





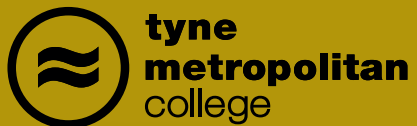


## CONTACT US

Call us on 0191 229 5000 or  
email us at [enquiries@tynemet.ac.uk](mailto:enquiries@tynemet.ac.uk)  
To find out more, visit [www.tynemet.ac.uk](http://www.tynemet.ac.uk)

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**tyne  
metropolitan  
college**

# HELPFUL GUIDE

# FOR PARENTS/CARERS

# WELCOME



First of all, a warm welcome to TyneMet College.

This handbook has been designed to give parents clear information about the day-to-day procedures at the college, as well as act as a useful reference guide.

We believe that studying at the college should be a fully rounded experience and have everything in place to support young people to achieve their goals.

We want to make sure your loved ones leave us with the confidence, attitude, knowledge and skills to progress. That's why we ensure every student has a programme in place which offers a qualification combined with work experience and a team of staff for everything from travel and finance, to dedicated mental health and wellbeing support.

If anything is unclear or you need further information about something, please don't hesitate to contact us.

**MANDY MORRIS**

*Principal of TyneMet College*

## LIFE AT COLLEGE

Everything we do at TyneMet College is focused on the student experience and we have invested heavily in supporting learners to succeed.

## WE BELIEVE THAT COMING TO COLLEGE SHOULD BE MORE THAN JUST A QUALIFICATION

An essential part of studying with us is participating in meaningful work placements, giving students the opportunity to put their skills and knowledge into practice.

Work placements are organised by the college, with employers, to provide students with an insight into their chosen career, while preparing them for real working life. It's also a great confidence boost, by introducing students to a new network of people.

Having work experience on a CV demonstrates to employers that a candidate not only has the skills for the job but, the knowledge of a real working environment and additional qualities such as punctuality, confidence and a professional approach - all qualities highly valued by employers.

We have a strong network of employers so we can ensure all students get a work placement that really benefits their long-term goals. Our trusted employers are also fully aligned to our work placement policy which means you can be sure that progress is being monitored, in a rewarding and safe environment.

Students going out on work placements are fully briefed on their placement and receive a pack full of useful information to support them.

**FOR MORE INFORMATION ON WORK PLACEMENTS, PLEASE CONTACT [BUSINESSENGAGEMENT@TYNECOAST.AC.UK](mailto:BUSINESSENGAGEMENT@TYNECOAST.AC.UK)**

## PERSONAL DEVELOPMENT AND ENRICHMENT

Learners will attend Personal Development sessions where they will have the chance to be involved in community projects, college wide enrichment, and enterprise activities. Their coach will also support them with progression and employability.

## MENTAL HEALTH AND WELLBEING

We take the wellbeing and mental health of our students very seriously and offer specialised services to support learners while they study with us.

We have a dedicated team of Wellbeing Advisors available to provide 1-1 support. They are there to guide students in every way, promote positive thinking and attitudes and ensure students receive a full package of support while studying with us.

We also offer free NHS CBT therapies through the Healthy Minds and Lifecycle Teams; our Wellbeing team can provide more information and arrange this on behalf of the student. A member of the Wellbeing team is always available and based in the Student Services Hub where we operate a drop-in service. Learners can also ask lecturers for a referral or by emailing [wellbeing@tynecoast.ac.uk](mailto:wellbeing@tynecoast.ac.uk)

## COUNSELLING

Our onsite counselling service is available to all students aged 16 and above. We offer a free confidential service with a fully qualified counsellor and work around a 6-session model. Our counsellors can help learners if they are struggling with difficulties at home and personal life, pressures at college, offer coping strategies and techniques and signpost to more specialist provisions when required. This is a self-referral service and can be accessed via their My Student Hub portal. Learners can also ask their lecturer to help refer them if required.

## ADDITIONAL LEARNING SUPPORT / SEND

**We provide support for students with a range of additional Special Educational Needs and Disabilities including:**

- Learners with EHCP's
- Physical Difficulties
- Learning Difficulties
- Specific learning difficulties such as dyslexia, dyspraxia, and ADHD
- Autism / Aspergers
- Visual Impairment
- Hearing Impairment
- Medical conditions
- Mental Health

### The types of support that may be available from the ALS include:

- Confidential Needs Assessments
- Personal Care
- Lunch / Break Support
- In-Class
- Specialist Equipment and Assistive Tech
- Adaptions of Resources
- EAA's
- Dyslexia

Support is tailored to each individual learner.

Contact the Additional Learning Support team via email on [learningsupport@tynecoast.ac.uk](mailto:learningsupport@tynecoast.ac.uk)

### PROGRESSION & REVIEW

Our Progression and Review Weeks are designed to look at individual student performance across all areas, as well as provide students with the opportunity to participate in a range of interesting and fun events.

During review weeks, we organise workshops covering employability topics, hold employer fairs where students can talk first hand to employers and invite motivational speakers, industry experts and former students to come in and speak to students about their experiences.

### CAREERS AND STUDENT FINANCE

Our student finance team can offer advice and support on what is available - from free school meals to childcare and travel (eligibility criteria applies). You can pop in to speak to a member of the student finance team or contact them on 0191 229 5184 or by emailing [student.finance@tynecoast.ac.uk](mailto:student.finance@tynecoast.ac.uk).

The careers team organise events and activities throughout the year, including events for parents - and all learners receive 1-1 careers appointments with a qualified Careers Advisor.

### WHAT WE EXPECT FROM STUDENTS

We ask all students to remain respectful while on campus and abide by our onsite rules to

keep everyone safe and well.

### These include:

- Wear an ID card and lanyard at all times while on campus
- Being polite and considerate to other students, staff and visitors at all times.
- Arriving on time and attending all timetabled classes
- Behaving responsibly - avoiding shouting, swearing, spitting or offensive behaviour
- Avoiding the involvement or use of alcohol, drugs or other substances
- Smoke in the designated areas only
- Treat college premises and property with respect
- Adhere to the college's rules and regulations (available from the course tutor and Moodle)

### ABSENCES

If a student (aged 16-18) is unavoidably absent from college, then either the individual or parent/carer should report the absence via our 24-hour voicemail centre on 0191 229 5000. Information needed for absence reporting is - full name, date of birth, date and reason for the absence.

### UNACCEPTABLE CONDUCT

To protect students and staff, the college reserves the right to remove anyone from the premises whose behaviour is deemed unacceptable, and to remove anyone who has no legitimate reason for being on campus.

Students MUST wear their ID badge and lanyard at all times when on college premises. Students will be asked for proof of identity if they are not wearing their lanyard. Consistent failure to wear their lanyard and ID badge may result in disciplinary action.

The college also has a Student Disciplinary Procedure in place to deal with learners who have behaved inappropriately or unacceptable. A copy of this is available on our website, from a course leader or student services.

### OUR PROMISE TO YOU

Our **INTENT** is that: We provide a curriculum that develops the knowledge, skills and behaviours students need to prepare them for the next stage in their education, training or employment journey.

We will **IMPLEMENT** this by: Providing expert lecturers with industry knowledge who are passionate about their subject area and a comprehensive package of wrap around support delivered by a dedicated team of specialist tutorial and pastoral staff as well as specialist careers advice and guidance.

### The **IMPACT** will be:

Learners will leave us with the skills, knowledge, confidence and qualification(s) they

need to succeed and achieve their ambitions, whether that's further study or employment.

### HOW WE WILL KEEP YOU INFORMED

We will hold regular parents evenings throughout the year to keep you up-to-date with student progress and development. These will be one to one sessions, as well as other events where you can find out more about life at college and in your local community.

If you have any queries, you can contact the college at any time and our team will be on hand to support and advise.





### **SAFEGUARDING**

We're committed to the safety and wellbeing of our students and take our safeguarding responsibilities extremely seriously.

Anybody using our services MUST sign in and out of reception. Staff and students must wear their ID badges and lanyards at all times.

Any safeguarding concern should be reported to the Safeguarding Officer by speaking to a member of staff, or via our Student Services Team on **0191 229 5000** or by emailing **sos@tynecoast.ac.uk**.

Students are notified of the college's safeguarding procedure during induction.

### **ENRICHMENT AND WELLBEING**

At TyneMet College, we have a wide range of enrichment and wellbeing programmes for students to take full advantage of.

The college also provides Wellbeing Advisors and a Counsellor who can support learners on their journey. They can help with stress, anxiety or issues that are impacting upon their time at College. They can also help with working on life skills such as work-load management and time management.

We also give students the opportunity to celebrate important days throughout the academic year including Mental Health Awareness Week, LGBTQ+ week, Black History Month and many more.

The enrichment activities will also include off-site trips and visits, as well as charity fundraising events to support our local community.

### **ACCESS TO THE GYM**

All TyneMet students will also gain exclusive access to our onsite gym facilities with tailored sessions including female only running throughout the year.

### **STUDENT AMBASSADORS**

Student ambassadors play an important role in supporting students and staff throughout our campus. As an ambassador, learners will help out at events throughout the year and offer support when needed. Being an ambassador can not only help us out, but will enhance their CV, or university application, and they'll gain invaluable experience working with a diverse range of people and different teams throughout the college.

We value the help that our ambassadors provide/do for the college, and as a thank you each volunteer will receive a voucher.

For more information, get in touch with our School Liaison team, **sl@tynecoast.ac.uk**

### **IMPORTANCE OF ENGLISH AND MATHS**

Regardless of the study programme, all students who have not yet achieved a grade 4/C or above, will be placed on the right English and maths programme for them. This could be GCSE English and maths or Functional Skills, and all learners will receive dedicated support throughout to get the results they need for their future career.

For GCSE exam dates, please check our website for full info.

## **TERM DATES 2023-2024**

### **Autumn Term**

4th September - 19th December 2023

### **Autumn Half Term**

30th October - 3rd November 2023

### **Christmas Holiday**

20th December 2023 - 5th January 2024

### **Spring Term**

8th January - 28th March 2024

### **Spring Half Term**

19th February - 23rd February 2024

### **Easter Holiday**

29th March - 14th April 2024

### **Summer Term**

15th April - 28th June 2024

### **Summer Half Term**

27th May - 31st May 2024

The end date for the summer term may differ between curriculum areas.

## **COLLEGE CONTACTS**

**MAIN RECEPTION:** 0191 229 5000\*

\*First point of call to get in touch with curriculum

**STUDENT SERVICES:** 0191 229 5000 | enquiries@tynemet.ac.uk

**ADDITIONAL LEARNING SUPPORT:** learningsupport@tynecoast.ac.uk

**SAFEGUARDING:** sos@tynecoast.ac.uk

**WELLBEING ADVISORS/COUNSELLORS:** wellbeing@tynecoast.ac.uk