



ACTIVATE
LEARNING

YOUR CAMPUS HANDBOOK

Reading College



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Welcome to **YOUR CAMPUS HANDBOOK**

This handbook has been designed with you in mind, to give you as much useful information about your college as possible. From term dates, to Learning Environment resources, to where to get food on campus, we have included everything that you will need to know to have a great time at your Activate Learning college.

Our content section is fully interactive, meaning you can click and navigate directly to the section you are interested in, saving time.

We hope you find this document useful. Please speak to a member of staff if you have any questions.

ALO, your online student portal, has more information on topics within this guide. It can be accessed on the main landing page of all college PCs and the Activate Learning website.

It's our mission to transform lives through learning. We want to inspire, support and encourage your young person to achieve their best and enjoy their time as students on campus.

A warm welcome from both your Group Director of the College and your Head of Student Experience. We're excited to have you join our college community and look forward to supporting you on your journey.

Your Group Director is here to make sure you have the best possible experience at college. They look after both your campus and the subjects you study, working hard to create a positive environment where you can learn, grow, and achieve your goals. They also help shape what you learn and are always keen to hear your feedback to make things even better for everyone.

Your Head of Student Experience is all about helping you settle in and enjoy college life. They organise events like Freshers' Fair, support clubs and societies, and are here to answer any questions you might have about life at college. They also make sure you know about all the support services available to help you succeed and feel at home.

We're both here to help you make the most of your time at college —so don't hesitate to say hello, ask questions, or share your ideas. Have a fantastic year!



Michelle Parks
Group Director of
Faculty and Campus



Charlotte Morgan
Head of Student Experience

THE BASICS!

Your Safety and Security

Your safety is really important to us, and it's everyone's job to help keep our campus safe. That's why you need to wear your lanyard and student ID card at all times while you're here. Your lanyard helps us know who should be on campus, and you'll need your ID card to swipe into buildings.

You'll notice there are different lanyard colours around campus—this helps us easily identify students, staff, and visitors. Please remember to bring your lanyard every day!

If you forget your lanyard: Just pop over to the Advice Centre near reception. They'll give you a temporary day pass so you can still get around campus.

If you lose your lanyard: Don't worry—the first replacement is free! If you lose it again after that, it's £5 for a new one.

Evacuation - If there's ever a fire or another emergency in the building, the fire alarm will go off. Stay calm and leave the building using the nearest emergency exit. Fire wardens will be around to help everyone get out safely. If you need extra help, like using an Evac Chair, we've got you covered.

Lockdown - In rare situations, like if there's a serious emergency on campus, we might need to go into lockdown. This means you'll either be asked to stay in your room or leave the area, depending on what's safest. You'll see alerts on PC screens and hear an alarm if this happens. There will always be someone in charge to guide you and keep you safe.

As part of your college experience, we will do drills of fire evacuation and lockdown to help you practice what to do in these situations.

If you ever have questions or feel unsure about what to do, just ask a member of staff—they're here to help!



FINDING YOUR WAY AROUND

Term dates (2026-27)

Autumn term

- Autumn term: Monday 7 September-Friday 23 October 2026
- October half term : Monday 26 October-Friday 30 October 2026
- Autumn term: Monday 2 November-Friday 18 December 2026
- Festive period: Monday 21 December 2026-Tuesday 5 January 2027.

Spring term

- Spring term: Wednesday 6 January-Friday 12 February 2027
- Spring half-term: Monday 15-Friday 19 February 2027
- Spring term: Monday 22 February-Thursday 25 March 2027
- Easter break: Tuesday 30 March-Friday 9 April 2027.

Summer term

- Summer term : Tuesday 13 April-Friday 28 May 2027
- May half term: Tuesday 1-Friday 4 June 2027
- Summer term : Monday 7 June-Friday 2 July 2027.

Please note, the campus will be closed between Christmas Day and New Years Day.

Opening Times

The college opens for student access at 8am and closes at 5pm. You are welcome to use the facilities during this time.

Student Parking permits

If you live more than four miles away from the campus, then you may be eligible for a student parking permit. This can be applied for at Reception. If you live less than four miles away but have personal circumstances which make it necessary for you to drive to college then this will be accommodated where possible. Please discuss your needs with Student Support.

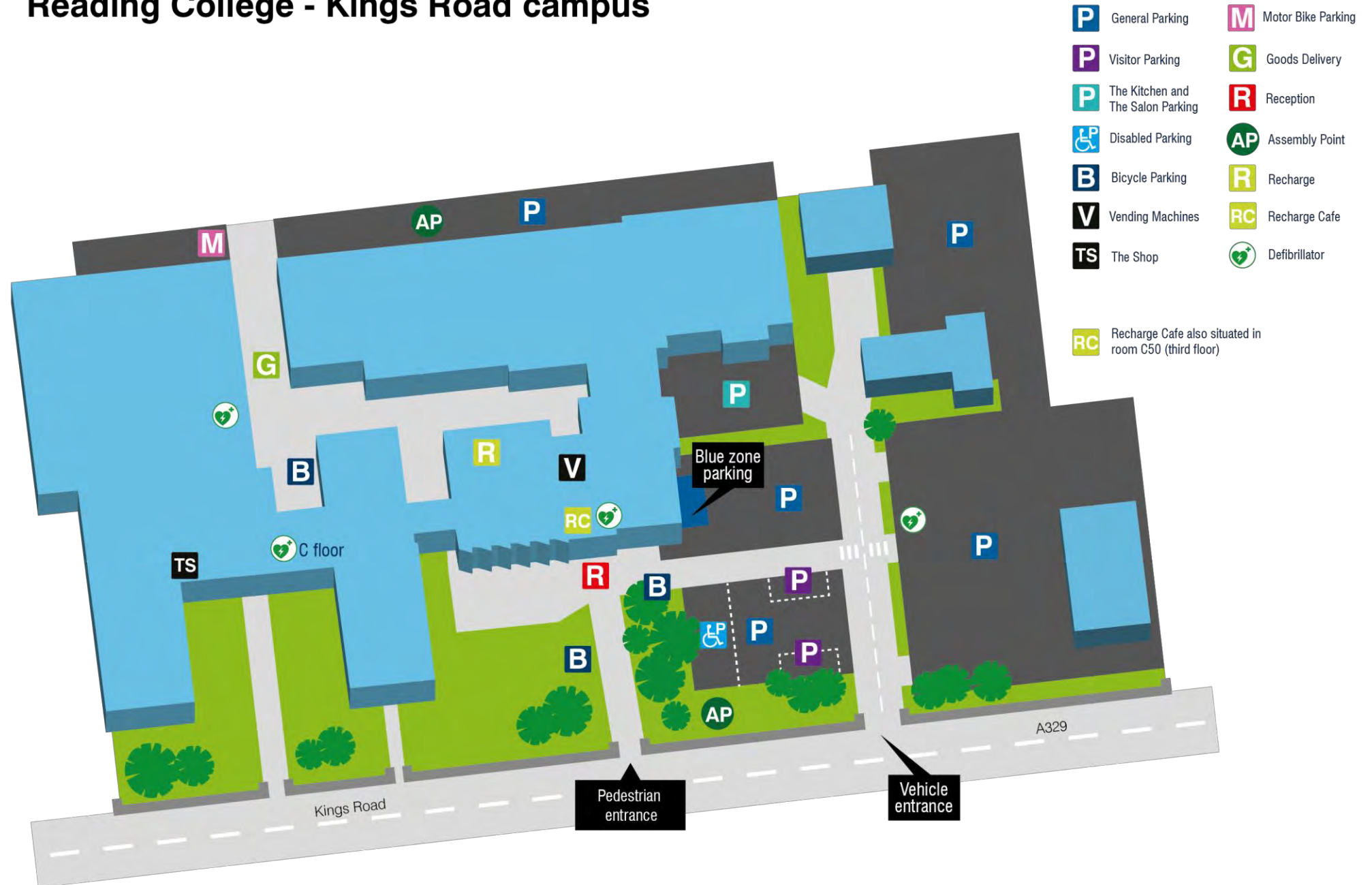
Accessibility

At Activate Learning, we pride ourselves on being an inclusive environment for all staff and students. Students that need access to the lift in order to access different areas of the college can be granted a lift pass. Please discuss this with Learning Support or Student Support to ensure you are able to access all parts of the campus.



[TAKE A 360°
VIRTUAL TOUR
OF OUR READING
CAMPUS](#)

Reading College - Kings Road campus



COLLEGE LIFE

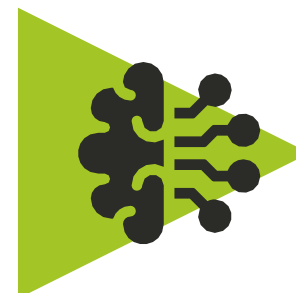
RESOURCES

Digital and AI

Activate Learning Online (ALO) is our digital learning platform where you will find your Student Portal which will provide you with a wealth of information and resources about being a student at Activate Learning. Here you can engage with your programme of study and have 24/7 access to essential course resources and teacher instruction to support your studies and skills development at Activate Learning.

Digital Competencies

are vital for success in today's fast-changing world. At Activate Learning, all students are encouraged to undertake a diagnostic assessment to establish a starting point and then supported to develop their digital skills further through integrated, contextualised digital activities as part of your main programme of study, ensuring you are prepared for both your studies and future employment.



Artificial Intelligence

is integrated into teaching, learning, and assessment at Activate Learning to empower every learner as part of the study toolkit to develop skills, not replace skills. We use AI responsibly and ethically to enhance your educational experience and help you reach your full potential through study skills modules encouraging academic integrity.





Peerscroller

BY yipiyap



Reliable. Relatable. Made for you.

RESOURCES

Meet Peerscroller

Not social media. Still seriously scrollable.

Your phone puts a universe of information at your fingertips - but how do you know what to trust? Peerscroller gives you a go-to source of reliable, relatable information on the things that matter to you.

Made for you, by people like you

Peerscroller packs real-world knowledge into bite-sized videos, delivered by peers around your age who've been there too.

From relationships and revision hacks to careers, wellbeing and money, every video is made and fact-checked by Yipiyap - with fresh content added all the time.

Ready to start scrolling?

Discover more about Peerscroller, download the app and find your college sign-up code.

DISCOVER PEERSCROLLER

IT Services

Your IT Account – Everything You Need to Know

Just enrolled? Welcome! Here's how to get connected and keep your digital life at college running smoothly.

How do I get my College IT account?

Once you're enrolled, you'll get a College IT account—this is your key to logging in everywhere and using all the tools and services you'll need.

What's my username?

Your username is simply your student ID number. You'll get this within 48 hours of finishing enrolment and it is on your lanyard.

Where do I find my first password?

Check the personal email you used to enrol. We'll send your temporary password there, along with some handy IT tips and resources.

What happens when I log in for the first time?

You'll be asked to change your password to something secure and memorable—make it something only you would know!

Forgotten your password? Here's what to do!

How can I reset my password?

First, you'll need to register for Multi-Factor Authentication (MFA)—it's quick and keeps your account safe.

- » Go to www.office.com and click **"Sign in"** (top right).
- » Log in with your College details.
- » Follow the steps to set up the Microsoft Authenticator app.

Pro Portal

On the back of your ID card, you will find a QR code that provides access to ProPortal. Through ProPortal, you can report absences, check your timetable, access your personal information, and more.

Already registered for MFA?

If you forget your password, just click "Can't access your account?" on the login page and follow the steps to reset it.

On campus and stuck?

You can also reset your password at a library kiosk computer—super handy if you're already in college.

Why does my password keep expiring?

College passwords expire every 90 days (it's for your security!). If your password runs out, you'll be asked to update it the next time you log in. Trying to connect to Wi-Fi with an expired password? You won't get a prompt—just log in on a College computer first to update it. How do I get on the College Wi-Fi?

- » Pick **"Eduroam"** from your device's Wi-Fi list.
- » Log in with: **StudentID@activatelearning.ac.uk**
Your current College password

Tip: Make sure you've logged in on a College computer at least once before trying to connect your own device to the Wi-Fi.

Need more help?

- » Check out the ALO course: IT Information – Get Connected
- » Or just ask your Tutor—they're there to Help!

OneDrive – Your Online Data Storage

You can save all your work during your time at College in your online storage location OneDrive. This location is attached to your College account and can be accessed from most devices.

To access your OneDrive, visit www.office.com sign in and select the app icon at the top of the page then select One Drive. You have 15 GB's of storage space unless you are a Createch-Media student where you will be given a larger allowance.

FACILITIES

Recharge – Your Go-To Canteen

Feeling hungry between lessons? Head to Recharge—our college canteen! It's the best place to grab a bite, sip a drink, and relax with friends before your next class.

What's on offer?

Whether you're after a hot meal, a quick snack, or just a coffee, Recharge has you covered. We cater for everyone, with Halal, vegan, and other dietary options available—just ask if you're not sure what's right for you.

When is Recharge open?

We are lucky to have 3 Recharge outlets. The main canteen is open from 8am-2pm, the cafe on A Floor is open 8am-3pm, and the cafe on C Floor is open 9:30am-3pm. Keep an eye out for updates on the noticeboards or your college emails so you don't miss out on your favourite treats. Got allergies or special requirements? No worries! Let the staff know about any allergies or dietary needs—they're always happy to help you find something safe and delicious.

Need a break?

Recharge isn't just about food—it's a great place to unwind, catch up with friends, or just take a breather between lessons.

So next time you need to refuel, you know where to go!

The Shop

Need a quick snack, a drink, or maybe you forgot your pen? The Shop, run by our Lifeskills team, is on the A Floor Corridor and has all your essentials to keep you going through the day.

Multi-Faith and Contemplation Rooms

If you need a quiet place for prayer or reflection, our multi-Faith Room is open to all students and staff. Please use it respectfully and bring your own prayer books and mats if you would like - but we do have some available. You are also welcome to use this space for meditation or private contemplation.



Learning Environments – Your Space to Study, Create, and Connect

Looking for the perfect spot to get your work done, discover new resources, or just find a quiet corner? The Learning Environment (LE) is here for you!

What can I do in the Learning Environment?

- » Need to get online? Use one of the PCs to access ALO and all your college tools.
- » Don't have a laptop or need one for the day? No worries—you can borrow one for the day while you're on campus.
- » Got something to print, copy, or scan? The LE has all the facilities you need.
- » Love to read? Dive into coursebooks, reference books, magazines, novels, and even graphic novels—there's something for everyone.
- » Prefer to work solo or with friends? There are quiet spaces for focused study and areas where you can collaborate with others.

How do I find resources and support online?

- » Head to our website via your dashboard or the Student Toolkit on ALO.
- » Access a world of online resources—databases, links, and eBooks are just a click away.
- » Need a computer? Book a PC in your Learning Environment ahead of time.
- » Looking for a specific book? You can search for and reserve print books online.
- » Not sure how something works? Find How-To video guides for all our services.
- » Want to know more about your Learning Environment? All the info you need is right there.

What if I want to try out new tech?

Check out the Teaching Enhanced Learning (TEL) space! Fancy using VR, 3D printing, podcasting gear, or Art iPads? Just ask the LE staff or your teacher—they'll help you get started.



ENRICHMENT AND EVENTS

What can you get involved in?

Did you know college life is about so much more than just your lessons? All year round, there are loads of activities and events to join in with! Want to meet new people, try something different, or just have some fun? Check out our socials, clubs, and societies—they're a great way to get involved and feel part of your college community.

How can you make a difference?

There are also plenty of chances to join projects that have a real impact, both in college and out in the wider community. Got an idea for a new club, event, or activity? We'd love to hear it! Your voice really does help shape what happens at college. Just reach out to us to find out more—ask your tutor or the Student Enrichment Officer for the right contact.



Learner Voice and Student Leaders – how can you have your say?

Ever wondered how you can help make college even better? Every class can choose a student leader—someone who listens to classmates' ideas and feedback, and shares them at meetings with other student leaders and college staff.

What does a student leader do?

Student leaders help organise activities, make sure everyone's views are heard, and play a big part in important decisions at college. It's a fantastic way to get your voice heard and help shape college life for everyone.



Interested in becoming a student leader?

Just speak to your tutor or the Student Enrichment Officer—they'll tell you everything you need to know!

So, whether you want to join in, lead, or create something new, there's always a way to get involved and make your mark at college!



SUPPORT FOR YOU

In this part of your handbook, you'll find all the information you need about the support available to help you succeed—both in your studies and in your personal life. Whether you're looking for advice about your course, help with finances, support for your wellbeing, or guidance for your future career, this handbook is your go-to guide. Remember, whatever you need, there's a friendly team ready to help you every step of the way.

Financial Support

We know it can sometimes be tough to afford everything you need for college. That's why you can apply for help with travel costs, course fees, free college meals, and support to pay for equipment and materials. Bursary forms are available to download from our website. If you'd like to talk to someone about financial support, just email groupstudentfinance@activatelearning.ac.uk or call **0800 612 6008**. Financial wellbeing is important, and we have a range of support options to help you manage your expenses and feel secure about your future.

The Recharge Canteen also has a daily free breakfast club if you find yourself in need – toast or cereal and a cup of tea or coffee, just ask for the Breakfast Club.

Careers

Our Careers team is here to help you make informed choices about your future—whether that's more education, training, or work. They offer friendly, impartial advice and can help you explore your skills and interests, find part-time work, apply for university or jobs, write your CV, and much more.

Careers Advisers, Alison, Lalita, Katharine and Talat are based in the Advice Centre. You can meet them on campus, by phone, or by video call. To book a meeting please visit the Careers site on Activate Learning Online.

Learning Support

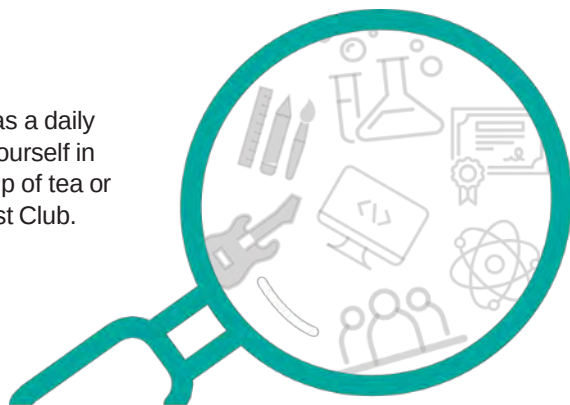
If you have additional academic support needs, a disability, or any other educational need, our Learning Support team is here for you. They can arrange 1:1 or group support to help you reach your full potential.

If you've already told us about a support need, we'll be in touch to arrange your support. If you had extra help or time in your school exams, you might be able to get exam access arrangements at college too.

You'll find the team in the Library, opposite the main desk, and they're always happy to chat. Support can be provided both on campus and remotely. To arrange a discussion, email gss@activatelearning.ac.uk.

Behaviour and Welfare Officers

Our Behaviour and Welfare Officers are here to help you feel safe, supported, and ready to succeed at college. If you ever have worries about your behaviour, wellbeing, or anything that's affecting your time at college, you can talk to them—they're here to listen and offer advice. They work closely with students and staff, using our Positive Behaviour Management Framework (PBMF), which is all about building strong relationships, setting clear routines, and making sure everyone feels included and respected. The PBMF also means we focus on understanding your individual needs, helping you learn from challenges, and supporting your mental health and wellbeing. If you need support or just someone to talk to, you can always reach out to the Behaviour and Welfare Officers at safe@activatelearning.ac.uk.



MENTAL HEALTH

Your mental health and wellbeing are really important to us at Activate Learning, and we want you to know there's no stigma in reaching out for support. Our dedicated Student Support team are always ready to listen and support you with any mental health or wellbeing concerns. Remember, looking after your mental health is just as important as looking after your physical health, and we're here for you every step of the way.

As part of our enrichment calendar, we celebrate important events like World Mental Health Day and Mental Health Awareness Week. These events are a chance to talk openly about mental health, learn more about looking after yourself, and find out about the support available to you. We want to reduce the stigma around mental health and make sure every student feels safe, supported, and able to access help whenever they need it. Your wellbeing matters to us, and we're here to help you thrive during your time at college.

Wellbeing Advisers

Our Wellbeing Advisers are here to support your mental health and overall wellbeing. They can help you with any worries or challenges you might be facing, and can offer advice, guidance, or just a friendly chat. If you're feeling lonely, stressed, or just want someone to talk to, drop into Student Support and speak with a Wellbeing Adviser. You can also talk to someone you trust, like a friend, parent, sibling, or teacher — opening up can really help.

Counsellors

Looking after your mental health is just as important as looking after your physical health. Our counsellors can help you talk through anything that's on your mind—like home life, relationships, stress, or other worries.

Our main counsellor, is based in Advice and Admissions and works during term-time.



10 WAYS TO WELLBEING



1 Get enough sleep
/rest when you can



2 Eat healthily



3 Keep physically active



4 Challenge your low mood



5 Connect with people



6 Make time for personal care



7 Avoid drugs and alcohol



8 Be kind to yourself



9 Use online support



10 Try relaxation and
mindfulness apps

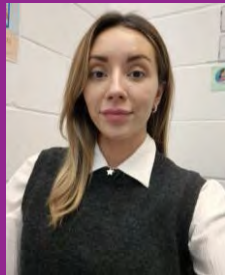
Safeguarding

Keeping everyone safe



Student Support Reading College

Worried about your own or somebody else's safety?
Speak to a member of the Safeguarding team



Lou Bundy

Lou.Bundy@activatelearning.ac.uk



Iram Ullah

Iram.Ullah@activatelearning.ac.uk



Tracy Bulcock

Tracy.Bulcock@activatelearning.ac.uk

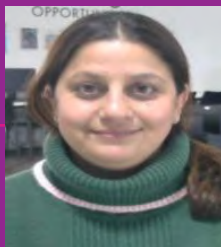


Jack Andrews

Jack.Andrews@activatelearning.ac.uk

Babs Rock

Babs.Rock@activatelearning.ac.uk



To get in touch

Telephone 01865 550401

Email safe@activatelearning.ac.uk

Speak to any member of staff or the safeguarding team directly

Thank you for helping
keep our college safe!



Safe students



**Vacancy Vacancy –
Behaviour and
Welfare Officer**

Vacancy.Vacancy
@activatelearning.ac.uk



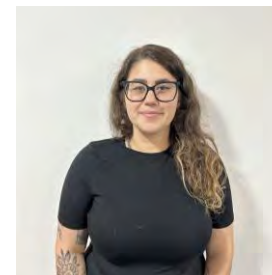
**Charlotte Morgan – Head
of Student Experience**

Charlotte.Morgan
@activatelearning.ac.uk



**Michael DePass –
Behaviour and Welfare
Officer**

Michael.DePass
@activatelearning.ac.uk



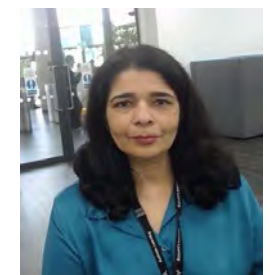
**Asia Lamanna –
Wellbeing Adviser**

Asia.Lamanna@activatelearning.ac.uk



**Connor Glasgow –
Enrichment Officer**

Michael.DePass
@activatelearning.ac.uk



**Shimbashi Keswani –
College Counsellor**

Shimbashi.Keswani
@activatelearning.ac.uk

KEEPING YOU SAFE

At Activate Learning, your safety and wellbeing are our top priorities. We have a few different campaigns and initiatives to keep you safe and in this section of the handbook we will introduce you to some.

Speak Up, Speak Out

The “**Speak Up Speak Out**” initiative is here to make sure you always feel confident to report any concerns, whether they are about yourself or someone else. If you ever feel uncomfortable, unsafe, or need advice and support, you are not alone—help is available. You can contact our Student Support team or email Safe@activatelearning.ac.uk for advice and support. There are also external services, such as Victim Support’s youth programme, which can help you cope with the impact of crime. We encourage you to speak up if something doesn’t feel right—your voice matters, and we are here to support you every step of the way.

Speak up
Speak out

Safe Students, Safe Staff, Safe Spaces

At Activate Learning, we want everyone to feel safe, respected, and supported—whether you’re on campus or learning online. Our “**Safe Students, Safe Staff, Safe Spaces**” campaign is all about making sure our college is a welcoming place where everyone can learn and succeed.

We ask everyone to follow our **Code of Conduct**, which is based on kindness, fairness, and responsibility. This helps create a positive environment and prepares you for your future. If you ever feel unsafe or notice something that doesn’t seem right, please speak up and let a staff member know straight away—your actions can help keep everyone safe.

Student Support and safeguarding teams are here to help with any worries you might have, whether they’re about your studies, your wellbeing, or something personal. You can always talk to a trusted adult, teacher, or staff member if you need support or advice. Keeping our college safe is everyone’s responsibility, and by working together, we can make sure it stays a great place to learn.

CODE OF CONDUCT

Our Code of Conduct helps make our campuses safe and supportive places in which to learn. We ask and expect every learner to agree to keeping to these rules.

Safe students

Safe staff

Safe spaces

Communicate promptly:

Notify us if you can’t attend college or work placement.



Act positively:

Own your actions; avoid bullying, harassment, and violence both offline and online.



Solve problems peacefully:

Seek help if you can’t resolve conflicts on your own.



Be responsible online:

Follow IT rules, respect privacy, and behave considerately online.



Do honest work:

Complete assignments on time without cheating or plagiarising.



Be polite:

Show respect and use appropriate language with all staff.



Work together:

Cooperate with staff for a positive college experience.



Respect roles:

Understand and respect boundaries.



Use support:

Ask for and use the support provided when needed.



Mental health matters here:

you can speak to any member of staff about your mental health and wellbeing.



Help the community:

Wear your lanyard, follow routines, and adhere to health and safety guidelines.



Show care:

Keep the campus tidy and use resources responsibly.



Smoke/vape:

Only in designated areas, not in buildings/toilets.



Report concerns:

Inform staff immediately about any suspicious activity or risks.



Make safe:

Do not bring or use illegal drugs, alcohol, or weapons.



Include everyone:

Behave kindly and support zero tolerance for discrimination.



Online Safety

Online Safety is super important at Activate Learning! We want everyone—students, staff, and our whole community—to feel safe and confident when using the internet. The digital world is full of opportunities, but it also comes with challenges like scams, cyberbullying, and privacy risks. That's why we run special events, offer helpful resources, and provide guidance to help you stay safe online. Our Online Safety Initiative is here to empower you with the knowledge and tools you need to recognise online threats and become a responsible digital citizen. Remember, if you ever need advice or support, we're always here to help you navigate the online world safely and securely.

Here are our Top Tips for keeping safe online:



Think Before You Click: Always double-check links, messages, and emails—if something seems “too good to be true” or suspicious, it probably is. Scams and phishing attempts can look very real, so stay alert and don't give out personal info unless you're sure it's safe.



Protect Your Privacy: Keep your social media accounts private and be mindful about what you share. Avoid posting personal details like your address, college, or phone number, and regularly review your privacy settings.



Be Respectful and Report Abuse: Treat others with respect online and don't engage in or tolerate cyberbullying. If you see or experience harmful behaviour, use the platform's tools to report it and talk to someone you trust for support.



Digital Footprint: It's important to remember that what you post online can have a lasting impact on your future. Employers often look at social media profiles and other online activity when considering candidates for jobs or work experience. Even posts or comments you made years ago can be found and might affect how you're seen. Before you share anything, ask yourself if you'd be happy for a future employer or teacher to see it.



Your Learning Journey and

THE LEARNING PHILOSOPHY

Starting college is an exciting step. You'll learn new skills, meet new people and discover more about yourself and your future. Everyone starts from a different place, and that's okay. Whether you're feeling excited, nervous, confident or unsure, we're here to help you succeed. Everything we do at college is guided by our **Learning Philosophy**. It helps us design your whole learning journey, from your first day, to your lessons, the support you receive, the experiences you take part in, and how we help you prepare for your next steps.

Our Learning Philosophy is built around three simple ideas:

Feel Safe (Emotion)

Learning happens best when you feel safe, welcome and respected. That's why we work hard to create classrooms where you feel included, know what to expect and feel confident to ask questions, make mistakes and learn from them. When you feel safe, your brain is ready to learn

Find Purpose (Motivation)

Learning is much easier when you understand why it matters. We help you connect what you're learning to your future career, everyday life and personal goals. When learning feels meaningful, you're more likely to stay motivated, work hard and enjoy what you're doing.

Make Progress (Brain)

Your brain learns best when you actively think, practise, receive feedback and keep improving over time. We don't expect you to know everything straight away. Instead, we'll help you build your knowledge and skills step by step, celebrating your progress along the way.



These three ideas, **Feel Safe, Find Purpose and Make Progress** are at the heart of every lesson, every conversation and every opportunity you'll experience at college. They shape how we teach, how we support you and how we help you become a confident, independent learner who is ready for whatever comes next. Together, we'll help you feel that you belong, understand why your learning matters and achieve more than you thought possible.

LEARNER ATTRIBUTES

At Activate Learning, we believe that developing the right attributes is just as important as gaining knowledge and skills. Attributes are the attitudes and personal qualities that help you succeed at college, in your future career, and in life.

We focus on five key attributes that employers value in all types of jobs. As you move through your course, you'll have opportunities to build and strengthen these attributes, which include resilience and awareness—especially important at the start of your journey. These attributes will help you face challenges, work well with others, and prepare for the world of work.

By developing these qualities, you'll not only do better in your studies but also become more confident and ready for whatever comes next after college.



What are the five Activate Learning Attributes?



You feel sure about your own abilities and can adapt to change. You are committed to achieving your goals and don't give up easily.



You seek to understand your own and other people's feelings. You take time to listen and think before you act, always showing respect for others.



Although self-assured, you are motivated to improve. You take action without being asked and don't rely on others to stay positive.



Working collaboratively or alone, you find solutions to problems. You use resources creatively, trying out new ideas and handling the risk of not succeeding.



You conduct yourself in a business-like manner, collaborating with colleagues and relating well to customers. You communicate effectively and use number and digital skills in workplace situations.

ACTIVATE ALUMNI

The perks of being an Activate Learning student don't end when you finish your course! When you complete your studies, you can join Activate Alumni, our alumni network for former students, where you can access lifelong learning opportunities and ongoing support.

Siobhan White studied Performing and Production Arts Level 3 Extended Diploma at Reading College in 2017 and returned in 2020 to do a Departmental Management Apprenticeship. She now works as a Manager at Resource Productions, a UK based film and TV production company.



TOP TIPS FOR NEW STUDENTS



Always wear your lanyard and ID – it keeps everyone safe and helps you access buildings easily.



Keep an eye on your emails and ALO – that's where all the important stuff pops up.



Know where you need to be and when – being on time makes life way less stressful.



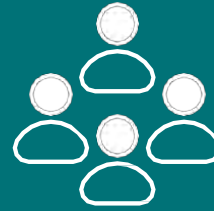
Got a question? Ask! Nobody expects you to know everything on day one.



Leave early for college – buses, trains, and life sometimes throw curveballs!



Don't skip meals or burn out – Recharge café isn't just a name, it's a must!



Jump into college life – sign up for a club, go to an event, meet new people.



Be kind, be respectful, be yourself – it makes college a better place for everyone.



Register your ID Card by logging into a campus printer once, giving you access to our supporting services including printing, meal system, library services, laptop loans and more.



Take a breath and enjoy it – you don't have to have everything figured out right now!



Dream big and plan ahead – Careers team can help you even if you're not sure what's next.



Use every bit of support available – Learning Environment, counsellors, wellbeing advisers... it's all there for you.



Set reminders – assignments, classes, deadlines – your phone's calendar is your best mate.

KEY CONTACTS

Safeguarding - 01865 550401

Attendance – 0800 612 6008

Faculty Coordinator

A Faculty Coordinator helps organise and support the work of a specific faculty (subject area) at college. They work with teachers and managers to make sure lessons, activities, and support run smoothly for students.

Curriculum Manager and Curriculum Lead

A Curriculum Manager is responsible for planning and overseeing the courses and subjects offered in a particular area. They make sure the curriculum meets students' needs, is up to date, and supports everyone to achieve their best.

Head of Student Experience

The Head of Student Experience leads on making sure all students have a positive and engaging time at college. They focus on student wellbeing, activities, and support services, helping to create a vibrant and supportive college community.

Group Director College

A Group Director College is a senior leader responsible for the overall running of a college campus or group of campuses. They shape the college's strategy, work with local communities, and make sure students have the best possible experience and opportunities for success.