



COLLEGE INFORMATION

College Opening Times

	OPEN	CLOSE
Monday	8.00am	7.00pm
Tuesday	8.00am	7.00pm
Wednesday	8.00am	7.00pm
Thursday	8.00am	7.00pm
Friday	8.00am	4.30pm

The Student Experience Centre

Based on the ground floor next to the canteen, the Student Experience Centre is where you will find a team of people dedicated to providing the ingredients needed for a positive experience at BSix. The team works alongside the curriculum in a variety of roles.

Tutorial

The team manages a programme of tutorial activities delivered across the College, all designed to support you with your studies and to help you develop as a person. These will be a mixture of group and individual activities and could include quizzes and games as well as workshops on key issues such as health, drugs awareness and money management. A key focus will be on supporting you to achieve your potential through tracking and monitoring progress, then agreeing strategies to develop the skills and knowledge which you will need to be successful.

Academic Performance Monitors

The Academic Performance Monitors monitor absences and how you are performing on your course, helping to identify the underlying causes. They liaise with students, parents, tutors and external agencies, such as The Learning Trust and Social Services, in order to ensure that appropriate action is taken. They work alongside your tutors and advise on the issues affecting or causing student absence or academic underperformance and help to develop strategies to deal with these.

Student Voice

Student input is very important to BSix and we have a variety of ways to gather students' views and ensure that you can be heard.

- Course/subject reps will be elected to represent their course to discuss the views and suggestions of their fellow students in a variety of regular meetings.
- There is also the opportunity to become part of a unique initiative which attracted a great deal of external interest last year - the Learning Advocate Programme. Learning Advocates are involved in a series of projects that help improve the total student experience and allow them to represent the college in a number of ways whilst developing their skills.
- There is also very active Student Union run for and by students. It organises events as well as offering a further opportunity to discuss and promote the views of the student body. The Student Union is an elected organisation run by and for students; they offer a wide range of activities from fund-raising to social events. Look out for information about forthcoming activities which are publicised on the Student Union notice board in the canteen. Elections for vacancies will be held in the first half of the autumn term. All students are welcome to apply.

This is your opportunity to get fully involved in the running of the College. For example, what do you think of the facilities, do you want more trips on your course, how would you like to see the College develop and improve and what social events do you want to organise?

We encourage all our students to tell us what they think, whether it is good or bad. We cannot change unless you tell us how we can do things better. If you want to be a Learning Advocate or a course rep for your group then let your Personal Tutor know.

SEAL Co-ordinator

SEAL (Social and Emotional Aspects of Learning) is a new and exciting initiative at BSix. SEAL seeks to address social and emotional blockages to learning by providing both students and staff with a range of experiences and tools to support, challenge and liberate. Areas covered for students include personal counselling, as well as structured group activities dealing with diverse topics such as Motivation, Self Confidence and Reaching Potential. Staff, too, will be offered workshops to empower and motivate them whilst developing their own emotional literacy. Teachers and support workers will benefit from group work focussing on implementing counselling skills in their work so as to benefit their relationships with students, colleagues and life in general. Sound ambitious? Absolutely! But it's the least our students and staff deserve.

Counselling

You can take control of your life by understanding why you do what you do, say what you say and feel what you feel.

Having your own counsellor at BSix means that you can talk to someone who won't judge you and won't tell your friends or family what you've been saying.

Counselling can help you to adapt, to change and to prepare for your future. It can also help you to:

- Learn more about yourself
- Deal with difficult feelings/situations
- Support with your studies

Enrichment

BSix believes that education is more than passing exams and therefore we offer a variety of activities which add value to the student when they apply for university or apply for work. This is an important part of the College experience and can open up new and interesting possibilities for all our students.

These activities allow you to develop new skills, meet and work with new groups of people. There is a huge choice of activities ranging from sports such as football, basketball and netball to dance groups, singing, video production and creative writing, societies such as the Christian Union and the Islamic Society and opportunities for voluntary work within the community. There is also training in First Aid and chances to join a debating group. We will regularly update the activities on offer and will be asking you to tell us what activities you want us to provide and we will do our best to find a Facilitator.

At BSix your education is not just about passing exams (although this is very important); it is about making you the best person you can be.

Canteen

You will be able to buy food and drink from the College canteen at break and lunch times. Most special diets will be catered for, but if you have any requirements that you feel are not being met, you are welcome to discuss them with the Canteen Manager.

As well as the canteen, vending machines are available for snacks and drinks throughout the day. **You must eat all your food in the canteen.** Drinks and food should not be consumed in any other area. You are allowed to take bottled water to classrooms but not food and other drinks.

Please help to keep the canteen tidy by putting all your litter in the bin and clearing your table when you have finished.

The canteen has pool tables, games, plasma screens for you to enjoy outside your class times. The canteen also holds events for students and staff to participate in – you will get details of these events through tutorials and on the noticeboards.

Student Study Centre

This area has been developed for students who wish to use the facilities for quiet reading or studying.

There is a range of books supplied to us by Borders the bookshop which you are welcome to read in the Study Centre.

Student Services

Opening Times	8:30 am – 4:00pm
Monday – Thursday	8.30 am – 3:00pm
Friday	

Educational Maintenance Allowance (EMA)

You can receive up to £30 per week in term time, plus termly bonuses of £100 and an achievement bonus of £100, which is payable if you complete the whole year. You have to apply for this allowance. The amount that you receive depends on your parent's/guardian's income. You can receive EMA as long as your household income is below £30,810 per year. You must meet the following conditions:

- You must be between 16-19 years old to be eligible
- You must have completed Year 11 of your schooling
- You must be going onto a course that has 12 or more hours a week on timetable
- If you are living with parents/guardians you must prove that you are receiving child benefit and some information about parents/guardians income details or
- Prove that you are living independently and claiming benefits
- **You must attend all classes, be on time and complete your work. If you do not, your EMA will be affected.**

You can receive EMA for three years and it will not affect your parents' income or benefits.

You will need a bank account in your own name. It is important that you apply for your EMA early so please complete an application form now, if you have not already done so. If you have any queries about your EMA you can book an appointment to see an administrator for help.

There is also the **Adult Learning Grant (ALG)** for students who are over 19. Like EMA students will receive payments for attending College. For more information see the Student Finance Officer in Student Services.

You can receive up to £30 per week to attend college
Collect an application pack from Student Services
You can earn money while you learn

Student Advisor

If you are worried about having money to continue studying, our Student Advisor can help you find out about other types of financial support you might be entitled to, both from the college and other organisations. We can help with things like travel, lunch, getting discounts, college trips and serious financial hardship.

If you are a parent, we can help you make an application for the Care to Learn Scheme. You may be entitled to up to £5,125 per year to help with your childcare costs for the times you are expected to be at the College.

The Student Advisor can also give you useful information and advice if you are experiencing housing difficulties and/or looking for some where to live.

Even if you have an issue which we cannot deal with we will always refer you to organisations that can.

No matter what challenges you are facing inside or outside of college, and they are affecting your studies, please make an appointment to see the Student Advisor who will be only too happy to help.

Support for Learning

The team provides additional support following an assessment for any student. This may be due to a learning difficulty or a sensory impairment. The team provides in-class and 1:1 support; assignment support workshops. The Skills Workshop in the LRC is also managed by the team. All students are encouraged to use the area to build their literacy skills.

BSix has a range of specialist equipment including lap-top computers, specialist software packages, Braille facilities, loop systems, Dictaphones, technical aids. Specialist teachers will assess students for ESOL and Dyslexia support. Examination arrangements can be made for additional time, a reader or scribe or a separate room.

Dyslexia Support

BSix welcomes students with dyslexia and offers practical support and encouragement to these students in their course of study.

The College recognises that being dyslexic does not relate to the student's 'intelligence' and that it affects people of all abilities. Dyslexics have the same strengths and talents as all other students, including problem solving skills, team working skills and enhanced creativity.

The College will not refuse a student a place on the course of their choice because they are dyslexic. By developing specific learning strategies and with appropriate help and technological support, dyslexic students can be highly successful. Dyslexia support in HE is an expanding area!

English Support at BSix College

All students will be offered English at some level in either literacy classes attached to their applied courses or separate GCSE, AS, A2 subjects.

BSix is committed to inclusive education and all students are encouraged to make the most of their skills and abilities. If you have a physical, sensory or learning disability you are entitled to extra help. We will confidentially listen to you and do our very best to ensure that you have all the support you need to succeed in your studies. In the same way, anyone who has difficulties keeping up with the Mathematics or English demands of their course will be given help. Speak to any of your teachers or your Personal Tutor.

If you need support speak to your tutor or your teachers.

Examinations

The Examinations Office deals with almost everything to do with your exams (GCSE, A Level, AS Level, NVQ, BTEC) and this is where you should go first with any queries. The Exams Officer can be found on the ground floor in the Central College Services area (Room A033). If you have had extra time or any other special considerations for your exams in the past you will need to speak to the Exams Officer, your Personal Tutor or your Learning Support Mentor.

The external exam boards have very strict regulations which all students must comply with. If you do not follow examining body conditions, you put your studies and your qualification at risk.

LRC (Learning Resources Centre)

The Learning Resources Centre (LRC) is a thriving and stimulating place. **It is open Monday to Thursday from 8.30 am until 7.00 pm and 8:30 – 3:00pm on Fridays.**

You will have access to a range of up-to date materials, facilities and services:

- Books, magazines, newspapers, audio tapes and DVD's
- PCs with internet access, networked CD ROMs and online resources
- Printing and copying facilities
- Enrichment activities and study skills workshops

The LRC has experienced staff to support your use of the computers and all the facilities. All users have to observe the LRC code and college IT policy. It is a place where everyone is respected. E-mails are monitored, to make sure that they do not contain anything of an offensive nature. Similarly, websites visited are constantly monitored to make sure that you do not access computer games, pornography, racist or violent sites or any inappropriate material.

The LRC is a welcoming place where you can work in groups or on your own.

Textbooks and Equipment

You have been provided with a Planner as a starting point for your studies, stationery may be purchased from the LRC. Most textbooks you will need on your course will be provided on free loan by the LRC. In addition, you may borrow books from the library without charge. If you are on a Hair and Beauty or Art course you will need additional equipment, your teacher will give you details at the start of your course. There may be some materials which you will need to replace during the year; you will be able to buy these at a subsidised rate from the College. If you have any difficulty paying for any of these resources, contact our Student Services Team.

IT Suite

The IT suite is open **Monday to Thursday from 9 am to 5 pm and 9:00 am until 3pm on Fridays.**

It is a drop-in centre where you will be able to use a computer to research and complete assignments on your own. All users have to observe the LRC code and college IT policy.

**Please work quietly and constructively in the LRC and in the IT Suite
in order to maintain a calm and peaceful atmosphere.**

Prayer Rooms (Male and Female)

For many people, opportunity to pray during the day is very important. The College has a dedicated prayer room, where any student can go for quiet thought or for prayer. Washing facilities are available for those students who require them. The prayer rooms are available to all religions and for this reason all users must respect the needs of others.

All aids to worship should be cleared away after use. No notices or images should be pinned to the walls, a notice board is provided near to the prayer room, where students can place notices.