



tyne metropolitan college

HELPFUL GUIDE



FOR PARENTS AND CARERS

WELCOME

TO



**tyne
metropolitan
college**



FIRST OF ALL, A WARM WELCOME TO **TYNE MET COLLEGE.**

This handbook has been designed to give parents and carers 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.

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

Work placements are an essential part of your young person's time with us. They provide a valuable opportunity for students to apply the skills and knowledge they have developed in college, while gaining first-hand experience of the workplace.

Placements are organised by the college with local employers, ensuring each student gains a clear insight into their chosen career path. This experience not only prepares them for the realities of working life but also helps build their confidence and independence by introducing them to new people and professional environments.

Having work experience on a CV makes a significant difference to future job applications. It demonstrates to employers that a young person

not only has the necessary skills but also understands how a workplace operates. In addition, it highlights essential qualities such as punctuality, reliability, confidence, and professionalism – attributes that employers consistently tell us they value.

We have a strong network of trusted employers and all are fully aligned with our work placement policy. This ensures that placements are safe, supportive, and genuinely beneficial for your young person's long-term goals.

Before beginning a placement, students are fully briefed and provided with an information pack to help them feel prepared and supported throughout the process.

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 as well as ensure students receive a full package of support while studying with us.

The Wellbeing team is based in our Student Services Hub. Learners can also ask lecturers for a referral or by emailing wellbeing@tynecoast.ac.uk

COUNSELLING

We provide an on-site counselling service for all students aged 16 and over. The service is free, confidential, and run by fully qualified counsellors.

Students are usually offered up to six sessions, where they can talk through any difficulties they may be facing. This might include challenges at home, personal issues, or pressures related to college. Our counsellors also provide practical coping strategies and, where needed, can refer students to more specialist support services.

The service is easy to access through the My Student Hub portal. Students can refer themselves directly, or if they prefer, they can ask their lecturer to help with the referral.

ADDITIONAL LEARNING SUPPORT / SEND

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

- **Learners with EHCPs**
- **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 ALS include:

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

Support is tailored to each individual learner.

Contact the Additional Learning Support team via email on als@tynecoast.ac.uk

CONTACT US VIA



For more information on work placements, please contact businessengagement@tynecoast.ac.uk

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 290 0742 / 0191 290 0743 or by emailing student.finance@tynecoast.ac.uk

CAREER SUPPORT

Our dedicated Careers Team provides a wide range of support to help every student plan for their future. Throughout the year, we organise events and activities such as careers fairs, employer talks, and workshops designed to give students an insight into different industries and career pathways.

Every learner has access to 1:1 careers guidance appointments with a qualified Careers Advisor. These sessions are tailored to each student's individual goals, whether they are considering further study, apprenticeships, employment, or university. Our advisors help with everything from exploring career choices and developing employability skills, to writing CVs, completing job or university applications, and preparing for interviews.

In addition, the team works closely with employers, apprenticeship providers, and higher education institutions to ensure students are fully aware of the opportunities available to them. This comprehensive support helps each young person make confident, informed decisions about their next steps.

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.

ENRICHMENT

At TyneMet College, we offer a wide range of enrichment programmes to support students and help them make the most of their time with us.

Enrichment also extends beyond the classroom. Students can take part in a variety of clubs, groups, and societies, giving them the chance to meet people with similar interests or try something completely new. From sports and creative activities to volunteering, there are plenty of ways to get involved.

STUDENT UNION

Student Union play an important role in supporting students throughout our campus. The union presidents recruit officers and reps to support with equality, diversity and inclusive events. Being part of the union 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.

Any students wishing to get involved can email studentunion@tynecoast.ac.uk

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.

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.

MISSING IN EDUCATION

If a student is absent without informing the college, both student and parent/guardian will receive a text message.

In line with Keeping Children Safe in Education (KCSIE 2025), we may contact relevant authorities (such as the police, social services, or other agencies) if:

- **We believe the absence could be linked to a safeguarding concern, or**
- **A student has persistent, unexplained absences**

Please note: referrals to external authorities would only happen in exceptional circumstances where we have a genuine cause for concern.

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.

STOP AND SEARCH

As part of our ongoing commitment to maintaining a safe and secure learning environment, we carry out random stop and searches at the entrances to the college. These checks are a preventative measure designed to discourage prohibited items being brought onto site and to reassure students, staff, and parents that safety is our priority.

Searches are conducted respectfully and in line with college policy, with staff trained to ensure the process is fair and discreet. While only a small number of students will ever be selected, the presence of these checks acts as an effective deterrent and helps us create a safe learning environment for everyone.

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 by phoning **0191 427 3545** to speak to a member of the Safeguarding Team.

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

VAPE DISPOSAL BINS

We now have dedicated vape disposal bins located in the main reception area. Students are reminded that vapes should not be placed in general waste or standard recycling bins, as they contain batteries and other materials that can be harmful to the environment if not disposed of correctly.

By using the designated bins, we can ensure vapes are recycled or disposed of safely and responsibly. This helps prevent potential fire risks from batteries in general waste, supports our commitment to sustainability, and keeps our college environment safe for everyone.



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.

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

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 the third year running (August 2024) - we are above the national rate across all our provision. Our English GCSE results are a massive 8.5% above national rate.

For GCSE exam dates, please see below full list of exam dates for 25/26.

EXAM DATES 2025-2026

NOVEMBER EXAMS:

TUES 4TH NOV 25:
ENG P1

WED 5TH NOV 25:
MATHS P1

THUR 6TH NOV 25:
ENG P2

FRI 7TH NOV 25:
MATHS P2

MOCKS - PAPER 1:

TUES 2ND DEC 25: ENGLISH

WED 3RD DEC 25: MATHS

MOCKS - PAPER 2:

THUR 12TH FEB 26: ENGLISH

FRI 13TH FEB 26: MATHS

SUMMER EXAMS:

THURS 14TH MAY 26:
MATHS P1

THURS 21ST MAY 26:
ENGLISH P1

WED 3RD JUNE 26:
MATHS P2

FRI 5TH JUNE 26:
ENGLISH P2

All exams are a 9am start

TERM DATES 2025-2026

AUTUMN TERM

1ST SEPTEMBER - 18TH DECEMBER 2025

AUTUMN HALF TERM

27TH OCTOBER - 31ST OCTOBER 2025

CHRISTMAS HOLIDAY

19TH DECEMBER 2025 - 5TH JANUARY 2026

SPRING TERM

6TH JANUARY - 2ND APRIL 2026

SPRING HALF TERM

16TH FEBRUARY - 20TH FEBRUARY 2026

EASTER HOLIDAY

3RD APRIL - 17TH APRIL 2026

SUMMER TERM

20TH APRIL - 26TH JUNE 2026

SUMMER HALF TERM

25TH MAY - 29TH MAY 2026

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: enquiries@tynemet.ac.uk

ADDITIONAL LEARNING SUPPORT: als@tynecoast.ac.uk

SAFEGUARDING: 0191 427 3545

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

GET IN TOUCH

CONTACT US VIA



Call us on **0191 229 5000** or
email us at **enquiries@tynemet.ac.uk**
To find out more, visit **www.tynemet.ac.uk**

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