



CENTRAL **SUSSEX** COLLEGE

# A to Z

to

of life at Central Sussex College

for **whoever** you want to be



# of life at Central Sussex College



**Starting at College** is new and exciting. It can, however, also raise questions either for you or your family.

We want you to make the most of your time with us at Central Sussex College and this guide is designed to help. We hope you will find it useful.

If you would like further information about anything contained in this brochure please contact Student Support :

**Tel:** 01293 442201/205/206 (Crawley), 01444 456281 (Haywards Heath)

**Email:** [info@centralsussex.ac.uk](mailto:info@centralsussex.ac.uk) (Crawley)

[info.hh@centralsussex.ac.uk](mailto:info.hh@centralsussex.ac.uk) (Haywards Heath)

**A**

The College has a special **absence line:** (Crawley) 01293 442269 or (Haywards Heath) 01444 456281. Non-attendance is closely monitored by staff and tutors, and you may be interviewed if you are off College, where appropriate. You or your family must call the College if you are going to be away.

There is a homestay **accommodation** adviser to help when you are studying at the College. The Accommodation Officer, in Student Support, can be contacted on **01293 442360**.

For **admissions** enquiries (eg. course information, applications, fees etc.) contact Admissions on **01293 442201/205/206** or **01293 453474** or, for Haywards Heath **01444 456281**.

**B**

The College expects high standards of **behaviour** at all times and the Code of Conduct provides guidelines about what is expected. Students who don't follow the rules will face disciplinary action and possible permanent exclusion.

**C**

Our qualified **Careers Advisers** are available to give you careers guidance and support throughout your course and to help you to progress to other courses, a job or Higher Education.

The average **class size** for full-time students is 18.

The role of the **College Council**, made up of representatives from all courses, is to make sure that the College management understands student views, and to report back to their classes. Any student can become a Council Representative.

Anyone who needs to make a formal **complaint** should follow the College's Complaints Procedure (explained in the Student Handbook). Copies are available from Student Support.

There are around 50 PCs in each of the major campus Learning Centres and students can use the College **computers** whenever they have free study time (and as long as they follow the rules). There are also lots of computers within teaching areas, which students will use as a part of their course.

Once you have enrolled, the College's qualified **counsellors** can give confidential advice to help with any kind of difficulty. Call **01293 442284** to book an appointment, or ask your Course Tutor or Welfare Adviser (Personal Adviser at Crawley).

**D**

There are **discounts** available for students - check out the Student Intranet, ask your Council Representative or talk to the Enrichment Co-ordinator (found off the Common Room at Crawley and in Room F1 at Haywards Heath).

**Educational Maintenance Allowance (EMA)** is a weekly allowance for students, based on household income levels, set by the government. The money is to pay for College equipment, books, trips and other expenses. You can apply online at [www.direct.gov.uk/ema](http://www.direct.gov.uk/ema) or by calling **0800 121 8989**.



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**E** The College offers activities, at a variety of times, to **enrich** your time at College; from book club to dance, and competitive sport on Wednesday afternoons. You will be asked, at Induction and regularly throughout the year, what you would like us to provide and you can sign up and join in at any time (though representative teams are chosen from trial sessions).

The College is committed to **equality of opportunity** for all and does not discriminate on the grounds of age, disability, race, socio-economic background, gender, sexual orientation or religious belief. A copy of the Equality & Diversity Policy is available from Student Support or the College website.

The government's **Every Child Matters** legislation underpins everything at the College, and actively promotes the five outcomes of:

- **Be Healthy** • **Stay safe** • **Enjoy and achieve** • **Make a positive contribution** • **Achieve economic well-being**

**F** Full-time under-19 Further Education EU (including UK students don't usually pay course **fees**. Costs for course-related uniforms, equipment or educational trips will be discussed at your enrolment interview. Income-linked financial support may be possible. Please contact Student Support for further information.

The College has a **Fitness Suite** on each of its major sites and you can book a session with enrichment staff.

Hot and cold **food** (snacks and traditional meals) are available from the Foodcourts. There are also vending machines on all College sites.

**G** From initial interview, to when you leave Central Sussex College, you will be given impartial **guidance** and support to achieve your potential and progress your career aims. This will come from your course teachers, personal tutors, the Careers Team and the Job Shop.

The College supports and encourages **green** practices, including recycling, reducing paper, energy and water use, litter control, healthy lifestyles and the use of public transport for travel to College. Please help us by doing your bit when you join your course.

**H** The College has clear **Health & Safety** policies and procedures to maintain high and safe standards for all. The policy is available from Student Support.

The **Hub Theatre**, at the Haywards Heath campus has all the latest industry-standard technology to provide an outstanding theatre space in which students perform. Productions are always open to the general public.

**I** You get a student **ID card** at enrolment, which must be carried at all times in College. You need it to use Learning Resource Centres/Libraries and Food Courts, plus to apply for parking permits and to take exams.

**Induction**, led by your tutor (with input from many Student Support teams), ensures that you are familiar with important basics, right from the beginning of your College career.

The **Intuition Salons**, at our Crawley and East Grinstead campuses, are open to all students. They offer a wide range of hair and beauty treatments. The prices are very competitive and you get 10% off with a College Student ID Card. A full price list and opening times are on the College website.

**J** The College **Job Shop** helps you to find the right job, whether full or part-time, and advises on apprenticeships. For the latest vacancies or to register call **01293 442320** and a Job Shop adviser will help you.

**K** For some courses, you will have to buy your course **kit** or equipment (eg. a beauty kit). Playing kit for College teams is provided.



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**L** The College has an Additional **Learning Support** Team to help students with learning difficulties and/or disabilities. We will give you the support you need to achieve as well as you can. For further information please call **01293 442329**.

'**Le Cordon Vert**' restaurant has gained an enviable reputation for its superb cuisine, excellent service and comfortable surroundings. You can book a table for yourself and your guests during term time. Call **01293 442335** 10am to 4pm from Monday to Friday, or visit [www.centralsussex.ac.uk/lecordonvert](http://www.centralsussex.ac.uk/lecordonvert) or drop-in to Reception at the Crawley campus.

**Libraries and LRCs**, which you will visit during Induction, stock a wide range of resources and have lots of PCs for private study use.

**M** There is a team of qualified First Aiders to give emergency **medical** help on College premises or trips. However, queries for advice on health issues or treatments must be taken to your family doctor.

**N** All College students over 16, and on a course of more than 10 weeks, are automatically members of the **National Union of Students (NUS)**. This gives you the opportunity to take part in student elections, to contribute to the student decision-making process and to claim discounts in a range of local shops and restaurants.

**O** The College did well in its last **Ofsted** inspection. The Inspectors repeatedly commented on our strong and effective leadership and governance and praised the College's "wide and inclusive" course offer, which meets the needs of our students well.

**P** We have a Police Community Support Officer, **PCSO**, based at the Crawley campus. He is always available to advise you and also helps to deliver parts of the tutorial programme. In addition he keeps the College up-to-date with current community police matters.

At the Crawley campus every full-time student under the age of 19 has a dedicated **Personal Adviser**. They will be available to help you with course and non-course issues, and will expect to see you once a term. They are also happy to speak to your parents or guardians if a problem arises at College. (At Haywards Heath your Tutor performs this role)

A **photocopying and printing** service, including binding assignments, is available at College for you. You can also buy stationery and memory sticks at reasonable prices.

**In line with caring for the environment and helping you to lead a healthier lifestyle, we expect most of you to walk or to use public transport to get to College.** Those of you who really need to use a car to travel to College should be aware that there is very limited parking available. If you drive to College you must get a **parking permit** (forms from Reception) though this still does not guarantee the availability of a parking space. As well as displaying your permit, you will be charged to park.

**Q** Everyone at the College is committed to providing high **quality** services. We have been awarded several quality kitemarks including Investors in People, Matrix Quality Standard, Positive about Disabled People and the Guidance Accreditation Board kitemark for Information, Advice and Guidance services for adults.

**R** Our students achieve some excellent exam **results** and achievements, which can be seen on our website.

Through our system of regular **reviews** (and Parents' Evenings) you will have lots of opportunity to monitor your progress at College.

Your parents/guardians will receive copies of reviews (either paper-based or online) and are invited to attend Parents' Evenings during the year.



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**S**

Central Sussex College has a diverse **student** population of all ages, including a small international community.

Student **Support** is divided into a number of support teams, who will help you through your time at College. These include: Admissions, Welfare, Careers, Additional Learning Support and Enrichment.

**T**

You will get a **timetable** from your tutor at the beginning of your course. This will show you when and where your commitments in College are.

You should walk or use public transport to **travel** to College wherever possible. To help with this the College has negotiated travel discounts with local companies. For further details you can pick up a leaflet from Student Support.

Many courses organise **trips and visits** to help towards your understanding of your studies. You will be expected to contribute towards these planned events.

As a full-time student you will have a personal **tutor**, who delivers the tutorial programme and also acts as your learning manager to provide guidance and advice around your academic progress. They will meet you at the weekly tutorial to share information on activities and events around College as well as giving you 1:1 interviews.

**U**

For some courses you will need to buy your own **uniform** (details at enrolment).

**V**

If you join our sixth form campus in Haywards Heath, with GCSE scores of 7.0 and above (Grade A average) you will be selected for our **Very Able and Talented** programme at enrolment. You may also be able to join it at a later date, if you show exceptional achievement in your AS/A Level studies. There is also the chance to do the Cambridge Pre-U Certificate in Global Perspectives and the Independent Research Report (as the equivalent of a fifth A Level) if you are very able.

**W**

Many vocational courses include a **work placement**, which you would be expected to attend. If you are unable to avoid an absence, whilst on placement you must ring the Absence Line.

All campuses have members of the **Welfare Team**, who will help you by giving impartial information and advice on a range of personal issues, and can also refer you on to other people who can help in specific situations.

**X**

Term dates including **Xmas** and Easter holidays and College Closure Days are published in our prospectuses and on the College website.

**Y**

The College is committed to supporting every student and to giving you the help you need to achieve your qualification/pass your course, to help you to develop as an individual and to give you the skills you will need for **your future**.

**Z**

The College has **zero tolerance** of certain inappropriate behaviour on College premises. The Code of Conduct is available from Student Support and in your handbook.

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INVESTORS  
IN PEOPLE