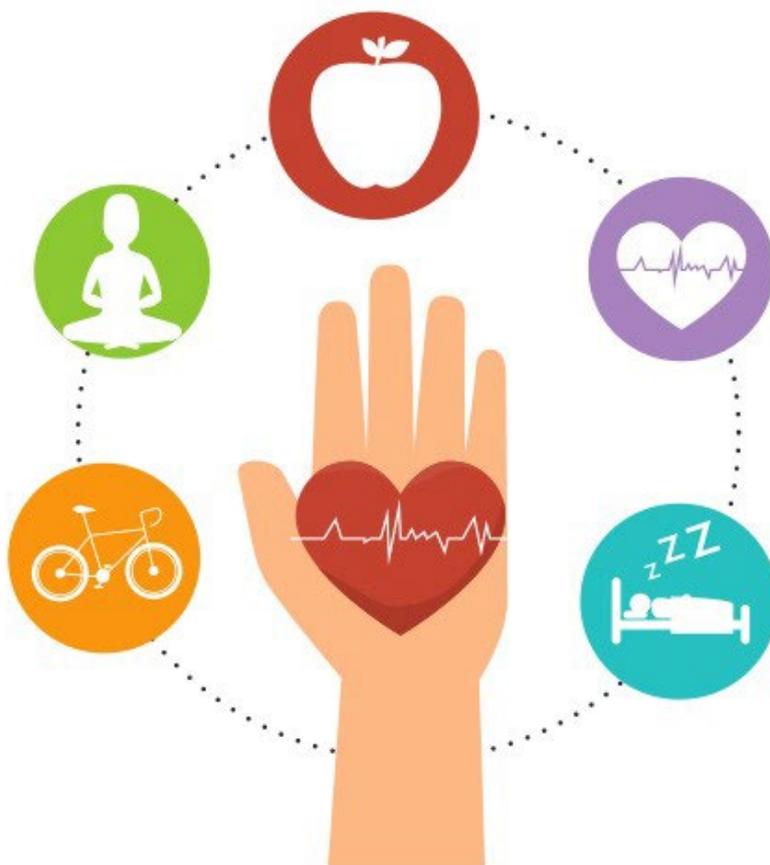
## Enrichment, Health & Well-being

The College works with the Student Union to enrich your experience while you are with us and help you look after your health and well-being.

A programme of activities is provided throughout the year, which will give you the opportunity to socialise, have fun, learn new skills, and access professional advice, guidance, and practical help on a range of health and well-being issues.

The programme includes sessions on sport and fitness, mental health, LGBTQIA+ Pride, sexual health, drugs, and alcohol awareness, keeping yourself safe and lots more. You can also access free condoms through our 'Get It' registration scheme. If you have any ideas of what you would like to see and take part in at College, please speak to a member of Student Support.

**If you are concerned about your safety because of something happening inside or outside of College, or you are worried about someone else's safety, please speak to a member of college staff, the Welfare and Safeguarding Team or make a referral through MyVoice which can be found [here](#).**



## Getting to college

It's really easy to get to North Kent College and we're always striving to find the best travel deals for our students, whether you live locally to the Dartford, Gravesend, Hadlow or Tonbridge campuses.

- Dartford students – Catch a FREE shuttle bus from Dartford Station to the Dartford campus and back. (Timetable will start in September. The shuttle bus service does not run during the holidays or enrolment).
- For students travelling from a London Borough, you can apply for the 16+ Oyster or 18+ Oyster card through the Transport for London website. This will give free/discounted travel on buses within London up to and including Dartford (Zone 8).
- For students travelling from Kent (you must live in Kent) you can apply for the KCC 16+ Travel Saver Card through the Kent County Council Website.
- For students aged 16-17 who travel by train outside of London, you can apply through National Rail for a 16-17 Travel card, which reduces the cost of a ticket by 50% for 16- & 17-year-olds.
- Students aged 18+ who travel by train outside of London can apply for the 16-25 railcard which gives a 1/3 off rail fares.
- Students travelling from East Sussex can apply for the 3i-d card to pay reduced fares for bus travel. A unique Organisation code (UOC) is required to apply for this card. The UOC for Hadlow is HAD231 and for Tonbridge it is WES93A. To apply, please visit the 3i-D Citizen Card website.

The following websites will give further information on travel discounts and full terms and conditions:

- [nationalrail.co.uk](http://nationalrail.co.uk)
- [arrivabus.co.uk](http://arrivabus.co.uk)
- [tfl.gov.uk](http://tfl.gov.uk)
- [citizencard.com](http://citizencard.com)
- [kent.gov.uk](http://kent.gov.uk)



# College Facilities

North Kent College comprises three GFE (General Further Education) and one land-based campus (Hadlow), located across the county of Kent. We offer vocational courses, and all our campuses have distinct workplace-like environments where students can train in industry standard facilities which prepare them for employment.

## Dartford Campus

Our Dartford campus is located slightly out of the town centre on Oakfield Lane and the campus has several green open space areas for students to enjoy.

Our Dartford Campus offers students and staff a FREE Shuttle Bus service from Dartford station running regularly in term times.



The campus boasts the highly acclaimed Miskin Theatre, including an industry leading state of the art facility for Creative and Performance Arts. We also host our own radio station and shows on-site from our very own Miskin studios.

We also offer excellent sports and fitness facilities located at the “Österberg Centre.” So called Österberg because part of the Oakfield Lane campus was purchased in 1895 by Martina Bergman Österberg, who created a physical training college specialising in gymnastics for girls and young women. She is also credited for the introduction of the use of gymslips for women playing sports and played a key role in the early development of netball. Physical education continued on the site until 1986.

## Gravesend Campus

Our Gravesend campus is located slightly outside of the town centre and hosts a range 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, which is a leading provider of maritime education and practical training, providing up to date equipment and expert training using dedicated specialist classrooms, a Fire Training Ground and Thameside Jetty.

In the Construction and Engineering workshops there are types of equipment and workplace practices that mirror the best employers in the industry along with workshops for engineering, plumbing, brickwork and many more trades.

In Motor Vehicle, Catering and Hairdressing operations you will see customers being served to the standards that market leaders expect in the real world.

We offer one main cafeteria called "The Canteen", as well as a small snack bar area. Both offer great deals on breakfast, lunch and snacks.

We have a Learning Technology Centre which is a fabulous resource for both study and enrichment.

The campus also hosts state-of-the-art classrooms, a commercial restaurant (The Gallery), and a swimming pool.



## Tonbridge Campus

Our Tonbridge Campus is located on Brook Street and within walking distance of the station. The state-of-the-art campus offers students the benefit of new buildings, including a fantastic auditorium (media and arts centre) seating over 300 people, providing a flexible teaching and performing space for our Miskin music, dance, and theatre.



There are light and airy art and design studios, photography studios and a darkroom and a well-equipped learning resource centre.

We offer our main restaurant called “The Brook Street Restaurant” and a snack bar area called “Brook Street Café”. Both offer great deals on breakfast, lunch and snacks. The campus also offers a commercial restaurant called “The View” as well as Lee Stafford Hair and beauty salons which are open to the public.

We have a Learning Technology Centre which is a fabulous resource for both study and enrichment.

## Hadlow Campus

Our Hadlow Campus is located on Tonbridge Road and 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 and 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, 147 FE student accommodation rooms and 52 HE rooms, a state of the art Learning Technology Centre as well as a spacious cafeteria.

Regardless of what course you are on, students are often privy to witnessing the Equine team walking the horses through the grounds, the noise and bustle of the animal paddocks as well as the motoring sounds coming from the agricultural engineering and motor vehicle hubs – never a dull moment at Hadlow.



**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

