



student support

Where can I go for help?

If you need help and advice at any point during your time at Gosport College, please contact our friendly Student Support team. Please call into the Reception at Unit 810 Fareham Reach to make an appointment or ask your tutor.

Opening Hours:

Monday - Thursday: 08.30 - 17.00
Friday: 08.30 - 16.30

During your time at College you will have access to Moodle. This online service is used across the College and can be accessed from home to help you with coursework and tutorials. For more information, please ask your personal tutor.

Term Dates 2011-12

5th September: Induction Week
12th September: Teaching Starts

Week beginning 26th September:
Student Review Day

24th October: Half Term
19th December: Christmas Break

Week beginning 16th January:
Student Progress Day

13th February: Half Term
2nd April: Easter break

Week beginning 7th May:
Students' "My future" Day

4th June: Half Term

All the information you need if you:

- ★ Need medical advice
- ★ Are being bullied
- ★ Need to report your absence
- ★ Need condoms
- ★ Have heard a racist comment
- ★ Need a room for prayer
- ★ Have been abused
- ★ Need support with reading
- ★ Want to pay for a trip
- ★ Want to have your say
- ★ Need financial advice
- ★ Do not feel safe

Tutorials/review days

Every student is assigned a personal tutor. Your tutor is your first point of contact within the College if you need any initial advice, support or have any questions. Tutorial is an essential part of your programme and you must attend regularly.

There will be 3 review days during the year. These days will include additional activities for you to take part in, cross college events as well as monitoring your progress.

Can my parents/guardians contact Student Support?

The Student Support team are always happy to meet with parents/guardians to discuss any issues that need to be resolved; you will find the contact numbers in this leaflet.

Gosport College

Unit 810/700, Fareham Reach, Gosport Road, PO13 0FW

01329 236 997

gosportcollege@fareham.ac.uk

www.gosport.ac.uk



Financial Support

Our Student Finance Co-ordinator can offer you advice on all aspects of financial support.

Free Travel to Gosport College

Gosport College offers a minibus service free-of-charge. To get your copy of the timetable, please call into the Reception at Unit 810, Fareham Reach. A grant towards the cost of alternative travel may be available if you live in a low-income household.

Parking

There is plenty of parking at our Fareham Reach Skills Centre. You must park in the designated spaces for your area.

Health and Safety

It is everyone's responsibility and your co-operation is essential. If the alarm sounds please ensure you follow the fire evacuation procedures. If you or a friend feels unwell, or is in need of first aid, speak with any member of staff, or call into the Reception at Unit 810.

Attendance

Every student is expected to attend 100% of the time. If you cannot attend you must contact 01329 236 997. If your attendance drops significantly you will be asked to talk with the Student Support Manager.

Student Voice

We are committed to listening to the views of our students. The Student Liaison Committee, consisting of nominated student representatives, meet with the Senior Management Team to discuss issues and influence change in the College. This is located on the Fareham College campus.



Student Support at Gosport College

Your main point of contact is Katie Kearvell, based at Unit 810 Fareham Reach. Tel: 01329 236 997

For Student Support, please dial 01329 815 followed by 3 digits as listed below.

Eve Burdfield (Safeguarding):	329
or call mobile 07403 592728	
Mel Brimecome (Health & Wellbeing):	184
Debbie Goodall (Finance & Welfare):	292

Additional Learning Support

Our qualified staff can support you with all of your learning needs. Additional Learning Support will be arranged through your tutor and in-class support is available for theory based sessions.

Medical Support and Health Advice

Every student must complete a medical form. If you have a medical condition that you would like to discuss with the Health and Well-being Co-ordinator, please ask your tutor to arrange a meeting.

Safeguarding

The College recognises that staff and students have an important role to play in safeguarding the welfare of children and vulnerable adults from significant harm. If you are concerned about your safety or somebody else, please contact us in confidence. Email: safe@fareham.ac.uk

Confidentiality

The College will not provide information of a confidential nature to any unauthorised enquirer without the permission of the student concerned, unless the information relates to a Child Protection incident.

Equality and Diversity

Students can join the Faiths and Beliefs Group of the Equality and Diversity Committee, dedicated to the celebration of different cultures and beliefs. The College also runs a Gay Straight Alliance Group. Both groups meet at Fareham College.

Career Advice

Our Job Shop, located at Fareham College, offers career advice, help with CV writing and interview preparation, and advertises local job vacancies. Please also see the noticeboard in Unit 810 Fareham Reach or email: Job.Shop@fareham.ac.uk.

My Key Information

Tutor:

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ID number:

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Bullying

Gosport College will not tolerate any bullying, discrimination or harassment, this includes:

- Racism
- Sexism
- Homophobia
- Inappropriate text messages
- Misuse of social networks
- Using inappropriate language towards other students or staff
- Faith, religion or beliefs
- Against anyone's disabilities

Alcohol, Drugs and Smoking

Alcohol and drugs must never be brought into College. Anyone who is under the influence of drugs or alcohol will be dealt with appropriately under the Positive Student Behaviour Policy. You may only smoke in the designated outdoor smoking areas.

Respect

Treating people with respect is easy - all you have to do is give people the same respect as you would like to receive. Here are a few ideas:

- Do not insult people
- Listen to others
- Value other people's opinions.
- Don't mock or tease people.
- Be sensitive to people's feelings
- Don't pressurise others

Concerns about your course?

If you have any concerns about your course or would like to change your learning programme, please call Katie Kearvell on 01329 236 997.

Additional information about Student Support can be found on our Virtual Learning Environment, Moodle.