

STUDENT GUIDE 2020



WELCOME

SUCCESS MADE
SIMPLE

A very warm welcome to Queen Alexandra and thank you for choosing to study with us.

It can be a scary time, but don't worry. There are so many exciting experiences waiting for you and we want you to make the most of every single one.

As the highest Ofsted rated college in Tyneside, you know you're starting the journey to your future career at the **BEST** college for you. **SUCCESS** is made **SIMPLE** at Queen Alex and that is evident in the money we have invested in supporting each and every student to excel and succeed.

This is the start of something special for you. It's the start of your future career. It's the start of your journey to the real world. We know that you need more than just a qualification to make your dreams happen. So, I make a promise to you now that we will support, guide and encourage you throughout your time with us to make sure you have the confidence, skills and knowledge to stand out from the crowd.

You're now part of our friendly and vibrant college community; a community that offers support in and out of the classroom.

Our lively campus offers something new to do every week, from hair and beauty treatments to try out in our salon, speciality lunches in our Bistro and new fitness classes in our gym. We guarantee you'll find your place.

We need you to play your part in this journey too. This means rolling your sleeves up, getting stuck in and reaping the rewards. Hard work and dedication pays off. **FACT.** We want you to leave us at the top of your educational game and dive straight into the career you've worked towards.

I know it's a bit of a strange time right now but we will make sure your learning, whether it's in the college or online isn't affected. To help us with this, you must follow our health and safety guidance at all times.

If you have any questions at all, please reach out to us. You can speak to a college counsellor, your personal progression coach or your lecturer. We're here for you.

Best wishes for an enjoyable and successful year.

Lee Patterson | Head of Queen Alexandra Sixth Form College



GET IN TOUCH

0191 229 5000

enquiries@queenalex.co.uk

www.queenalex.co.uk

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

 [queenalexcoll](https://twitter.com/queenalexcoll)

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

TERM DATES

Autumn Term

Tues 1 Sep 2020 - Fri 18 Dec 2020

Autumn Half Term

Mon 26 Oct 2020 - Fri 30 Oct 2020

Spring Term

Mon 4 Jan 2021 - Fri 26 Mar 2021

Spring Half Term

Mon 15 Feb 2021 - Fri 19 Feb 2021

Easter

Mon 29 Mar 2021 - Fri 9 Apr 2021

Summer Term

Mon 12 Apr 2021 - Fri 25 Jun 2021

Summer Half Term

Mon 31 May 2021 - Fri 4 Jun 2021

ID CARDS

You'll be given a student ID card when you enrol. You are required to carry this with you at all times while on campus. Your ID card is your library card and will be needed for exams. For your safety, ID cards are issued to all staff, students and visitors to ensure that only authorised people are allowed on site.

SAFEGUARDING

The college is committed to safeguarding anybody using its services. That is why it is crucial for visitors to sign in and out at the college reception. If you have a safeguarding concern, please contact a safeguarding lead via **Gateway Student Services on 0191 229 5000**.

Full details of our safeguarding policies can be found on Moodle and our website.

MENTAL HEALTH AND WELLBEING

Your mental health and wellbeing is vitally important to us - we understand and recognise that studying can be overwhelming. That is why we offer support through our college counselling service, easily located on campus. This service is available to all students free of charge and can be used for any personal or academic issues you may be facing.

We also have Mental Health Ambassadors who are on hand to support and help with anything you need, both academically and professionally. **You can arrange an appointment directly with our Counsellor, Judith Fletcher, by calling 0191 229 5227 or email: Judith.Fletcher@tynecoast.ac.uk**

STUDENTS' UNION

Our Tyne Coast College Students' Union representatives work across Queen Alexandra Sixth Form College, TyneMet College, South Tyneside College and South Shields Marine School.

Why not join our Students' Union and get involved in loads of activities held throughout the year, such as student events, entrepreneurial projects, charity support events and challenges, the list goes on.

As well as all the fun stuff, you get to have your say about college life and any changes you would like to see. The best part is you can get involved as much or as little as you want - there's no pressure.

Head to Moodle for more information about our Students' Union and how to join.

NORTH EAST SPORTS ACADEMY (NESA)

We want you to be able to pursue your sporting interests and passions, as well as your career.

As a student at Queen Alex, you can automatically join NESA. It doesn't matter which course you're studying or your sporting ability - there is something for everyone.

As a NESA student, you will benefit from personalised sports programmes, delivered by our team of coaches in outstanding facilities.

So, if football is your thing, basketball or rugby, our coaches will help you advance your athletic ability, develop your skills and achieve your potential.

We offer the following sports which promotes access to regional and national competitions:

- **Men's Football**
- **Women's Football**
- **Men's and Women's Rugby**
- **Basketball**
- **Individual Athletes (e.g. athletics, archery, figure skating)**
- **Pan-Disability Football**

Our sport development team also organise and deliver a range of enrichment activities for you to take part in during your time at college.

Sound good? For more info, contact Chris Wall on Chris.Wall@tynecoast.ac.uk



E-LEARNING

Moodle is an online support tool to help you with your learning. It has loads of resources, and forums to chat about your course with your classmates. You can also access your personal learning plan and keep up to date with all things Queen Alex!

Free WiFi - check out college posters and Moodle to take advantage of this.

Free software - download and install the full Microsoft Office suite on your home computer or laptop. Check out the installation guide on Moodle.



CAMPUS LIFE

There's lots to do on campus when you're not studying.

THE ESSENTIALS

We have teamed up with Network One to bring you up to £600 of FREE travel.

Use is UNLIMITED so you can use it for college as well as weekends and evenings. This offer is for 16-18 year olds and allocated on a first come, first served basis.

This is a means tested bursary - eligibility criteria must be met.

To apply contact Gateway Student Services on 0191 229 5000.

FREE SCHOOL MEALS

If you received free school meals at secondary school then you could be entitled to the same at college. Eligibility criteria applies.

Students will be issued with a meal card to use in our refectory, The Dock and Costa. If you qualify, your card will be credited with £2.55 per day - you can also top up your card.

To find out more about this please contact Gateway Student Services on 0191 229 5000 or email enquiries@queenalex.co.uk

ADDITIONAL LEARNING SUPPORT (ALS)

We are here for you through every step of your learner journey. If you need extra support, our ALS team can help pull together a support package bespoke to you.

Additional support comes in many different forms; from special exam arrangements to specialist software, one-to-one support, communication support workers, dyslexia support service, note-takes or scribes.

We also have Performance and Progression Coaches assigned to each individual when they start their course. Coaches will support you throughout your time at college so this is a great opportunity to get feedback on your work as well as discuss any problems you may have.

Retreat Salon

Relax, unwind and treat yourself at the Retreat Salon. Our trainee beauticians and hairdressers offer a full range of services.

Retreat Bistro, Bar and Coffee Shop

Indulge in a delicious three course meal at our very own restaurant staffed by our talented team of trainee chefs.

Flourish Florist

Whether you want a beautiful bunch of blooms for a birthday, anniversary or just because, we've got you covered.

CAREERS GUIDANCE AND HIGHER EDUCATION ADVICE

Our Careers Hub, located on campus is available to all students who would like advice about further education, prospective interviews, CV building, Higher Education opportunities and one-to-one guidance.

FINANCIAL INFO

Under 19

If you are under 19 and not studying anywhere else, most courses are FREE. You might be able to claim money towards extras such as travel, books, childcare, equipment and course trips. Our bursary scheme is available for all under 19s to apply. Eligibility criteria must be met. Find out more on Moodle or at Gateway Student Services.

Care to Learn is a childcare allowance for students under 20 that have children. The funding offered can be anything up to £160 per week. Find out if you are eligible at www.giv.uk/care-to-learn

Over 19

If you are over 19 there are loads of ways we can support you during your time with us.

The Learner Support Fund is available to help with the ongoing costs to support you while you study, with priority given to those experiencing financial difficulties. Application forms can be downloaded from Moodle and are available at Gateway Student Services.

Advanced Learner Loans and Professional and Career Development Loans can also help with the costs of study. Full information is available in the student handbook, which is on the website and Moodle.

Higher Education

Finance is also available if you are studying a Higher Education course.

Further information can be found in the student handbook, which is on the website and on Moodle.

Library

We have a full computer suite, vast selection of books and journals, meeting rooms and quiet zones to assist you in all of your learning needs.

Flex Fitness

The complete gym package. Our state-of-the-art gym and fitness suite offers a number of training and nutritional programmes, to all students with competitive membership options available.