



# SUPPORT FOR STUDENTS

At City of Oxford  
College



# HELP WITH YOUR STUDIES

The Learning Support team can assist students on any course.

Support available includes:

- > **In-class support**
- > **Group support**
- > **Dyslexia support**
- > **Assistive software**
- > **Modified resources**
- > **Exam concessions**

Email: [gss@activatelearning.ac.uk](mailto:gss@activatelearning.ac.uk)



# LEARNING ENVIRONMENTS – Jericho Building

## Services Available

- > Printing, scanning and copying, including one printer for colour and A3 printing and copying.
- > PCs with software installed (including Microsoft Office, the Adobe Suite and Claro Read). These can be used to access ALO, the Learning Environments website and other resources to help you in your studies.
- > A wide range of subject specific magazines and textbooks. Plus a selection of fiction books and ESOL books for every level of reader from pre-beginner to advanced.
- > Headphones are available for staff or students to borrow.
- > Seating areas for personal laptop usage and studying.
- > A calm and friendly environment in which to work.





# My Online Experience

The image shows a screenshot of a student dashboard. The dashboard is titled "Dashboard" and features a grid of tiles for various services and courses. A cartoon character named "Activate" is overlaid on the dashboard, pointing towards the tiles. The character is a young man with brown hair, wearing a white shirt and a red tie, holding a clipboard with a pencil. A semi-transparent grey box at the bottom of the dashboard contains the text: "Hello, my name is Activate and I would like to take you on a tour".

Dashboard

ACTIVATE LEARNING ONLINE

Coming up  
Nothing for the next week

Recent feedback  
IT Admin's Report 2019  
IT Admin's Report 2019

View Grades

Programme (Main Course)  
Programme (Main Course)

English (BPE) 2019-20  
English

Maths (BPE) 2019-20  
Maths

Wellness  
Wellness

Digital Skills  
Digital Skills

MY TARGETS  
My Targets  
Personal

CLUBS AND SOCIETIES  
Events, Clubs and Societies

STUDENT SERVICES  
Student Services

CAREERS  
Careers

STAYING SAFE  
Staying Safe

HELLO, MY NAME IS ACTIVATE

Hello, my name is Activate and I would like to take you on a tour

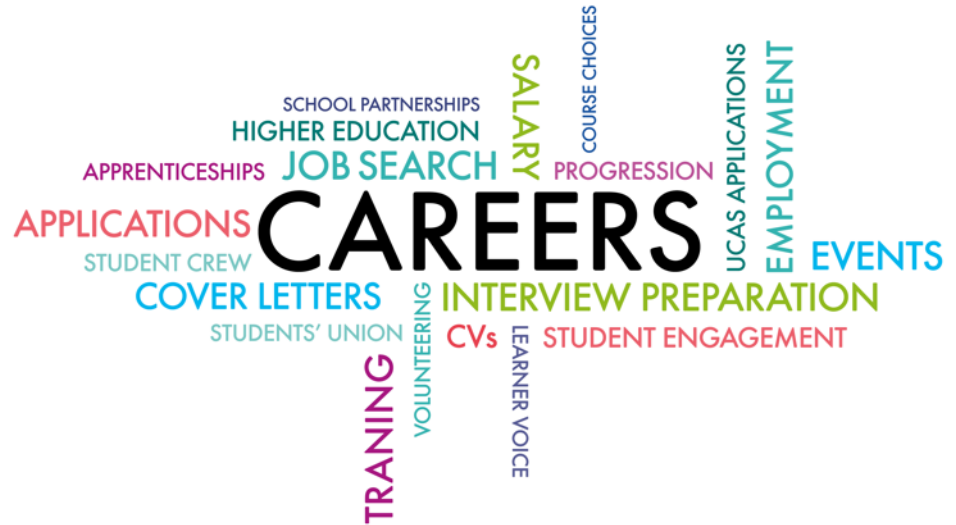
<https://www.youtube.com/watch?v=25ukC9y0bH0>



# CAREERS ADVICE AND GUIDANCE

**Our team of independent careers consultants can help students with:**

- > Your next steps
- > The type of education or training that's right for you including school and college courses, apprenticeships and employment opportunities
- > A career pathway that will build qualifications, skills and experience needed to succeed in your chosen industry
- > Preparing a CV, applying for a job or to university or getting ready for an interview.





# ADVICE CENTRE

- > Signposting to support services
- > General enquiries
- > Student status letters (to confirm you are a student for benefit applications)
- > Temporary and replacement lanyards
- > Support with applications and interviews
- > Enrolment queries
- > All payments and refunds

**Call into Advice and Admissions near reception**



**P: 0800 612 6008 | E: [enquiries@activatelearning.ac.uk](mailto:enquiries@activatelearning.ac.uk)**



# FINANCIAL SUPPORT FOR STUDENTS

## Financial support for students with a variety of college costs including:

- > Travel Bursary
- > Course Costs Bursary
- > Bursary for Vulnerable groups
- > Meal Credits
- > Childcare Bursary
- > The Governments Care to Learn scheme
- > Accomodation Bursary
- > Hardship Bursary

## To apply:

- > Complete a bursary application form which can be collected from Advice Centres or downloaded on the Activate Learning website.
- > Email [studentfinance@activatelearning.ac.uk](mailto:studentfinance@activatelearning.ac.uk) or hand in the completed form to the Advice Centre with the supporting documents .

## For more information please contact:

P: [0800 612 6008](tel:08006126008) | E: [studentfinance@activatelearning.ac.uk](mailto:studentfinance@activatelearning.ac.uk)  
Call into the Advice centre near reception



# FEEL SAFE AND SUPPORTED



**If you are worried about your own or somebody else's, health, safety or well-being we can help you**

We can support with a wide range of issues. For example;

- > Abuse and Neglect
- > Online Safety
- > Mental Health and self-harm
- > Grooming and exploitation
- > Radicalisation and extremism (Prevent)
- > Drug and alcohol abuse
- > Family breakdown



**Paul Taylor**  
Safeguarding  
and Welfare Adviser



**Tiffany Weir**  
Deputy Designated  
Safeguarding Lead

**Email: [safe@activatelearning.ac.uk](mailto:safe@activatelearning.ac.uk) Call: 01865 550401**

**Drop into student support which is located off the advice centre.**





# MENTAL WELLNESS

**We all need support sometimes.**

We can provide practical and emotional support, advice and guidance if you, or someone you know is affected by mental illness.

Please speak to anyone you feel comfortable with, but you can just **drop into student support which is located off the advice centre.**

We have a wide range of services for all students including;





# COUNSELLING

*FREE, CONFIDENTIAL SERVICE*

Life sometimes brings different pressures and stresses. We offer support to all our students around concerning:

- > Relationships
- > Physical, sexual or emotional abuse
- > Bereavement and loss
- > Work or study problems
- > Anxiety and depression
- > Other health related issues including
- > disabilities and eating disorders



**Jan Jones, The College Counsellor is based on the ground floor of Brent building.**

**T: 07968 485437**

**E: [Jan.Jones@activatelearning.ac.uk](mailto:Jan.Jones@activatelearning.ac.uk)**



# COLLEGE NURSE

## Free, confidential health service available to students

- Sexual health including free contraception service and Chlamydia screening
- Quit smoking
- Relationship advice
- Healthy eating and living
- Substance misuse
- Emotional health support



Lucy Harbour is based on the ground floor of Brent building, just off the student centre.



# MULTI- FAITH AND REFLECTION SPACE



You will find a quiet space for prayer and reflection on each of our Campuses

- > Prayers
- > Relaxation and mindfulness
- > Quiet zone

Open for all staff , students and visitors

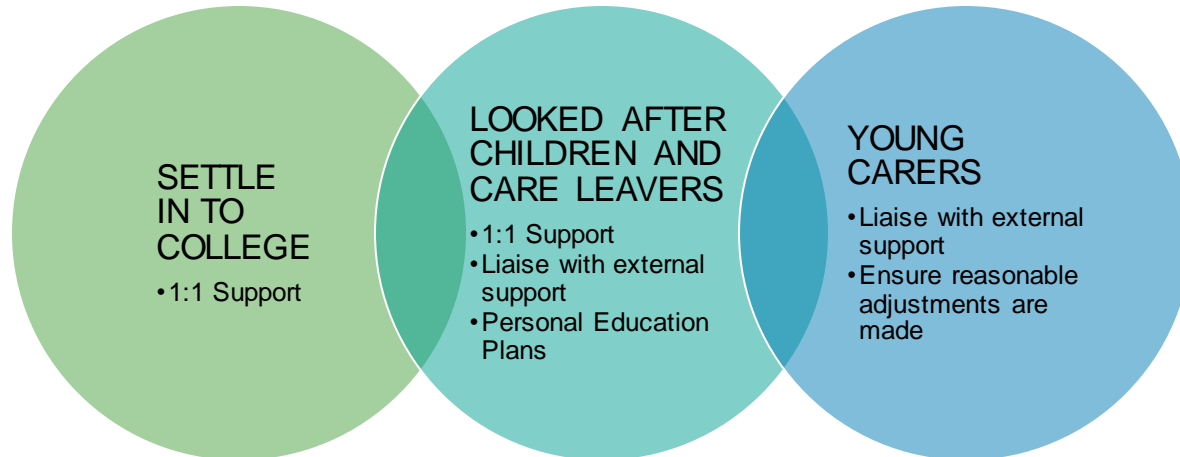




# TRANSITION SUPPORT

All students will be supported in college to ensure you have every opportunity to thrive, achieve and progress. We recognise that some of you may need additional support in your journey due to your own personal circumstances.

If you think you are one of these people, **Drop into student support which is located off the advice centre and ask for Ross in room A123 or speak to your tutor.**





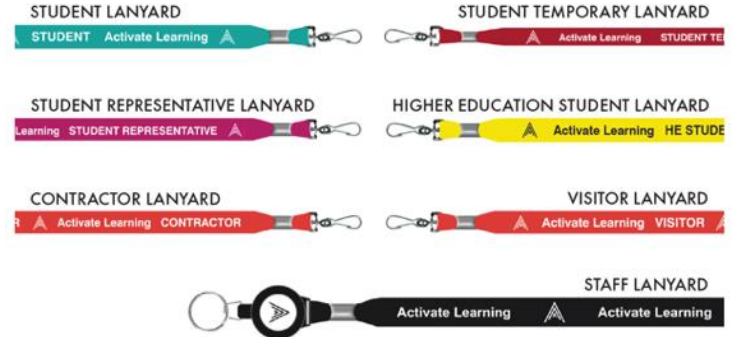
# BEHAVIOUR AND CONDUCT

You've probably met Sagheer already.

Pete works with us all to ensure we are keeping each other safe and achieving our high expectations of student behaviour.

- > Are you wearing your lanyard?
- > Are you being respectful?
- > Are complying with our code of conduct?

If not, Pete will work with you and our college staff to ensure we all feel safe, supported, and have high standards of behaviour.





# EVENTS AND ENRICHMENT



ACTIVATE LEARNING  
Students' Union

## Events and activities throughout the year include:

- > Jeans for Genes
- > Sexual health and guidance week
- > Mental Health awareness week
- > Christmas Jumper Day
- > Wellbeing week

## Learner Voice and Student Representatives

- > Annual Learner Voice Parliament
- > Termly student rep focus groups
- > Representation at Open Events to meet your new peers!
- > Elected student reps from every class
- > Your voice, your college

## Students' Union

- > Executive roles
- > TOTUM student discount cards
- > Events, Clubs and societies

For more information or to sign up for any of these opportunities follow the link on the **Student Hub**, speak to your **tutor**, or speak to anyone in the **Student Support team!**



**IT'S OKAY  
NOT TO BE  
OKAY...  
We're here  
to help**