

NSCG

**NEWCASTLE
COLLEGE**

Your Student Essentials

**It begins at
NSCG**



Ofsted
Outstanding
Provider

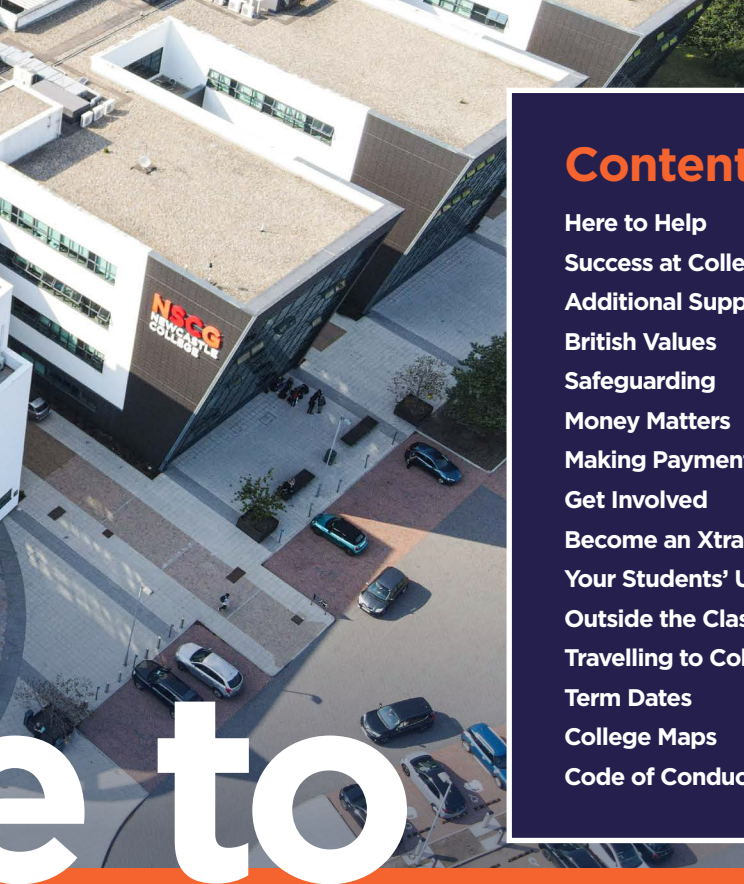
Since 2019



Welcome

Newcastle College

We are delighted that you have decided to study at Newcastle and Stafford Colleges Group (NSCG), the College of first choice in Staffordshire, and we're excited to help you achieve and contribute during your time here.



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Every student remembers their first day. Some feel excited. Some feel nervous. Most feel both. Whatever you're feeling, you've made a great choice, and we're looking forward to helping you succeed. To help you, we've produced this Student Essentials Guide, packed with lots of useful information on life at NSCG.

The guide will give you an overview of the top-class support available, financial hints and tips, useful information and much more. There is even a little map at the back to help you navigate around the campus in your first few weeks.

Our last Ofsted report in October 2024 rated the Newcastle College support team **OUTSTANDING**, so if you have any queries about the information in this guide, just contact our Student Services team. They will be happy to help.



Craig Hodgson
Principal & Chief
Executive, NSCG

Here to help.

Your Student Services Team

Our Student Services team is here to help and ensure all students are treated with respect. The team offers lots of support to help keep you on track with your studies and to help you stay safe and healthy during your time at Newcastle College and beyond. Above all, we want you to enjoy your time with us and achieve your goals.

From extra help with your studies, through to worries about money, your course or personal life, there is always someone in Student Services who can help. We can even help you to organise events or take part in extra activities during your free time.

Confidential Counsellor

Our Counsellor is trained to listen and to help you find your own answers without judging you. We have a private room where you can receive counselling support.

Safeguarding & Wellbeing Officers

Safeguarding and Wellbeing Officers are here to help. If you're struggling with any elements of your course or you have problems in your personal life that are affecting your wellbeing, we can help by speaking to tutors on your behalf, helping you to find useful coping strategies and giving you straight-talking, no-nonsense advice.

Your course will have a named Safeguarding and Wellbeing Officer, so there's always a familiar face around to help.

How to get in touch

For further advice from the Student Services team or to book an appointment with a Safeguarding and Wellbeing Officer, email us at help.newcastle@nscg.ac.uk or call our helpdesk on **01782 254272**.



If you're concerned about your health

The College is a smoke-free zone and the Student Services Team can signpost you to services should you wish to stop smoking.

They can also signpost for a range of other services, including Sexual Health, and are equipped to support you both before and during any referral.

There are opportunities provided throughout the year for you to receive information on a range of health and wellbeing topics.

Here For You

If you feel like you've made a wrong course choice, we are here to listen and help. The Student Services Team can help you decide on your next steps, with course advice, how to change courses and providing 1-to-1 support.

Have a chat with your Personal Tutor or a member of teaching staff to talk about your options. They'll be happy to help and are there to support you.

Tutorials

All full-time students get a personal tutor, a friendly member of staff who will be your 'go to' person in relation to your academic progress and support.

Your Personal Tutor will help to ensure you make good progress on your course and meet your deadlines and targets. You will have a series of one-to-one reviews with your Personal Tutor which cover a range of topics as the year unfolds - from how you are settling in at the start, your on-going progress as your programme develops and onto your plans for the future towards the end of the course.

You'll take part in one group tutorial session each week, where you'll hear all the latest college news and find out about upcoming events and opportunities to get involved. These group tutorials cover a range of useful topics, from money management to having your say through the student voice.

You'll also have the chance to step up as a class rep, representing your group at cross-college meetings with the management team. It's a great way to make sure your ideas are heard and to help shape an even better experience for everyone at NSCG.

Tutorial Theme

Date (w/c)

Safeguarding & Prevent

7 September

Behaviour & Expectations, How to Study Effectively
& Academic Resilience, So Far So Good Survey

14 September

Healthy Relationships & Democracy Discussion

28 September

IGNITE Introduction & Overview

19 October

Healthy Lifestyle

2 November

Road Safety & Driver Awareness, Student Survey

16 November

Domestic Violence Awareness

30 November

Substance Misuse Awareness & Dealing with Addiction

7 December

Progression Drop-In Week & Support with Exam Prep & UCAS

14 December
- 12 January

Student Survey

18 January

Being Safe and Protected Online & The Impact of Social Media

1 February

IGNITE Launch & Student Survey

22 February

Sustainability & Protecting the Planet

1 March

Money Management

22 March

Progression Drop-In Week

26 April



Library

The Library is based on the Second Floor in the Main College Building and is open every weekday from 8:15am.

Our Library staff are on hand to help you achieve and fulfil your potential whilst at College. As well as assistance with using the library resources, the team can help with general college enquiries, just ask!

Your College ID card is also your library card, which you will need to use the library. There are 1000s of books, ebooks, resources and journals available that are relevant to your course.

There is also a large fiction section, including the latest BookTok recommendations. You will also have access to 60 computers, 2 Apple iMacs, a silent study room and photocopiers/printers for you to use.

All new students will receive a library induction during their first few weeks of College to help navigate the library.

Any guides, opening hours, contact details and access to the library catalogue can be found in the Digital Library on the College i-site.

How to be successful at college.

Success in college isn't about natural perfection; it's about building sustainable habits early on. By mastering time management, actively seeking out opportunities, and building strong relationships with both peers and staff, you can turn a potentially overwhelming transition into a highly rewarding experience.

Week 1: Get grounded and connected.

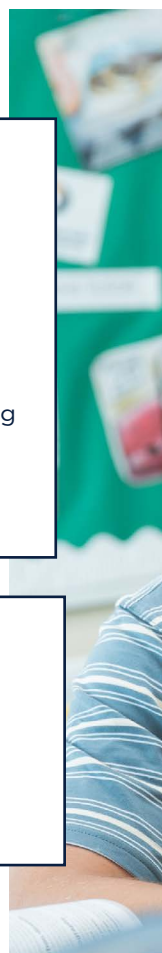
- Familiarise yourself with your timetable and where your lessons are located.
- Meet your personal tutor.
- Download the MyNSCG App.
- Try to make one new friend.
- Visit Student Services.

Week 2/3: Build your routine and explore.

- Join in with one enrichment activity or attend Freshers Fayre.
- Visit the Library and get ahead on some work.
- Get into the habit of checking your emails early.
- Keep an eye on your attendance.

Week 4: Settle in and ask questions.

- Meet with the College Careers Advisor or Work Experience Team.
- Complete your first tasks or assignment.
- Take some time to reflect and set some goals for the rest of the term.
- If you're struggling, speak up. We're here to help.



Study tips



Be prepared and bring all the equipment you'll need.

Check your Teams messages and emails daily.



Limit your stress by not leaving assignments to the last minute.

Revise little and often. It all adds up.



If you're not sure, ask! There are no silly questions.

Attendance matters

We want you to reach your full potential and the simplest, most effective thing you can do to guarantee success is to maintain high levels of attendance. Good attendance doesn't just keep your workload manageable, it builds the professional habits that employers and universities actively look for.

100% Outstanding!

95% Excellent! You've missed 1 week.

90% You've missed 2 weeks.

85% You've missed 3 weeks.

80% You've missed 4 weeks.

We are here to help: If you are struggling with your attendance due to personal circumstances, travel, or health, speak to your tutor or student support team as early as possible. We can help you get back on track.



Additional support.

NSCG is an inclusive college, where everyone has the chance to achieve their potential and feel valued. We are open and welcoming towards students who may have a physical or learning disability or mental health issue, and recognise the rights of all students to be treated equally regardless of disability.

The College is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that disabled students and other disabled people are not disadvantaged.

Exam support

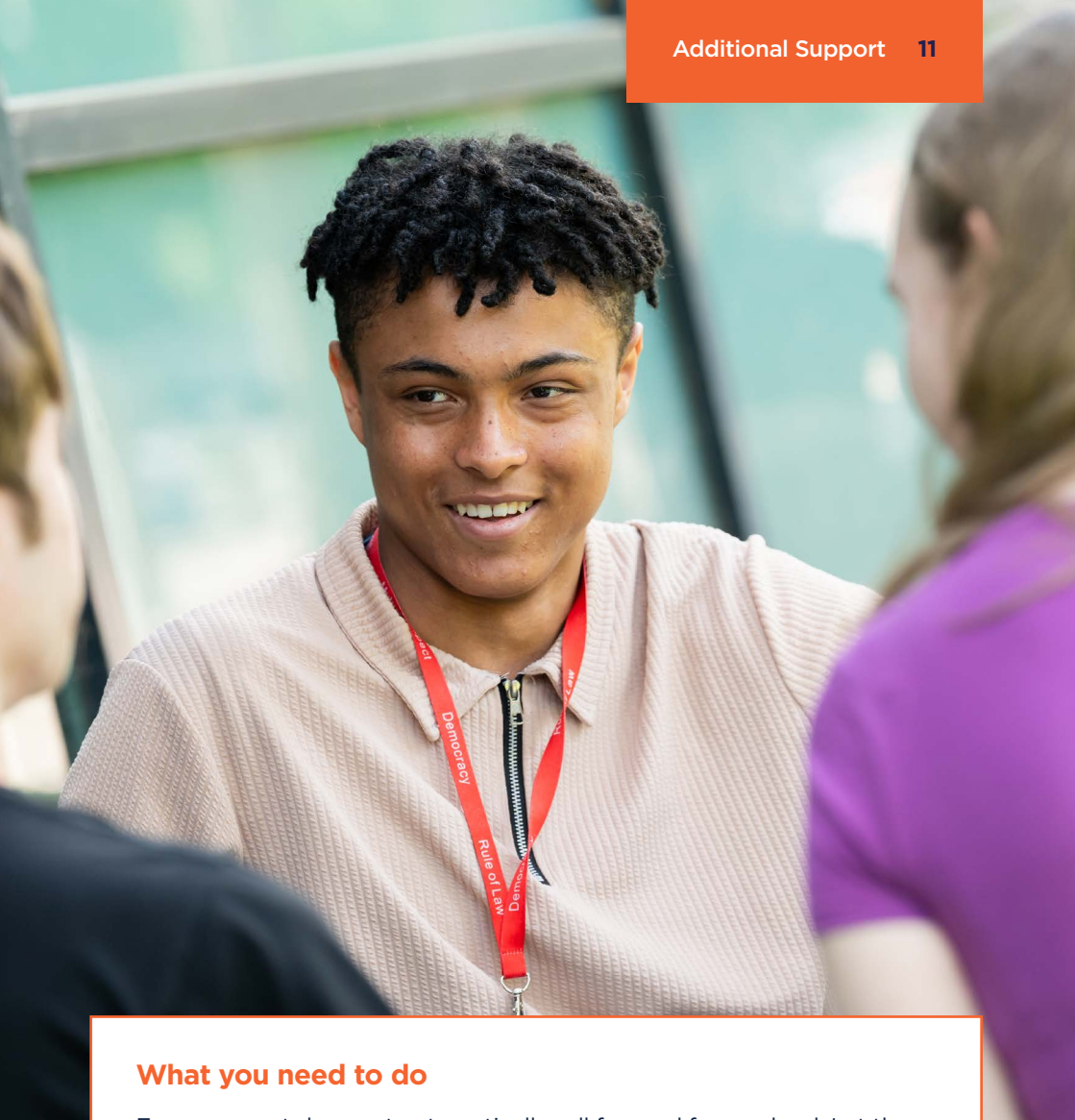
Some students can have additional support in exams. This may include:

- A smaller room
- Extra time
- Rest breaks
- A human reader or reading software
- A scribe or laptop
- Use of earplugs or a fidget toy

Who qualifies for exam support?

Students who have had exam support in exams at school AND have:

- A medical condition
- Physical difficulties
- A sensory impairment
- A learning disability such as dyslexia, autism, ADHD or dyspraxia
- A mental health difficulty



What you need to do

Exam support does not automatically roll forward from school. Let the Student Services Team know if you have had exam support before by emailing spldqueries@nscg.ac.uk.

We may require you to provide evidence, such as:

- Medical evidence
- Evidence from your school of your previous exam support (known as Form 8)
- You may need to complete a short assessment in College.



Extra Learning Support

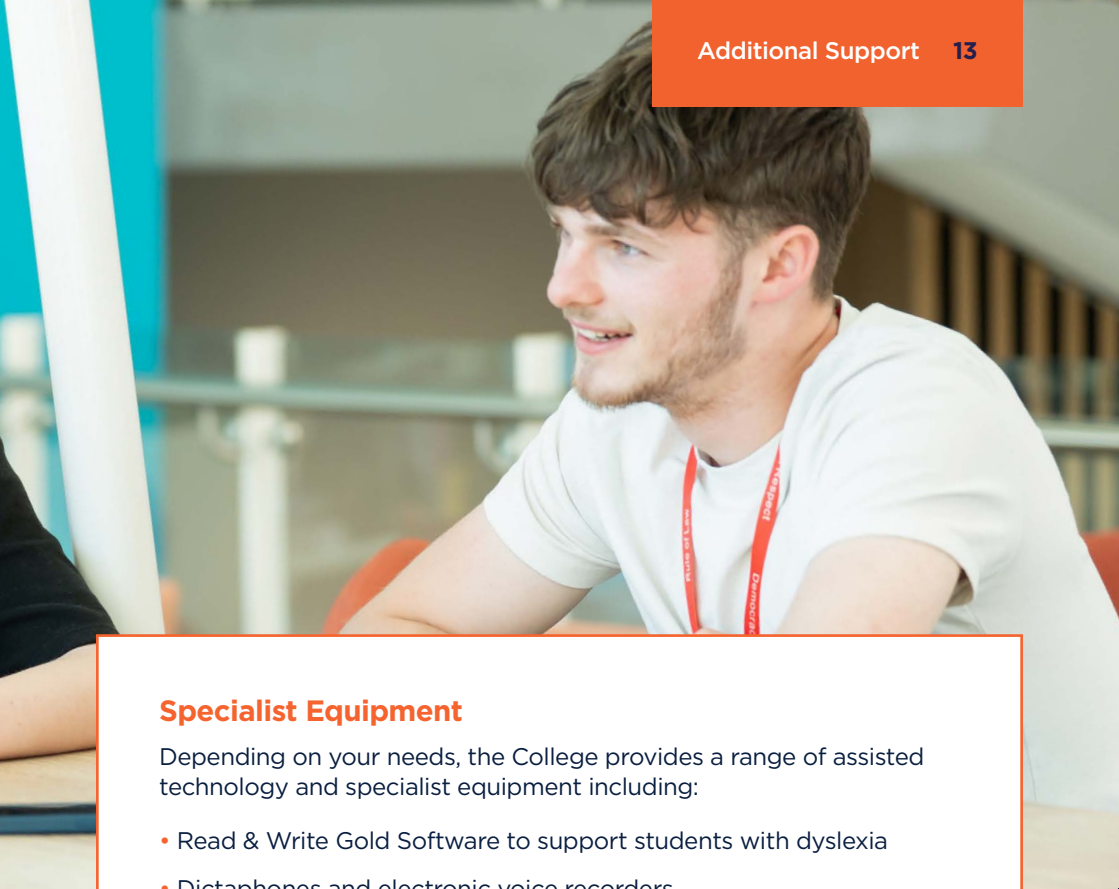
Our Additional Learning Support (ALS) team is here to help you achieve your true potential. We can provide tailored support to meet your needs, including one-to-one support and, in some cases, in-class support. Support includes specialist and discreet help with:

- Specific Learning Difficulties (SpLD)
- Visual or hearing impairment
- Medical conditions or hidden difficulties
- Social or emotional behaviour problems
- Controlling feelings of anger

If you need help with a physical disability in addition to the support outlined above, we can also make arrangements to provide help such as:

- Personal assistance
- Specialist equipment
- Adapting materials

You can make an enquiry about Additional Learning Support by emailing **help.newcastle@nscg.ac.uk** or calling **01782 254272**.



Specialist Equipment

Depending on your needs, the College provides a range of assisted technology and specialist equipment including:

- Read & Write Gold Software to support students with dyslexia
- Dictaphones and electronic voice recorders
- Laptop computers
- Text in different formats such as braille, large text, or on tape or disk
- Magnification software/equipment
- Radio aids
- Digital photography
- Disabled parking for blue badge holders
- Accessible toilets and bathroom, including hoisting equipment

We have induction loops at all Reception points, in the Library and the Auditorium. We also have a portable loop system communicator for hearing-impaired students available for classrooms.

We also support the Sunflower Lanyard scheme for those with invisible disabilities to show that they may need assistance.

When you see a problem situation...

Distract

Approach the victim with a reason for them to leave the situation - tell them they need to take a call, or you need to speak to them; any excuse to get them away to safety.

Direct Action

Call out negative behaviour, tell the person to stop or ask the victim if they are okay. Do this as a group if you can.

Delay

Wait for the situation to pass then ask the victim if they are okay. Or report later when it's safe to do so - it's never too late to act.

Delegate

Tell Student Services (located on the second floor, next to the Library) and speak to one of our Safeguarding and Wellbeing Officers. They will be able to help and deal with the situation.

**Call 07919 218684 or email
help.newcastle@nscg.ac.uk**

Step up. Step in. Be safe.

Peer-on-peer abuse

Here at NSCG, it is important that you are in an environment where you, your peers, staff and colleagues feel safe and show respect for one another. **Abuse, violence or harassment** can't be tolerated.

Peer-on-peer abuse includes, but is not limited to:

- physical abuse, emotional abuse, bullying or intentionally causing harm
- sexual violence such as rape, sexual assault or sexual harassment including inappropriate sexual comments, remarks and jokes both face to face and online
- relationship abuse - coercive or controlling behaviour, blackmail or causing someone to engage in sexual activity without consent
- consensual and non-consensual sharing of nude or semi-nude images and/or video
- initiation/hazing rituals or gang related violence

If you are concerned about yourself or someone you know, talk to a tutor or drop into Student Services (second floor, next to the Library) or call or text the Safeguarding Team on **07919 218684.**

British Values.

Rule of Law

Lanyards are to be worn at all times around your neck.

No smoking or vaping anywhere on the premises, only in the designated areas outside.

No eating in the corridor.

Eating in designated areas only.

Do not bring takeaway fast food onto the College premises.

Bullying is not tolerated at NSCG.

Democracy

All students have the opportunity to influence decision making and have a voice. You can do this by getting involved in the following ways:

- Students' Union
- Xtras
- Class Representatives
- Student Board
- Student Conference
- Student Governor

All students understand that they must use their voice responsibly.

Individual Liberty

Respect for student rights.

Independent thinking and learning is encouraged, alongside collaborative learning.

Be XtraOrdinary & Skill Up and Stand Out

NSCG is an inclusive college, committed to equality, diversity and the promotion of British Values in everything we do.

We believe everyone should feel welcome, respected and supported to achieve their best. We work hard to create an environment where every student and member of staff can thrive.

Respect our community

As a student of Newcastle and Stafford Colleges Group, you represent both yourself and the College wherever you go. Whether you're travelling to and from campus, visiting local shops, or spending time in the community, we expect you to show respect, kindness and consideration for others.

By behaving responsibly, respecting local people and businesses, using appropriate language, disposing of litter properly, and following the law, you help create a positive environment for everyone.

These actions reflect the **British Values** that we promote across the College.

Mutual Respect

Respect for yourself, your peers, staff, the College environment and local community environment.

Every individual is respected at NSCG and our actions towards one another reflect this.

We recognise the importance of not only respecting each other but also of self-respect.

We are proud of our warm welcome to visitors and guests.

We do our utmost to ensure NSCG is a safe environment for all.

Tolerance

Community events with a focus on Equality and Diversity, Mental Health and Wellbeing.

Enrichment opportunities.

We welcome difference and diversity and understand how this adds to the richness of our community.

We respect and show tolerance to all faiths and beliefs.

We respect our multifaith room and the users of the space.

We respect our LGBTQ+ community and how people choose to identify.

**It's important
you feel safe at
college, in your
personal life
and in the
community.**

✓ Notice

If you are worried that you or someone you know is at risk of harm or of being radicalised, take notice and do the following.

✓ Check

Talk to a tutor or drop into **Student Services** (second floor, next to the Library) or call or text the **Safeguarding Team** on **07919218684**.

✓ Share

We will seek to support individuals through our dedicated Safeguarding Team to ensure students continue to feel safe in the College environment.



Get in touch with us.

Report your safeguarding concerns confidentially.

If you are concerned about your safety or someone else's, you can report this at any time to the Student Services Team. You can contact the team in the following ways.

In person:

Student Services is based next to the Library on the second floor

via email:

help.stafford@nscg.ac.uk

via telephone:

07860927831

To use our online service, scan the QR code (whilst not connected to the College Wi-Fi) login and fill out as much useful information as possible.



A safe environment for all.

It is important that you feel safe at college and in your personal life. The Prevent strategy is about us working together to Notice, Check and Share.

What are we trying to prevent? We are trying to prevent someone from being radicalised.

How can you tell someone is at risk of being radicalised?

More important than any one sign is the feeling that something is 'not quite right' with a person. It's important to trust your instincts and if you are worried, reach out for some support and advice.

In most cases the behaviours are a result of other issues and nothing to do with radicalisation, but it's important to act early and share your concerns.

There are some behaviours which we often see when someone is being led down the path to extremism. You might see one sign increasing in intensity or a combination of different signs.

Who can be vulnerable to radicalisation?

Anyone can be vulnerable to radicalisation, regardless of their age, gender, ethnicity, religion, education or background. But there are some factors that can make some people more at risk of being targeted by radicalisers than others.

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Behaviours might include:

- A change in behaviour
- Changing their circle of friends
- Isolating themselves from family and friends
- Talking as if from a scripted speech
- Unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around internet use
- Accessing extremist material online
- Using extremist or hate terms to exclude others or incite violence
- Writing or creating artwork promoting violent extremist messages



Money matters.

If you are struggling financially and want to know about the support available, please visit us in Student Services.

About our financial support

NSCG is pleased to be able to offer financial support to help students meet the costs of attending college.

There are two types of financial support: College Bursary or Vulnerable Student Bursary (VSB).

Both bursaries provide support based on your circumstances.

College Bursary

The College has its own means-tested allowance scheme, the College Bursary, for anyone with a household income of £35,000 or less per year. Financial support awards are based on individual circumstances and are allocated to best suit individual needs. Payments may be direct or indirect.

Bursary support will be based on financial need of individual students to cover college related costs such as transport, meals, course equipment and uniform (depending on the course). There is also a range of support available to help with childcare costs spread across both bursaries.

The Application Process

You will need to complete an application on our new application system, which can be found on our website. Once your application has been approved your account will be updated with an outline of your award. You will need to provide supporting evidence with your application.

Vulnerable Student Bursary (VSB)

VSB is available to students aged 16-18 who are in care, are a care leaver, living independently and claiming a qualifying benefit or claiming qualifying disability benefits in their own name. Eligible students can receive up to £1,200 per academic year, depending on your financial needs.

Payments may be direct or indirect.

Free Breakfast

If you arrive at the College bright and early, you can get free toast/fruit and a hot drink between **8am** and **9am** in the Food Hall on Main Campus and from **8.30am** to **9am** at the Performing Arts Centre.

Get in touch

For more information about financial support, please contact the Student Finance Team or visit our website: **nscg.ac.uk/finance**

E: studentfinanceteam@nscg.ac.uk

T: 01782 254188

Apply for
financial
support at
nscg.ac.uk



Student Discounts

Visit nscg.ac.uk/student-discounts to find out about the exclusive student discounts on offer with local retailers.

You can get additional discount by purchasing a TOTUM card. Visit **nus.org.uk** for more info.



Making payments.

To make a payment to the College, for example when purchasing items at one of our food and drink outlets, you will be asked to pay using your student ID card.

You should have received your ID card during enrolment. This also doubles up as your payment card, which you can easily top-up at one of the top-up stations within the College.

Our food and drink outlets also accept contactless payments.

Parents or guardians can also top-up your card for you by using the WisePay system. There will also be the need to use WisePay to pay for college trips or activities that incur a cost.

For more information and to access WisePay, visit nscg.ac.uk/wisepay

To get started, it takes just three simple steps to make a payment.

1. Register your student ID card at one of the top-up stations.
2. Top-up your card at a top-up station using cash or online by going to **nscg.ac.uk/wisepay**
3. You're done! Your ID card will now be accepted when making payments.

Hairdressing & Beauty Salon

Whether you're looking for a quick manicure, a new hairstyle or a relaxing massage, the College's state-of-the-art hair and beauty therapy salon offers a wide range of services in sophisticated surroundings at a discounted price for Newcastle College students.

The trainees working in the salon are fully supervised at all times by qualified tutors with vast industry experience. The salon is equipped to the highest standard in order to give you a great service in a modern environment, while providing great value for money. All salon services are open to the general public, as well as Newcastle College staff and students.

For more information or to see our price lists, pop into the Hair Salon reception.

Gym Memberships

The Gordon Banks Sport Centre at Newcastle College features a 25-station air-conditioned gym, dance studio and a four-badminton court sports hall. It also offers a wide range of fitness and exercise classes for any level of ability.

Monthly memberships and pay-as-you-go options are available at a discounted price for Newcastle College students.

For details on our gym memberships and fitness classes, pop into the Sports Centre.

Find out
more at
nscg.ac.uk



Get involved.

Your time at NSCG

To enhance your wider experience of college life, there is a diverse programme of events including fundraisers and college day trips. There is also a range of activities to help you with your development and next steps.

Guest Speakers

During your time in college, you will see a number of guest speakers covering a range of topics. We have regular speakers covering Driver Awareness, Knife Crime and Gangs, Motivation and Resilience and Money Management, Bullying and Harassment. You will also have course specific speakers. As well as this, we have regular drop-ins from the Sexual Health Team and advice on substance misuse.

Equality & Diversity

We celebrate Equality and Diversity Day annually in May. We celebrate culture and pride with a carnival atmosphere led by our Students' Union. On these days we have guest speakers, workshops and drop-ins to celebrate equality and diversity. The College has an LGBTQ+ support network with our partner SAGE. We have a multi-faith room and an ablution station.

Next Steps Fayre

The Next Steps Fayre is an annual event taking place in March, where we have over 50 Universities and 40 Employers attend to discuss your next steps after college. All Universities and employers have stalls where you can discuss the range of courses, apprenticeships and careers on offer.

Careers Advice

Throughout your course you'll have access to employers, university visits, apprenticeship talks, careers advice, work placements and more! You can get careers advice by arranging an appointment with one of our Careers Advisors.

Book yours now by emailing:
help.newcastle@nscg.ac.uk

**Event**

Xtras, Students' Union &
Student Mentor Applications Open

Freshers Fayre

Students' Union Applications Close

Xtras Applications Close

Student Mentor Applications Close

Remembrance Service

Gender Based Violence
Awareness Week

Christmas Carol Service

Student Conference

Next Steps Fayre

Equality & Diversity Day

Mental Health & Wellbeing Day

Date

14 September

15 & 16 September

29 September

2 October

9 October

11 November

30 November -
4 December

18 December

3 February

16 March

29 April

12 May

Student Mentors

Student Mentors are second/third year students who are here to support first year students with their transition to college life.

Mentors can support you with helping to make friends, taking part in activities, low level mental health issues such as anxiety, and helping with your studies such as how to structure assignments.

If you would like a mentor, either speak to your Personal Tutor, come to Student Services or speak to one of our mentors in the grey hoodies.

Student of the Month

The college holds a monthly Student of the Month awards presentation. Each faculty nominates one student as their Student of the Month.

Presentations are made in the Boardroom with the Principal, Senior Management Team and Core Planning Team as well as special guests. Staff members present their Student of the Month by explaining why the student was nominated.

All Student of the Month award winners receive a certificate and voucher.

Enrichment Clubs & Activities

Make the most of your time at NSCG by getting involved in our wide range of Enrichment Clubs and Activities. This is your chance to meet like-minded students from across the College, discover new interests and build skills that will stay with you for life.

Our Enrichment programme offers something for everyone, from creative clubs and sports teams to academic societies and wellbeing activities. Keep an eye on the weekly Tutorial Newsletter, delivered in your tutorial session, for the latest updates and opportunities. You can also find information on i-Site and our College social media channels.



Got an idea for a new club or activity? We want to hear it!

Speak to the Student Engagement Team and they'll be able to help you get your ideas off the ground and set up your club/activity.



Academy of Sport

Want to flex more than your mental muscles? Indulge your sporty side while you study with the incredible facilities in our Academy of Sport, available for all students.

With the opportunity to become a member of TEAM:NSCG, you could be representing us in the Association of Colleges (AoC) regional and national competitions, leagues and cups.

Contact sport@nscg.ac.uk for more information.

Sports Enrichment

Our sports activities change each term, giving you the chance to try something new, stay active and get involved in a variety of teams and sessions throughout the year. All sports opportunities will be shared in the weekly Tutorial Newsletter, so keep an eye out for what's on offer.

If you'd like to find out more about our sports programme or any other enrichment activities, get in touch with Sherry McCue via email at sherry.mccue@nscg.ac.uk.

Day	Time	Activity	Location
Thursdays	11.45 - 12.45	Sports	3G Pitch
Thursdays	12.45 - 13.45	Sports	3G Pitch
Fridays	11.45 - 12.45	Football	3G Pitch
Fridays	12.45 - 13.45	Football	3G Pitch
Fridays	13.45 - 14.30	Table Tennis	Dance Studio



Become an Xtra!

Volunteer as an Xtra (Student Ambassador) for the College and you will help your fellow students settle into college life.

There is also a wide range of benefits to being an Xtra. Not only will you get to meet lots of new people, but it's a great opportunity to boost your CV or university application.

As an Xtra, you will:

- Support staff in promoting the College.
- Show prospective students and their families around the College.
- Develop your skills and enhance your CV.
- Meet students from across the College.
- Represent the College at our Open Events.
- Enjoy rewards for your hard work!
- Free Xtras T-shirt and hoodie.

Contact the Student Engagement Team to apply.



Sports Academies



Students' Union



Guest Speakers



Student Voice



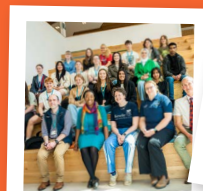
Competitions



Trips and Visits

BE XTRA ORDINARY

Student life at NSCG is so much more than studying... it's about freedom to be yourself, it's about the experiences on offer, it's about the discovery of new passions and it's about making **your mark**.



Next Steps



Duke of Edinburgh Award



Celebration of Success



Fundraising, Volunteering and Charity Work



Employer Encounters



Your Student Union.



Stand for election in the Students' Union and spend your spare time representing the views of your fellow students by attending meetings with college managers and campaigning for relevant issues.

Represent your peers

The Students' Union is a student-run group that dedicates its time and resources to give the whole college student community opportunities, events and to lead the student voice strategy. There are a number of roles within the Union:

- President
- Vice President
- Mental Health & Wellbeing Officer
- Equality, Diversity & Inclusion Officer
- Gender Equality Officer
- Marketing & Social Media Officer
- Ethnic Groups Officer
- Sports & Activities Officer
- Environmental Officer
- Mature Student Officer
- Students with Disabilities Officer



Class Reps

Class Reps are voted for by their fellow classmates. A Class Rep is a student who represents the views of their class on academic and college matters to their tutors, department and faculty. Class Reps may also be chosen to be part of the Student Board or attend the annual Student Conference.

Student Board

The Student Board is a group of selected class reps from each curriculum area that meet termly to discuss college life and issues with a member of the Senior Management Team and a College Governor.

These meetings are chaired by the Students' Union President.

The Student Conference

The Student Conference is an annual event that takes place at the beginning of February each year. Around 100 class reps are invited to take part in the conference where they take part in 8 x 10 minute workshops hosted by staff members to gain feedback on a range of college life topics.

The feedback is then actioned by relevant staff to improve the student experience of college life.

Outside the classroom.



Get social

We of course want you to engage with us on social media but also know you'll probably want to share your college experiences with your family and friends too.

In general, you should avoid posting the following:

- Negative comments, posts or messages
- Questionable or compromising photos of yourself or others
- Offensive jokes, photos or material
- Highly emotional content

Lanyards

Student safety is our priority and we insist all students visibly display their student ID card around their neck at all times when in or around any of the College's buildings. You should use your student lanyard that you were provided with when you were issued your ID card. You'll need your student ID card on you at all times anyway, otherwise you won't be able to enter the College building. The card also doubles up as your cashless payment card, which you will need to buy items from Starbucks, the College Shop and the Food Hall. Everyone on campus has a responsibility to wear their lanyard and ID card at all times.

Here is a guide to the College's lanyard colour coding:

- Student ● Staff ● Visitor ● HE Student
- Safeguarding Team

Taking care of your facilities

We continue to invest in our facilities to ensure students have a stimulating working environment. We are very proud of our college and we expect you to treat the building and facilities with the respect they deserve.

Safeguarding

Newcastle College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

Tutorial Newsletter

You can keep up to date with the news and events from Newcastle College via the weekly tutorial newsletter which will be delivered by your personal tutor each week, as well as updates on the College Facebook and Instagram. This will include information on events happening that week or in the coming few weeks and will tell you how you can get involved.

Worried or concerned?

If you are worried or concerned about yourself or someone you know, talk to a tutor or drop in to Student Services (second floor, next to the Library) or call or text the Safeguarding Team on **07919 218684**.

A photograph of two young women, one with long brown hair and one with long blonde hair, both wearing blue lanyards. They are looking down at a tablet computer held by the blonde woman. They are outdoors with green foliage in the background.

Eating & Drinking

There are designated areas within the College for you to eat and drink. We have in-house catering facilities which are open daily.

The Food Hall provides breakfast options until 11am daily – you can grab anything from a slice of toast to a full English breakfast at reasonable prices. The lunchtime menu is available from 11.15am to 2.15pm, with snacks, healthy options, daily specials and loads more. Special dietary requirements can be discussed with the catering team.

Our Starbucks Coffee Shop, which is open from 8am to 6pm daily, sells all the drinks that you would find in any high-street Starbucks shop. You can also find breakfast snacks and daily meal deals.

Starbucks is accessible to our evening students and a special evening menu is available. Hot food is also served at The Hive and our Performing Arts Centre.

The College also has a retail shop which is situated within the Food Hall and is open from 8am to 5pm every day. You can buy cold drinks, sandwiches, confectionery, crisps, snacks, greeting cards, stationery and a range of art and craft materials.

Students are kindly asked not to bring in food purchased from outside retailers to eat on the premises. You are welcome to bring your own food, snacks and drinks from home.

Remember – if you are in before 9am, you can get free tea, toast and fruit!

Parking

We are committed to making our campus safe for students, staff and visitors. We have just a few ground rules and useful information for travelling to and around the campus.

If you own a car and want to park at the College, there is a dedicated student car park accessible from Ashfields New Road. Please note that this is the only area where students are permitted to park. Parking on-site is free of charge and spaces are allocated on a 'first come, first served' basis – so don't be late arriving!

The student car park is barrier-controlled, which will be activated by your student ID card. If you want to use the student car park, please register your details with the Security Office on or after enrolment, so that your card can be configured to operate the barrier.

Blue-badge holders may be given access to designated spaces and should contact the Security Office for further details.

Have courtesy for your fellow drivers and please park in marked bays only. The college Security Team will closely monitor car-

parking etiquette and drivers of vehicles parked inappropriately will be asked to move their cars.

Special facilities are provided for the parking of bicycles and motorcycles – please use designated areas only. You are strongly advised to use a high-security lock on your bicycle or motorcycle, which must not be left in car parking bays, nor secured to fences or railings around the site.

For students who are dropped off at college, please be aware that there is a drop-off bay on the western side of the College building, which uses the Gordon Banks Sports Centre entrance, off Knutton Lane. Because of limited space, vehicles are asked to restrict their waiting time to the absolute minimum. Drivers must not drop off passengers, reverse or perform u-turns in any of the main entrances, as this creates a hazard for other road users and pedestrians.

Please be aware that the College cannot accept responsibility for loss or damage to vehicles or their contents, so please ensure that your vehicle is secure and that all valuables are out of sight.



Travelling to college.

Travelling to college has never been so easy! Whether you are cycling, taking the bus or the train, there are plenty of options and discounts available to you.



Get in touch

For more information about Financial Support or travel, please contact the Student Finance Team or visit our website: nscg.ac.uk/finance

E: studentfinanceteam@nscg.ac.uk

T: 01782 254188

Travelling via bus

If you are catching the bus to college, the bus operators offer discounted weekly and monthly tickets for students.

Purchase your tickets directly from the operator to get the best price.

16 - 17 Railcard

If you are aged 16 or 17, you can enjoy 50% off standard Anytime, Off-Peak, Advance and Season Tickets, helping you to save money.

A 16-17 Saver is £35 and is valid for one year or until your 18th birthday, whichever comes first.

For more information, FAQs and how to apply, please visit 16-17saver.co.uk

Cycling to college

Special facilities are provided for the parking of bicycles and motorcycles – please use designated areas only. You are strongly advised to use a high-security lock on your cycle, which must not be left secured to fences or railings around the site.

16 - 25 Railcard

The 16-25 railcard will give you 1/3 off rail fares when travelling by train. The railcard costs £35 and you can save money on a wide range of tickets. You can also buy a railcard if you are a mature student. Railcards can be used all day, with a £12 minimum spend during peak times.

For further information, FAQs and how to apply, please visit 16-25railcard.co.uk or 26-30railcard.co.uk

2026/7 term dates



Term dates are correct at the time of printing. Please ensure you check nscg.ac.uk/termdates for the most up to date information regarding term dates.

Autumn Term 2026

Monday 31 August	Bank Holiday
Thursday 3 September	Start of Term Teaching Commences
Friday 23 October	CP Day (Non-Teaching Day)
Monday 26 October - Friday 30 October	Half Term
Monday 2 November	Teaching resumes after Half Term
Wednesday 4 November	CP Day (Non-Teaching Day)
Friday 18 December	Last Day of Term and Teaching
Monday 21 December - Friday 1 January	Christmas & New Year Break

Spring Term 2027

Monday 4 January	Start of Term Teaching Commences
Wednesday 10 February	CP Day (Non-Teaching Day)
Monday 15 February - Friday 19 February	Half Term
Monday 22 February	Teaching resumes after Half Term
Thursday 25 March	Last Day of Term and Teaching
Friday 26 March - Friday 9 April	Easter Break

Summer Term 2027

Monday 12 April	Start of Term Teaching Commences
Monday 3 May	Bank Holiday
Friday 14 May	CP Day (Non-Teaching Day)
Monday 31 May - Friday 4 June	Half Term
Wednesday 23 June	End of Teaching

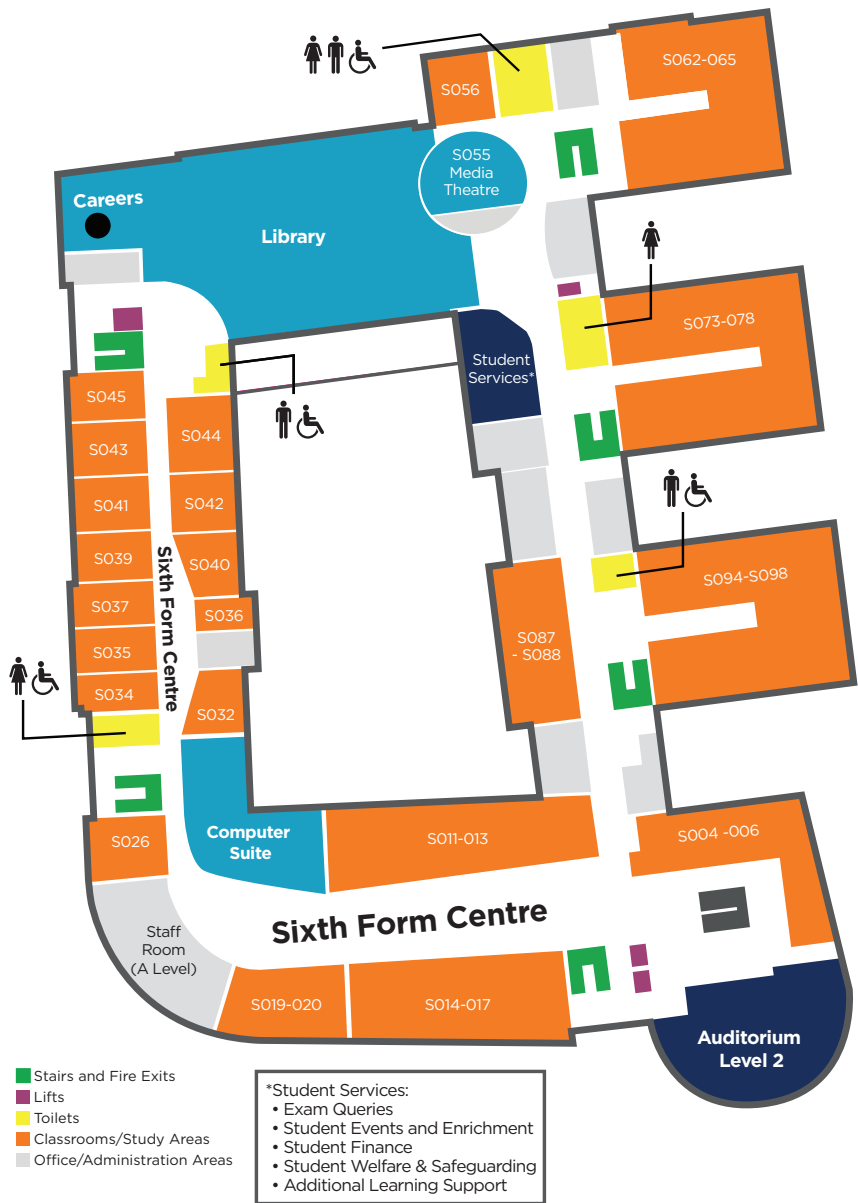
Ground Floor.



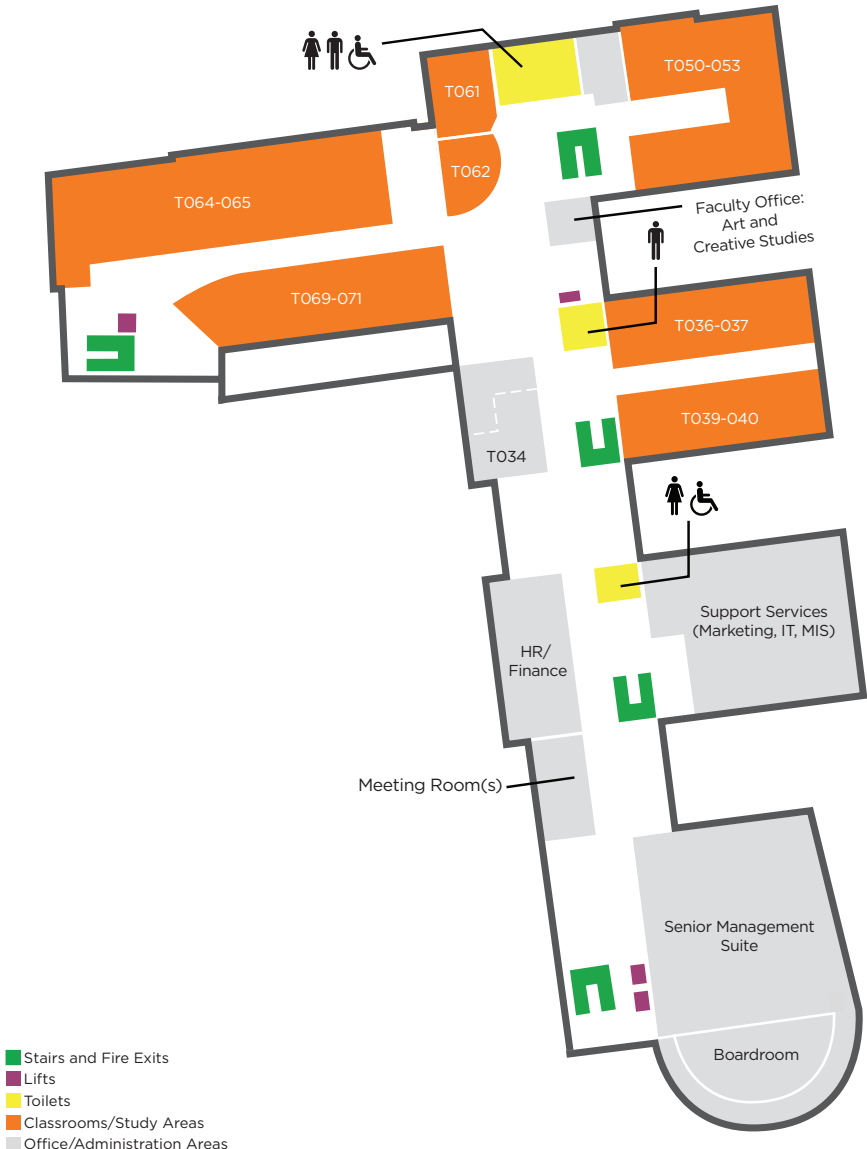
First Floor.



Second Floor.



Third Floor.



Code of Conduct

At NSCG we ask every student to follow five simple expectations.

These expectations apply whenever you are representing the College – on campus, online, on work placement, educational visits and when travelling to and from college.

Be Respectful

- Follow staff instructions and treat everyone with kindness, courtesy and respect.
- Value difference and help create an inclusive environment where everyone belongs.
- Communicate respectfully in person and online.
- Never bully, harass, intimidate or discriminate against others.

Be Ready

- Attend every lesson, arrive on time and be ready to learn.
- Bring the equipment you need and take part positively in lessons.
- Follow staff instructions and respect the learning of others.

Be Responsible

- Behave honestly and with integrity.
- Wear your college ID at all times and show it when asked by staff.
- Dress appropriately for college while expressing your individuality. Wear any required uniform or PPE, but avoid clothing that is offensive, discriminatory or unsafe.
- Use mobile phones and digital technology responsibly, without disrupting learning and as instructed by the member of staff.
- Submit your own work and only use AI where authorised by your lecturer. It can be useful to aid revision, summarise and practise.
- Look after college facilities, equipment and the environment.

Be Safe

- Follow health and safety instructions at all times.
- Report any safeguarding, safety or wellbeing concerns to a member of staff.
- Never bring weapons, illegal substances or other prohibited items onto college premises.
- Respect our smoke-free and vape-free campus.

Be Professional

- Represent yourself and the college positively.
- Act responsibly on social media and when communicating online.
- Do not record, photograph or film others without permission.
- Demonstrate the behaviours expected by employers.
- Take pride in your college and support those around you.

Unacceptable Behaviour

The following behaviours are not acceptable and may lead to disciplinary action:

- Bullying, harassment, discrimination or abusive behaviour.
- Violence, threatening behaviour or refusing to follow reasonable staff instructions.
- Persistent poor attendance, lateness or disruption to learning.
- Theft, vandalism or damage to property.
- Possession or use of weapons, illegal drugs or alcohol.
- Misuse of College IT systems or inappropriate online behaviour.
- Cheating, plagiarism or the unauthorised use of AI in assessed work.
- Any behaviour that puts others at risk or brings the College into disrepute.

Serious breaches of this Code may be treated as gross misconduct and could result in suspension or permanent exclusion in line with the Student Disciplinary Procedure.

It begins at:

nscg.ac.uk

Newcastle College

Knutton Lane
Newcastle-under-Lyme
Staffordshire
ST5 2GB

T: 01782 715111

E: info.newcastle@nscg.ac.uk

Part of the

NSCG

NEWCASTLE
AND STAFFORD
COLLEGES GROUP

The small print:

All our course information was correct when this brochure was printed. But sometimes things change at the last minute. For all the latest info it is always best to check our website.