

Student Handbook



2023/2024

www.swarthmore.org.uk

Dear student,

Thank you for choosing to learn with Swarthmore Education Centre. Swarthmore provides a welcoming, inclusive and creative learning environment and we want you to settle in easily, quickly and happily.

This guide provides you with information about the support, help, and guidance available to you, what you can expect from us, our expectations of you, and how you can get involved in making Swarthmore a better place to learn.

I hope that your time with us is enjoyable, successful, and rewarding and I look forward to meeting you.

Chris Baillie
Director

Term	Start of Term	Mid Term Holidays	End of Term
Autumn	Monday 4 September	Monday 30 October- Friday 3 November	Friday 22 December
Spring	Monday 8 January	Monday 12 February- Friday 16 February	Thursday 28 March
Summer	Monday 15 April	Monday 27 May- Friday 31 May	Tuesday 23 July

Student Support Team

Swarthmore provides high-quality information and advice about learning and progression opportunities within the Centre, online, and via the phone that helps ensure courses are right for you.

We can also refer to the National Careers Service that supports you in making choices about skills, careers, work, and life.

You can expect from us:

- Confidential interviews with well trained staff.
- Advisors who can help you find relevant information on training courses or further study.
- Information available from Reception about Swarthmore courses and workshops.
- Expert advice from tutors on your next steps within Swarthmore.

To make an appointment with our student support team, please contact reception on: 0113 243 2210



Code of Conduct

- Attend regularly and on time.
- Complete your work and take any examinations for which you have been entered.
- Complete your Individual Learning Record forms when requested by your tutor.
- Discuss your next steps with your tutor before the end of your course.
- Ensure you do not copy (plagiarise) work from other students, books or the internet and pass it off as your own work.
- Evaluate your course by completing our course surveys.
- Follow health and safety and IT user procedures.
- Submit your course work on time.
- Let us know if you get a job or progress to further learning.
- Let your tutor know if you will be absent or if you are thinking of leaving your course.
- Participate and contribute to an inclusive learning environment (including online) in which staff and students feel safe and are treated fairly and with respect.
- Report any concerns about your safety or the safety of others to your tutor or member of our Safeguarding Team.
- Set goals and review your progress.
- Tell us if you have a disability, difficulty or medical condition that may affect your learning or the learning of others.
- Wear your student ID badge at all times whilst on Swarthmore premises.

If you fail to follow the code of conduct, this could result in you being withdrawn from the course and from Swarthmore.

Individual Learning Plans (ILP)

Your tutor will introduce you to your ILP. You and your tutor will refer to, and update it throughout your course.

The ILP maps your journey from the beginning to the end of your course. It helps you and your tutor to take into account your abilities, needs, previous qualifications and experience.

The ILP includes goals to keep you focused on your learning and help you to work on your weaker points. These are reviewed regularly to ensure you succeed on your course.

Safeguarding and Inclusivity

We promote inclusion and integration within all our courses and take our responsibilities very seriously with regards to promoting tolerance and mutual respect, promoting diversity, and tackling discrimination.

If you have any concerns about your safety or the safety of others, please contact your tutor or a member of the Safeguarding Team. You have the right to be and feel safe where you learn.

Your tutor will give you a health and safety induction at the start of your course. Our Health and Safety policy can be found on our website.

To report a Safeguarding concern, please see our 'If In Doubt, Shout' poster, or speak to a member of staff.

Our designated safeguarding lead is Chris-
christine.baillie@swarthmore.org.uk Tel. 0113 2437985

Our deputy safeguarding lead is Gosia-
malgorzara.ciesluk@swarthmore.org.uk Tel. 0113 2437986



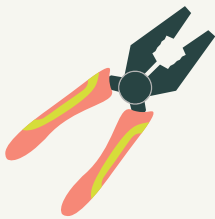
Accidents

If you have an accident at Swarthmore, report this to your tutor or Reception, who can contact a qualified first aider if necessary.



Computers and online safety

There can be serious risks with going online. Your tutor will advise on how to stay safe online and the dangers of inappropriate use of social networking and other websites.



Equipment

You should only use tools and materials approved by your tutor. Ensure you have received appropriate training before you use any equipment.



Fire (at the centre)

Take the fire drills seriously. This practice can save lives in an emergency. Never block fire doors and make sure you know how to raise the alarm, what it sounds like, where the fire exits are and where the assembly point is. If you use a wheelchair or have mobility difficulties, we will develop a Personal Emergency Evacuation Plan (PEEP) with you.



Personal safety

Learn to plan ahead and take practical steps to keep yourself safe. If your class at the Centre finishes late, walk to bus stops and stations with other students.



Respect

Other people should not threaten, hurt or abuse you in any way and you should respect others' rights to safety and not threaten, hurt or abuse them in any way.

Drug and Alcohol Policy

Swarthmore has a zero tolerance policy to non prescribed drugs and alcohol on the premises. This includes 'drug paraphernalia' i.e. grinders, bongs etc. Any use of illegal substances or misuse of prescribed substances will be reported to the police. Bringing alcohol on to the premises is not allowed and anyone under the influence of substances will be asked to leave the Centre and may be withdrawn from their course.

Cancelled Classes

If we have to cancel a class for any reason we will do our best to contact you beforehand. Whenever possible, an additional class will be provided at the end of the course.

Withdrawals and Refunds

We aim to deliver all courses as advertised, however, some courses may be cancelled, or changed, if enrolments are too low or in the event of unforeseen circumstances. Refunds will be made where appropriate.

Severe Weather

In the event of extreme weather, Swarthmore will make every effort to remain open and provide a normal service.

The safety of staff and students is of the utmost importance and therefore severe weather conditions may make it necessary to close the building.

If this decision is made we will update our website with details as soon as possible. Where possible, if staff are able to access the building, an appropriate message will be put on the Swarthmore answerphone.



Your Membership

Every term we charge a £5 membership fee. This covers all your courses at Swarthmore for that term and means you can receive a copy of the annual report, annual accounts, Directors and Auditors reports and a vote at our Annual General Meeting.

Your feedback matters to us

There are many ways you can give your feedback about your course and learning with us and help improve the learning including the methods listed below. You can also contact us through email or social media.

Compliments, complaints and comments

You can tell us what you think using our Compliments, Complaints and Comments forms which are available in reception or you can email your comments to info@swarthmore.org.uk.

Course surveys

By completing our course surveys you can help us improve our courses, facilities and our learning environment.

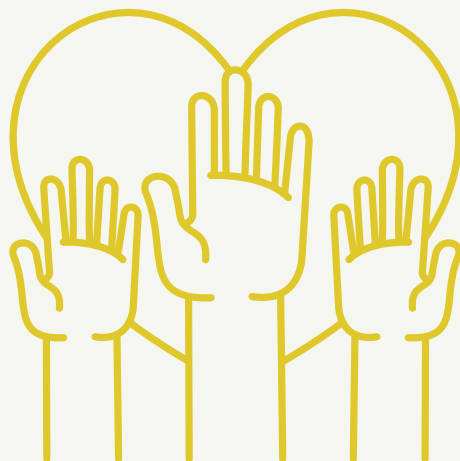


Volunteers

Swarthmore relies on people like you to be volunteers. Whether it's in the classroom, or behind the scenes, your skills can help us make more of a difference to the community we serve. We welcome new ideas about how volunteers at Swarthmore can make our centre a welcoming venue and provide opportunities for our students. As a Swarthmore volunteer you can:

- Use and develop your own skills and interests
- Meet new people in your community
- Make real change to people's lives
- Develop your skills and enhance your CV

Ask at reception or go to our website for an application form. We will then invite you in for a meeting and discuss how to match your skills and availability to current opportunities. For any queries please email info@swarthmore.org.uk



Swarthmore's Coffee Bar

Open during term time:

Monday to Friday

08.30am – 3pm

Swarthmore's Café is open to members of the public as well as students and is a popular meeting place. The café serves sweet and savoury snacks, hot meals and hot and cold drinks throughout the day.

We also regularly have exhibitions in our coffee bar running every couple of months.

For updates on the coffee bar and exhibitions go to our social media pages and website.

Car Parking

We regret there are no parking facilities for students at Swarthmore.

Free parking at Joseph's Well car park is available after 5.30pm and at weekends. Disabled badge holders can access on street parking subject to availability.



Want to know what's on at Swarthmore?

Keep up to date by following us on social media and subscribing to our monthly email updates.



@Swarthmore.leeds



Swarthmore
Education Centre



@Swarthmoreleeds



@Swarthmore_LDS

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West Yorkshire, LS3 1AD
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