

## **Principal Introduction: Andy Cole**

Our aim is to continuously improve the quality of teaching and support services and ultimately improve learner experience through your Voice.

### **Equality & Diversity**

We aim to embed equal opportunity practice into every aspect of College life and to continually improve equality of opportunity. Equality of opportunity is a principle, which we value highly. Please let us know if you feel you are being treated unfairly.

### **Safeguarding**

Your safety is important to us, so if you don't feel safe for any reason, please speak to any member of staff or contact Wendy Charles-Martin, on 07950 497 330.

We are asking all students to wear their College ID at all times on College premises. Students will be required to pay £2.00 for a replacement ID, after receiving two temporary IDs.

### **Learner Voice**

You could make a difference: We welcome your comments and suggestions on how our services can be improved. You can do this through various channels. Student Council, Student Reps, formal Complaints, College surveys, suggestion boxes in our libraries/reception areas.

### **Events/ Leisure Activities/**

Many events take place in the College throughout the year. Please see the Plasma Screens, the College Notice Boards and moodle for information about Events.

### **Attendance and Punctuality**

You must attend all classes and take part in all course activities. If you are unable to attend a vocational class or English and Maths classes, you should inform your tutor or an appropriate member of staff as soon as possible. Attendance at English and Maths classes is just as important as your vocational classes. Contact us by phoning on 0207 573 3600, or email your tutor.

### **Student Support – Additional Learning Support**

Please tell us if you have a disability and/or learning difficulty so that we can support you and where possible make adjustments to meet your needs.

We offer personalised support to students, who have dyslexia, learning difficulties, mental health, physical, sensory disabilities and much more. If you would like support, pick up a form from reception or come and discuss this with the Additional Learning Support team. E-mail [m.bradley@kcc.ac.uk](mailto:m.bradley@kcc.ac.uk) or telephone 020 7573 5340.

### **Counselling Support**

Did you know you could get free and confidential counselling support? If you are suffering from depression, anxiety, low self-esteem, family relationships problems, exam anxiety and stress, speak to our Counsellor.

Email: [counsellor@kcc.ac.uk](mailto:counsellor@kcc.ac.uk) or phone 0207 573 5358

### **Learner Financial Support Fund**

The College has financial support funds for students 16-18's and 19 plus to support learners having difficulty paying travel expenses, lunches, course materials or nursery fees. In order to qualify for the Fund you have to meet certain criteria. Information and application forms are available from reception.

### **Career Progression – Next Step!**

We support Careers advice, progression and employability opportunities for example, how and where to apply for jobs, higher education support to enable you to go to university. Student Advisers can help you prepare a C.V., practise your interview skills or advise you on your career choices. They can give you the time and space to explore your next step, and give you the advice, information and support you need to do it.