

# CALLYWITH COLLEGE STUDENT HANDBOOK 2024/25





Within this handbook you will find a small number of rules and regulations. Any community such as this college can only function smoothly if its members observe such basic rules.

Remember that what you gain from your studies in the college will depend largely on your own efforts. The staff and facilities at the college are here for you to make the most of, and staff will support you every step of the way. We hope that you will really enjoy your time at the college as well as gain the education, training and qualifications that you seek so that you can progress onto your intended next step.

Finally, we will work as hard as we can to ensure that things do not go wrong, but if something does, tell us about it and we will do everything we can to address the problem quickly.

**Dr Jon Grey**  
**Callywith College Principal**

This handbook is intended to help you settle into your courses and find your way around the various areas and facilities of the college. You should keep it with you for reference and to help you keep track of your college work and targets. Callywith College exists for the benefit of its students and we hope you will become quickly aware of, and make full use of, the many opportunities it offers.

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## TERM DATES

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### Autumn Term 2024

#### First year students only:

Thursday 05 September - Friday 20 December

#### Second year students:

Monday 02 September - Friday 20 December

Half term: Monday 21 October - Friday 01 November

### Spring Term 2025

Monday 06 January - Friday 04 April

Half term: Monday 17 February - Friday 21 February

### Summer Term 2025

Tuesday 22 April - Monday 07 July

Half term including Bank Holiday Monday 26 May:

Tuesday 27 May - Friday 30 May

## LECTURE TIMES

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Classes at the college start promptly at 9.15am and end by 4.25pm. You will be given your timetable at the start of the course. The timetable will show your classes and lunch breaks. Timings will vary between courses.

## EQUALITY OF OPPORTUNITY

Callywith College is committed to meeting its duties contained in The Equality Act 2010. We aim to create a culture of inclusiveness and to challenge discrimination, taking positive action in order to remove barriers to the educational and personal progression of individual learners. To achieve this aim the college will not tolerate unfair or unlawful discrimination.

The college's Equality, Diversity and Inclusion Policy demonstrates that the college will seek to remove any existing barriers to all staff, students, governors and visitors, irrespective of age, disability, gender reassignment, marriage or civil partnerships, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Callywith College endeavours to promote an inclusive working and learning environment, which supports the individuals within its community irrespective of their background. The college aims to promote equality of opportunity by providing full and equal access to all students who can benefit from its provision, and by encouraging and enabling all members of the college to build and contribute to a society that values cultural and social diversity. A focus on learner voice and involvement in instigating change reflects this commitment.

The college achieved the Investors for Diversity in Schools Award in March 2023. This demonstrates the college's commitment to an all-encompassing approach to equality, diversity and inclusion.

## STUDENTS WITH LEARNING SUPPORT REQUIREMENTS

The college welcomes applications from students with learning support requirements. Students can access a wide range of externally accredited courses whilst at Callywith. Learning support for identified needs and specialist equipment are provided as required via the SEND Team.

## ENROLMENT

All students enrol at the start of their course. If the information you give at enrolment changes (e.g. address, telephone number etc.), you must tell your Personal Development Tutor so that we can update our records as soon as possible.

## PERSONAL DEVELOPMENT TUTOR

All students are allocated a Personal Development Tutor (PDT). The role of the PDT is to have oversight of the student journey. Your PDT will meet with you every week and deliver the personal development curriculum, as well as ensuring you stay on track by monitoring your wellbeing, attendance and progress. They will be your first point of contact for any questions you may have.

## **ATTENDANCE**

100% attendance is expected of all students. It is the responsibility of students to swipe into lessons using a college ID card. For students who forget their student ID cards a temporary, one day card can be collected from Temple Reception or the Learning Resource Centres. If you need to be absent from college for any reason, you must seek the agreement of your Personal Development Tutor before the event and complete an Advanced Notice of Absence form, which can be found on the intranet. If you are unavoidably absent for any reason or need to sign out of college, e.g. illness, your parent/carer must let the college know before 9am on each day of absence by telephoning 01208 224000 or emailing [attendance@callywith.ac.uk](mailto:attendance@callywith.ac.uk), giving your student ID number, reason for absence and the likely period of absence.

For each unauthorised absence you and your parent/guardian will be sent a text message alert. If you are unwell during the college day and need to go home you MUST notify your lecturer or reception.

Your attendance and punctuality are recorded by the college and will feature as part of your overall Personal Portfolio. We expect you to attend all aspects of your courses fully and punctually, since there is a clear link between full attendance and successful performance. Attendance must also be above 90% each term to continue to receive bursaries towards bus passes and equipment etc. for eligible students.

Parents/carers can monitor attendance via the Parent Advantage system.

## **RECORDING YOUR PROGRESS**

During your time at the college, your progress and achievements will be recorded and monitored by your Personal Development Tutor. Your Personal Development Tutor will help you regularly review your performance and help you develop action plans in response. These progress reviews will be formally recorded. In addition, your Personal Development Tutor will support you in writing a Personal Statement, which will recognise and give credit for a whole range of academic and other achievements.

## **PROGRESS REPORTING**

Progress Reviews containing attendance summaries, performance grades and effort grades are prepared for all full-time students during the Autumn and Spring Terms. Although a copy is sent to parents and carers, we recognise that you will be the main user of the information. Progress Evenings for students and their parents/carers are held within two weeks of receipt of the Progress Review. Apart from these meetings, if your parent/carer wishes to discuss any matter, the first point of contact is usually the personal development tutor and after that the Programme Team Leader responsible for your curriculum area.

## **ENRICHMENT OPPORTUNITIES**

Students are encouraged to take part in the college's enrichment activities and to take advantage of a range of sporting and recreational opportunities. These additional aspects of your programme will play an important part in your personal development and will form part of your CV and applications for university, Apprenticeships or employment after college. There are many activities you can choose from including the Extended Project Qualification (EPQ), Culture Café, Sustainability Group, LGBTQ+ group, Music Mondays, Dungeons and Dragons and multiple support groups. Arrangements for choosing activities are made during the first few weeks of the Autumn Term, with new activities beginning throughout the year.

## **EXAMS & ASSESSMENT**

The college policy is that students take responsibility for their own examination entries or registration. Entry forms will be distributed during lectures and subject lecturers will give guidance during this time, but it is your responsibility to make sure that your forms are handed in and your entries/registrations are correct. All students under the age of 19 at the start of their course have their first attempt at a subject exam free of charge, but repeat entries must be paid for at the time of entry. Further information is available from the Exams Office, the examination notice boards and on the Intranet.

## **WORK EXPERIENCE**

Vocational courses usually have regular short or block work placements as part of their vocational preparation. All other students will undertake work experience during the summer term of their first year at college. Work experience is also a sign of involvement and evidence of commitment. For many academic and vocational routes out of Callywith College, it strengthens your CV and puts you one step ahead.

Personal Development Tutors should be informed of all work experience placements. Work experience will follow appropriate safety guidelines and students will receive support from lecturers and staff.

## **DUKE OF EDINBURGH'S AWARD**

By participating in the Duke of Edinburgh's award, you will complete a personal programme of activities; volunteering, physical skills, expedition and for Gold, residential. There are three levels: Bronze, Silver and Gold.

You'll find yourself helping people in the community, getting fitter, developing skills, going on an expedition and taking part in a residential activity (Gold only). The best bit is - you get to choose what you do! To sign up please email [huwwilliams@callywith.ac.uk](mailto:huwwilliams@callywith.ac.uk). It's everything you need to complete your C.V.

## **TEN TORS**

Ten Tors takes place every year on Dartmoor. All those who attempt Ten Tors will undoubtedly remember it for the rest of their lives and for many it will be a life-changing experience. We will train you during the course of the year to allow you to take part in the Ten Tors 45 Mile challenge in May. Its tough, and it will push you mentally and physically – you will learn so much about yourself! To sign up email [huwwilliams@callywith.ac.uk](mailto:huwwilliams@callywith.ac.uk)

## **CALLYWITH ACTIVE**

Callywith College is committed to providing an environment where students can grow and develop by offering a wide range of free physical activities in addition to our Sport Academies through our Callywith Active student programme.

The menu of activities include gym sessions, basketball, badminton, table tennis and astro pitch activities. The gym sessions take place in our Fox Gym where our Callywith Active Lead, who is Master Practitioner in Personal Training, will be available to offer students guidance and advice on planning gym sessions and how to exercise in the most appropriate way for them to achieve their goals.

The menu of opportunities is fully inclusive and has been established for all students to access regardless of their ability, previous experiences and goals. The programme is provided to support positive mental health and wellbeing, and to help create healthy active lifestyles.

Speak to Callywith Active Lead Julian Wills in Fox Gym or email: [callywithactive@callywith.ac.uk](mailto:callywithactive@callywith.ac.uk).

## **INDEPENDENT STUDY**

All students should undertake at least 15 hours of independent study per week in addition to timetabled lessons. Two 1 hour 25 minute sessions of independent study must take place during the college day (09.00 – 16:30) and be logged using the Independent Study QR code. The remaining independent study can be completed outside of the college day. The College Learning Centres are good places to study; Learning Centre staff manage the Learning Centre spaces to ensure that a good working atmosphere is maintained, so that students in these areas can get on with their work without being disturbed.

It is important that work is handed in at the time specified so you will need to establish the habit of using your independent study time effectively. If you have difficulties planning, organising or knowing what to do, ask your personal development tutor, subject lecturers or the staff in the Learning Centres for help. To a large extent, your academic success will depend upon the early development and establishment of good study habits.

# BOGGED DOWN?

**Bogged down with work and finding it difficult to prioritise?**

**The Academic Services Team** in the Learning Centres are on hand to give advice and support.

**AcademicServices**

## COLLEGE SERVICES

### LEARNING CENTRES & RESOURCES

On the Callywith campus, there are three staffed Learning Resource Centres (LRCs) located in Garrow building - G114, G101 and Temple building - T205. The Learning Centres are open Monday to Friday from 8.30am throughout the college day.

The LRCs are open to all students and have a friendly open environment to enable students to study at a pace and style of their choosing. Each LRC is equipped with computers and a printer.

Garrow Library (G114) is where you will find course textbooks as well as supplementary texts and journals to enrich your learning. Garrow Library is a silent study area, we ask that voices are always kept to a minimum to allow those around you to study in peace.

Temple (T205) and Garrow (G101) LRCs are quiet study areas. We ask that voices are kept low to allow those around you to study but we welcome collaborative work and appreciate that it is beneficial to work with classmates and friends, to facilitate this, we have a comprehensive reference section in Temple LRC (T205), we ask that the books are not removed from this room to enable other students to benefit from the resources.

Coursebooks are loaned out to you on a biyearly basis and are solely your responsibility. It is important that all textbooks are assigned to your library account and that they are renewed or returned when prompted.

The Library Hub is a dedicated SharePoint site where you will find a range of different journals, databases and other useful resources to help facilitate your independent learning. Many of the online resources can be accessed from home.

We are here to ensure your transition from GCSE into post-16 education is as smooth as possible, and that you feel supported and confident in your studies. We can offer support with a variety of academic study skills such as essay writing, organisation and time management.

Alongside offering a drop-in service, we also provide one-to-one or small group support sessions through Personal Development Tutor referrals.

Remember, the Academic Services team is here to help you, so please do ask if you need any assistance.

You can contact the Academic Services team directly at [academicservices@callywith.ac.uk](mailto:academicservices@callywith.ac.uk) for more information or to make an appointment.

## GCSES

Students yet to achieve GCSE English and/or Maths at grade 4 or above must be working towards this as part of their college programme. This is a compulsory element for all students and will be added to timetables automatically. There are no exceptions to this rule. Students will be enrolled on the appropriate level and type of qualification based on their qualifications on entry, an initial assessment, a diagnostic assessment and their college programme of study. Where the GCSE qualification on entry is a grade 3, the student will have to study GCSE in accordance with national policy and funding rules.

Attendance at GCSE classes is compulsory and failure to attend will result in the student being withdrawn from college.

## REFRESHMENTS

We have two refectories in Temple and Garrow and a snack bar outside the 3G Astro pitch, offering a wide range of food and drink, and a variety of vending options in Garrow and Kilmar. Details of opening times and menus can be seen on the information screens around college and on the intranet.

No fast food purchased off site can be consumed in the refectories.

## REPROGRAPHICS

There are black and white combined printers and scanners in every building and self-service colour printing in Temple and Garrow Learning Centres. All college printers and photocopiers operate under a standardised set of prices through the Papercut system (you will need a student ID card to use them). Students with a computer log-in are given an allowance at the start of their course, and further print credits can be purchased.

# STUDENT SERVICES

The Student Services area is situated on the ground floor in Temple building T010. The team can also be contacted by emailing [studentservices@callywith.ac.uk](mailto:studentservices@callywith.ac.uk) or calling 01208 224460.

Our team are here to help you with any issues you may be experiencing outside of the classroom. We have an open-door policy so you can come to us and talk confidentially about anything that is troubling you and access a variety of information, advice, guidance and personal support. We have a dedicated team of staff who are trained in trauma-informed and holistic approaches, recognising the vital connection between academic success, personal growth and overall well-being. We have links with a wide range of support services and agencies who can provide additional support for your emotional and physical well-being.

Here at Callywith we recognise that being young is hard at times and we are trying to recognise that by providing a variety of support. We can help you with anything non-academic, but to give you an idea, some of the common things we help students with include:

- Personal issues (e.g. relationships, emotional worries, issues at home, bereavement, online/social media problems)
- Safeguarding (i.e. yours or someone else's emotional or physical safety)
- Mental health & counselling
- Drugs & alcohol
- Sexual health & contraception
- Housing, homelessness & benefits
- Money problems
- Careers advice
- Gender, sexuality & identity support

Depending on your situation, we will either provide you with the help you need internally through one of our services or we will help you seek more appropriate or specialist support with an outside agency. Sometimes you may just need a safe space to go during the busy day and that's fine too. If you need to speak to someone regularly about any personal issues you are dealing with, we offer a one-to-one 'check-in' service where you'll get consistent, non-judgemental and confidential support whenever you need it from our dedicated team who are experienced in providing a range of personal support to young people. Our team can also advise you on any online or social media issues you may be experiencing.

## MENTAL HEALTH

We recognise the link between emotional wellbeing and achievement; therefore, we have our own on-site counselling service and Mental Health Advisor and work closely with external mental health agencies, such as CAMHS, when required.

Mental health and emotional wellbeing are also key topics within our tutorial curriculum, designed to raise awareness and promote our positive mental health culture.

Additionally, students can also talk to a member of the safeguarding team or their Personal Development Tutor.

## THERAPY DOG

Our therapy dog, Macy, is fully trained and forms part of our holistic approach to supporting you. Her presence helps bring a sense of calm and joy to everyone. She is supportive in helping people manage anxiety and stress as well as develop their empathy and emotional resilience. Macy is also part of the Read2Dogs scheme which helps to improve the literacy skills of young people by helping them feel less stressed and self-conscious when reading to others in a group. She can help you if you are feeling stressed, anxious, overwhelmed or sad and you can pop in to see her any time in Student Services; she is here every week.

## MINDFULNESS TRAIL

Our Mindfulness and Outdoor Exercise Trail is designed to create a safe journey through nature to help students and staff become more active and improve their mental health.

The trail, which winds around the college's 3G Astro pitch and will eventually lead to our nature reserve, allows students and staff to take a walk through nature and immerse themselves in the natural elements and beautiful surroundings we have here at the college, providing a getaway from the main campus.

The Mindfulness Trail also features a variety of outdoor fitness equipment funded by Sport England's 'Queen's Platinum Jubilee Activity Fund' to help develop physical activity opportunities at the college, situated in-between specifically designed trees, flora and fauna.

## FINANCE & HOUSING

We can provide support and advice if you are experiencing financial hardship as well as information on student finance and funding for Higher Education. We can also help if you need to speak to someone about your housing situation, benefits or need help with budgeting.

## CAREERS

We know that making decisions about your future can be a bit daunting. That's why we are committed to helping and guiding you through those all-important choices about what to do next. All students can book a meeting with a L6 qualified adviser to discuss their personal progression routes and receive support in making rational informed decisions. Advisers can help with searching for and evaluating university courses and apprenticeship opportunities, labour market information, CV and cover letter writing, researching and applying for jobs, mock interviews and more.

A range of careers' resources including guidance, templates and software are available to all students via the college's SharePoint and through our personal development programme.

There are also a range of careers related trips and events over the year which you can access. These include Destinations Day, when you can choose from over 40 specialist careers talks and 14 different sector networking lunches.

There are also visits to universities, the National Apprenticeship Show, a Higher Education Fair, as well as more subject specific visits, guest speakers and other activities. You can visit our Destinations Space in Temple T303 or to find out more or book a one-to-one appointment, please visit: [callywith.ac.uk/careers](http://callywith.ac.uk/careers) or email: [careers@callywith.ac.uk](mailto:careers@callywith.ac.uk)

## ADDITIONAL SERVICES

We work with a variety of external agencies who can provide specialist support for those who need it. Some of these agencies include Kernow Young Carers, We Are With You (formerly YZUP), Intercom Trust, Young People Cornwall, Early Help, Next Steps South West and many more. They generally offer both informal drop in sessions and one-to-one appointments which can all be booked directly with us.



## SAFEGUARDING

The college is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This means that we have a child protection and safeguarding policy and appropriate procedures in place. All staff, including visitors, volunteers and governors, must ensure that they are aware of these procedures.

Sometimes we may need to share information and work in partnership with other agencies, for example when there are concerns about a child's, young person's or vulnerable adult's welfare. We will always ensure that our concerns are discussed with parents/carers/next of kin first, unless we have reason to believe that such a move would be contrary to the child's, young person's or vulnerable adult's welfare.

**If students are concerned about their, or the safety of someone else, they can speak to the college's Designated Safeguarding Lead Jen Temple, Deputy Designated Safeguarding Lead Jamie Crowle or a member of the safeguarding team by emailing [safeguarding@callywith.ac.uk](mailto:safeguarding@callywith.ac.uk)**

The designated staff in the college for Child Protection and Safeguarding concerns are:

### Safeguarding Team:

#### Jen Temple

Designated Safeguarding and Prevent Lead  
01208 224146 / [jennyb@callywith.ac.uk](mailto:jennyb@callywith.ac.uk)

#### Jamie Crowle

Deputy Designated Safeguarding Lead  
01208 224126 / [jamiecrowle@callywith.ac.uk](mailto:jamiecrowle@callywith.ac.uk)

#### Nettie Long

Safeguarding Officer  
01208224081 / [nettiel@callywith.ac.uk](mailto:nettiel@callywith.ac.uk)

#### John Ratcliffe

Special Educational Needs and Disabilities Coordinator (SENDCo)  
01208224127 / [johnratcliffe@callywith.ac.uk](mailto:johnratcliffe@callywith.ac.uk)

### Safeguarding Team members also include:

Dr Jon Grey	Huw Williams
Allyn Jefferies	Anitra Coleman
Julie Penprase	Helen Hart
Colin Bacon	Charlie Winterton
Tracey White	Lindsey Kennedy
Kate Roberts	Tom Evans

## OPERATION ENCOMPASS

We are proud members of Operation Encompass, a joint project between local schools, colleges and Devon and Cornwall Police. Operation Encompass is the reporting to schools and colleges, prior to the start of the next college day, when a child or young person has been exposed to, or involved in, any domestic incident.

Operation Encompass will ensure that a member of staff, known as a Key Adult, is trained to allow them to liaise with the police and to use the information that has been shared, in confidence, while ensuring that the college is able to make provisions for possible difficulties experienced by young people, or their families. Assistant Principal Jen Temple is our Operation Encompass Key Adult.

## STUDENT VOICE

The student tutor representative group exists to represent all full-time students in advising the college Management of educational and recreational matters that are of interest to students of the college. Tutor representatives are elected at the start of the first term. Any complaints regarding the tutorial representative process should be made to the Assistant Principal for Student Experience, Jen Temple.

## STUDENT COUNCIL

The formation of a Student Council and full student participation in the voting and election process as part of the Callywith community, will provide a 'real life' experience of the concepts and political language of democracy and representation. Elected members will attend regular meetings with the college leadership team to represent the views of the student body, manage a fund with responsibility of allocating discretionary student bursaries, organise student social and community events and have input into the topics/content of personal development sessions with regards to current issues affecting young people.

## STUDENT SERVICES TEAM

### **Callywith College Student Services**

studentservices@callywith.ac.uk

01208 224460

### **Jamie Crowle**

Student Services Team Leader

Deputy Designated Safeguarding Lead

jamiecrowle@callywith.ac.uk

01208 224126

### **Amy Fagg**

Mental Health Advisor / Counsellor

amyfagg@callywith.ac.uk

01208 224196

### **David Sellars**

Destinations Lead Teacher

davidsellars@callywith.ac.uk

### **Julian Wills**

Callywith Active Lead

callywithactive@callywith.ac.uk

01208 224207

# HEALTH & SAFETY

Callywith College considers it important that the management, staff and students work towards achieving a safe and healthy environment for themselves and others. Please report any potential hazard to reception immediately. A Stay Safe session will form part of the first month of the tutorial programme.

## **FIRE**

Anyone discovering a fire should sound the alarm immediately by breaking the glass front of the nearest available alarm call point. These call points are red boxes located in exit routes throughout the college. During your induction your Personal Development Tutor will explain the fire evacuation plan in more detail.

Fire drills are conducted regularly. Please leave the building in an orderly fashion by the nearest available emergency exit and following any instructions given by a Fire Marshal (wearing a high visibility vest). Signage instructing what to do in the event of a fire is posted throughout the buildings along with assembly point locations. DO NOT use the lifts in the event of a fire or emergency. Please move well clear of the exits and assemble at the designated assembly point while the buildings are cleared and checked for your safe return. DO NOT return into the building until instructed by a Fire Marshal or member of staff. Emergency exits should be kept clear and tidy, free from obstruction with waste materials placed in the dedicated bins provided.

## **SMOKING AND VAPING**

Smoking and vaping are not permitted on or around the college campus.

## **FIRST AID**

In case of an accident or emergency notify a member of staff asap who will contact a first aider for you.

## **COLLEGE LIFTS**

Please note that the lifts in all the college buildings are available for use only by people with a disability and members of the college staff who are moving equipment between floors. You must have a valid lift pass to use the college lifts, these are available from student services. All other members of the college must use the stairs. Do not use the lifts in the event of a fire or emergency. To obtain a lift pass please contact your Personal Development Tutor.

## ACCESSIBILITY

The college endeavours to provide a fully accessible environment suitable for the needs of all our students. If you experience any problems with access to any of our facilities, then please raise this matter with your Personal Development Tutor or PTL.

## YOUR HEALTH

If you have any medical history, that is likely to affect you at college, however minor, it is important that you give full details to the college at enrolment. If you become ill while at Callywith College, please report to the reception or the nearest First Aider and everything possible will be done to assist you and arrangements made, where possible, for you to go home. If details about your ongoing health change, please inform your Personal Development Tutor so that our records can be updated accordingly.

## DRUGS

Drugs, other than prescribed medicines, must not be brought onto the college premises. Alcohol is not permitted on site. The use of any behaviour changing substance in, or around, college grounds is considered as Gross Misconduct under our Student Disciplinary Procedure. Any misuse of such substances will result in immediate suspension from college pending a Disciplinary Meeting. These rules also extend to any college organised trip or visit.

# ADMINISTRATION

## COLLEGE ENROLMENT FEE

We ask all students to pay a non-refundable college Enrolment Fee of £30 at the start of their course. This covers your first ID card and lanyard (plus 1 replacement), £10 printing credit, £5 canteen food voucher, a locker and college books and equipment.

The payment page can be found at:  
[callywith.collegestore.uk](http://callywith.collegestore.uk)

There may be trips and visits organised as part of, or in addition to your course(s). In all instances, the college will ensure that these trips are run with minimal cost to the student. If you need help or advice with bursaries to help with any of these costs, please visit Student Services in Temple T010, call 01208 224460 or email [studentservices@callywith.ac.uk](mailto:studentservices@callywith.ac.uk) to discuss what support may be available.

Eligibility for financial help with essential course-related expenses and travel to and from college is assessed through the Callywith College Bursary Application Form, which can be found on the college website at [callywith.ac.uk/transport](http://callywith.ac.uk/transport) or obtained from Student Services.

## BUS PASSES

At Callywith College, we work with Go Cornwall to enhance the public bus network with additional services to and from the College at the beginning and end of the College day. Callywith students can buy an annual Go Cornwall bus pass at a heavily subsidised rate that not only gets you from home to college and back, but also gives you anytime (including evenings, weekends and holidays) access to all routes in Cornwall on any Go Cornwall services for around £1.80 per day for the year.

The Go Cornwall pass for Callywith College will cost £650 a year, which can be paid in three termly instalments of £275.00, £240.00 and £135.00 or as a one-off annual payment.

We can help towards bus pass costs if you have a household income of:

Less than £16,000 - Pass cost £65 with a 90% bursary discount of £585\*  
Three instalments - £28.00, £25.00 and £12.00

£16,001 - £23,500 – Pass cost £195 with a 70% bursary discount of £455\*  
Three instalments - £85.00, £70.00 and £40.00

£23,501 - £35,000 – Pass cost £325 with a 50% bursary discount of £325\*  
Three instalments - £140.00, £110.00, £75.00

More than £35,000 – Pass cost £650  
Three instalments - £275.00, £240.00 and £135.00

\*On application and dependent upon a minimum of 90% attendance each term for financial help the following term.

Callywith students can also use the free shuttle service between Callywith College and Bodmin Town and Bodmin Parkway Railway Station.

The college is using the Go Cornwall app to offer virtual ticketing on the bus network. The app will need to be downloaded onto your phone and an account created using your student email address. A physical bus pass will no longer be provided.

Should your bus not arrive or you cannot see it on the live bus app, please call the dedicated morning student telephone line for Go Cornwall on **07976 581324** who will be able to see where the buses are or talk to the drivers direct. The main customer service line is **0808 196 2632** or email [ask@gocornwallbus.co.uk](mailto:ask@gocornwallbus.co.uk)

## PARKING

There is limited provision for student parking. Parking permits can be obtained from the College Online Shop: *callywith.collegestore.uk* at a cost of £50. Once registered, the parking permit must be displayed prominently. To apply for a permit, students will need to provide copies of their drivers licence and insurance. Permits are issued on a case-by-case basis.

Vehicles are brought into Callywith College grounds entirely at your own risk and you must use only the designated parking areas and observe the 10mph speed limit; due consideration must be shown to other vehicles and pedestrians.

If you are observed driving carelessly, your permit will be withdrawn.

Please note, a car park permit does not guarantee that a space will be available. Do not park outside the main college entrance or in the spaces designated for disabled people and visitors.

## LOCKERS

Your £30 non-refundable enrolment fee covers access to an individual locker with a key. It is each student's responsibility to ensure that books, personal belongings etc. are reasonably secure. The college can accept no liability for losses. You are asked not to bring highly valuable items or large sums of money into the college.

## LOST PROPERTY

Enquiries about lost property should be made at reception and any property found should be handed in there. Unclaimed property will be disposed of after one term. Students are responsible for the security of their own property. The college cannot compensate for the loss of personal items.

## INFORMATION

Regular tutorial meetings with personal development tutors and notifications on Microsoft Teams will form the main means of communication to full-time students. In this way, you will hear about changes and events of interest. It will also be important for you to keep a close eye on those notice-boards and plasma screens that display vital information, e.g. exams, careers events, room changes, sports activities. Urgent, day-to-day information is usually displayed on the screens at receptions. You should look at this every morning. Messages cannot be taken for students except in cases of emergency.

**Your college email account is an essential part of how the college communicates with you. Key messages will be sent to this account so please make sure you check it regularly.**

## COMPLAINTS PROCEDURE

The college exists to meet the needs of the students and of the community it serves. We will work as hard as we can to ensure that things do not go wrong but, if a problem arises, we will do everything we can to address it.

If you have a complaint about the college, you should speak to the member of the college's staff with whom you have been dealing. If the matter is not resolved by this process you should follow the College Complaints Procedure, a copy of which is available from the Principal's Secretary and the college website.

## ASSESSMENT

College policies and procedures relating to the assessment of student work including the assessment policy, assessment appeals policy, examination appeal of results procedure and the malpractice policy are available in the Quality Policies for Students section on the college Intranet.

## STUDENT CODE OF CONDUCT

At Callywith College our college values are embedded in all that we do. They represent the vision, mission, and culture of the college. The student code of conduct reflects these values, and therefore all students are expected to:

- Attend all timetabled activities punctually.
- Complete all work to the best of your ability by the deadlines set, ensuring it is your own.
- Make all essential appointments outside of timetabled lessons.
- Make learning successful for everyone by behaving in a way that promotes a co-operative, positive and productive learning environment, free from distractions and disruption.
- Behave in a manner which upholds the college values in all college organised activities and when in the local community.
- Always wear a visible student lanyard and ID card.
- Maintain the safety of all Callywith College users by reporting any individual without a college lanyard or ID on site.
- Dress in a manner that is appropriate for a college environment.
- Only use mobile phones in lessons when directed to by a member of staff.
- Play an active part in equality and diversity, by respecting the rights of others and reporting inappropriate and unsafe behaviour.
- Respect the college environment by not eating in classrooms during lessons or in LRCs at any time, disposing of litter appropriately and not smoking or vaping on the college site.
- Not cause any deliberate damage to college property or premises.
- Log on to college communication platforms daily and respond promptly when requested.
- Use social media and online platforms responsibly, always respecting the privacy and feelings of others.
- Respond to instruction and feedback from staff in a positive and proactive manner.
- Take responsibility for your own learning by participating in all learning activities and engaging in regular significant independent study.
- Only use language in written and verbal communication that is polite and respectful.
- Any form of bullying, discrimination, physical or verbal threats will not be tolerated.
- Not be in possession of, intend to sell or be under the influence of illegal drugs, alcohol, or weapons.
- Abide by all college policies, including the attendance, behaviour, safeguarding, use of IT, Health and Safety, and fire evacuation policies.

## DATA PROTECTION

In order to meet the needs of our students and to run their courses effectively it is necessary for the college to collect and process information in line with GDPR 2018. For all our students we record:

- Name (and preferred name if different)
- Address
- Telephone number
- Attendance
- Qualifications on entry
- Progress on the course
- Qualification on exit
- Destination after completing the course
- Course fee payment record (if applicable)
- Additional support requirements (if applicable)
- Ethnicity

### The information is used:

- For administrative purposes connected with your course
- To notify Careers South West if a young person drops out of college or leaves their course
- To inform students and their parents/carers, about progress on their course
- To write references and to assist in UCAS, job or Apprenticeship applications
- To provide the Department of Education with statistical information when requested to do so
- To publish college examination results
- To contact you to identify your destination having left college

If you want to see any of the information held about you or if you do not want your examination results to be published, then please contact your Programme Team Leader in the first instance.

# STAFF

## SENIOR MANAGEMENT

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### Principal

Dr Jon Grey

### Assistant Principal - Student Experience

Jen Temple

### Assistant Principal - Teaching & Learning

Allyn Jefferies

### Business Manager

Rae Loom

## KEY STAFF

### Programme Team Leaders

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#### Art, Design & Photography

Charlie Winterton

#### Business

Helen Hart

#### Education & Care

Anitra Coleman

#### English, Languages & Performing Arts

Tracey White

#### Humanities

Huw Williams

#### Maths, Computing & IT

Colin Bacon

#### Media, Film & Games

Lindsey Kennedy

#### Science

Kate Roberts

#### Social Sciences

Tom Evans

#### Sport & Protective Services

Julie Penprase

### Deputy Team Leaders

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#### Art, Design & Photography

Tom Heard

#### Business

Richard Taite

#### Education & Care

Cassie Adams

#### English, Languages & Performing Arts

Laura Villada

#### Humanities

Matt Andrews

#### Maths, Computing & IT

Paul Jordan

#### Media, Film & Games

Sam Wills

#### Science

Pete Maunder

#### Social Sciences

Charlotte Andrews

#### Sport & Protective Services

Richard Siveter

### Personal Development Tutors

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#### Art, Design & Photography

Bessie Layton

#### Business

Matt Shepherd

#### Education & Care

Claire Williams

#### English, Languages & Performing Arts

Tracey Culverhouse-Knight

#### Humanities

Leanne Elson

#### Maths, Computing & IT

Christine Iles

#### Media, Film & Games

Kay Taylor

#### Science

Jess Dean

#### Social Sciences

Kerrie Bramhall

#### Sport & Protective Services

Becca Wallace

## Other Staff

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### Academic Services

Lucy Clack

Tamsyn Symons

### Admissions Lead & Student Recruitment Coordinator

Sammie Swabey

### Central Administration Team (Temple T004)

Emma Hitchens

Fran Mclean

Kate Waters

Kathryn Wheeldon

Sharon Standen

### Computer Services

Vince Cunliffe

Justin Mepham

### Exams Officer

Darren Winkworth

### Marketing & Events Coordinator

Charli Hanney

### Principal's Secretary & Central Administration Team Manager

Jenny Queen

### Senior Secretaries

Hayley Tucker

Victoria Ellery

### Special Educational Needs & Disabilities Coordinator (SENDCo)

John Ratcliffe

### Student Services Team Leader

Jamie Crowle

# CAMPUS MAP

## TEMPLE

### Ground Floor

Reception ★  
Refectory  
Lecture Theatre  
Student Services  
Exams Office  
IT Suites  
Central Administration  
Team Office  
Admissions, Finance,  
Health & Safety, Marketing  
& Transport Office

### First Floor

Science  
General Teaching Rooms  
Principal's Office  
Senior Management  
Team Offices

## KILMAR

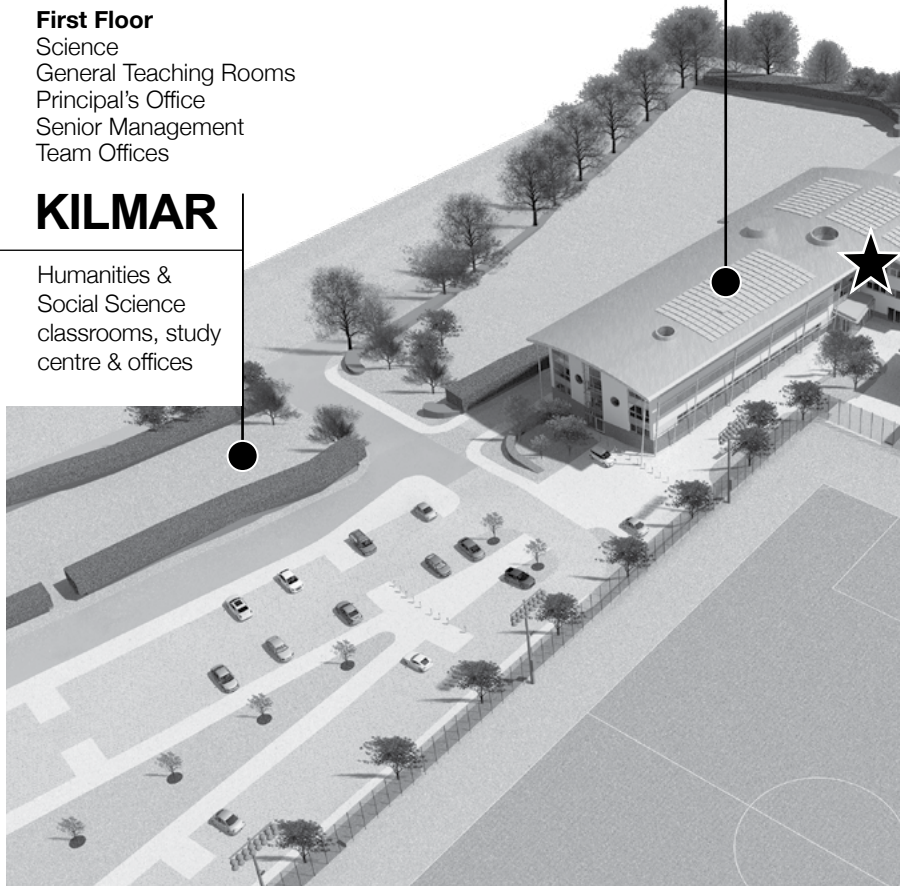
Humanities &  
Social Science  
classrooms, study  
centre & offices

### Second Floor

Learning Centre  
IT Suites  
Art & Photography  
General Teaching Rooms

### Third Floor

Learning Centre  
General Teaching Rooms  
Destinations Space



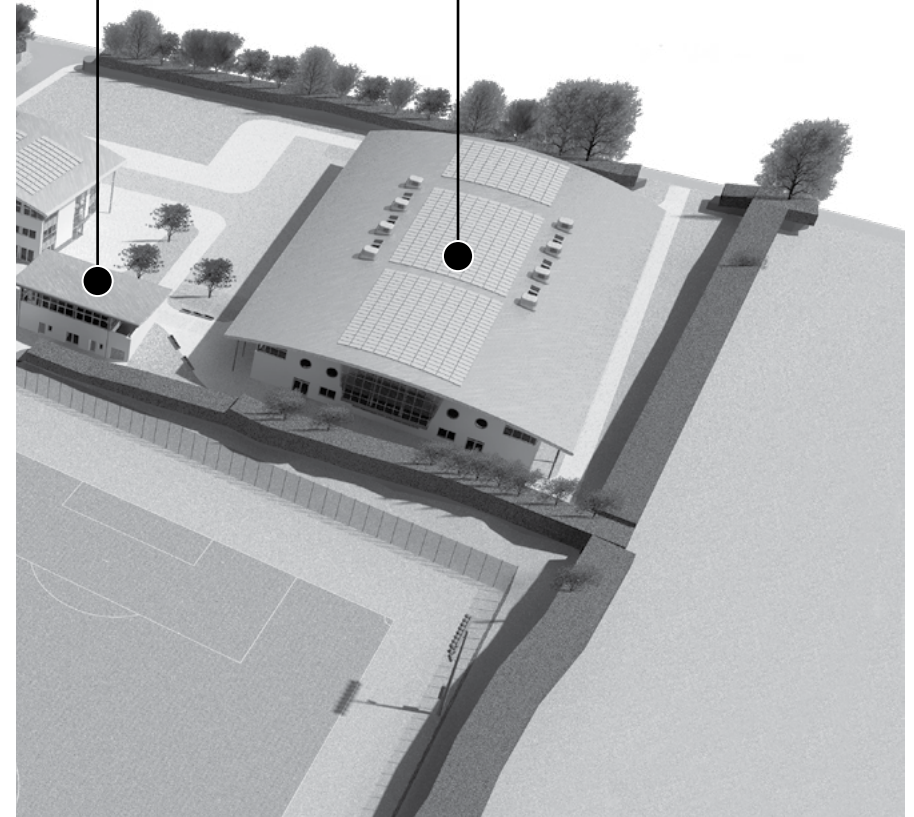
## FOX

### Ground Floor

Changing Rooms

### First Floor

Gym



## GARROW

### Ground Floor

Refectory  
Sports Hall  
Changing Rooms  
General Teaching Rooms

### First Floor

Learning Centre  
IT Suites  
General Teaching Rooms

# STRUGGLING?

## Struggling to organise your work?

The Academic Services Team in the Learning Centres are on hand to give advice and support.

**Academic**Services







## **Callywith College**

Old Callywith Road, Bodmin, Cornwall PL31 2GT

01208 224000

[enquiry@callywith.ac.uk](mailto:enquiry@callywith.ac.uk)

[callywith.ac.uk](http://callywith.ac.uk)

 [callywithcollege](https://www.instagram.com/callywithcollege)

 [@callywith](https://twitter.com/callywith)

 [/callywithcollege](https://www.facebook.com/callywithcollege)