

GETTING READY

FOR

COLLEGE



Peterborough
College

2025-26

WELCOME

Introduction from **Sarah Young**
Vice Principal - Student & Staff Experience



Welcome to Peterborough College.

We are so pleased that you have chosen Peterborough College as your first choice. Our mission is to transform lives through inspirational and innovative learning, and we're dedicated to providing you with the best possible experience.

This guide is packed with information to ease your transition into life at College. It covers everything you need to know for your first few weeks. Take some time to explore it!

At Peterborough College we provide opportunities for all, respecting and celebrating the diverse communities we serve. We have high expectations of everyone within our College community ensuring we promote a culture of respect and support in an environment that is caring and friendly to enable everyone to thrive.

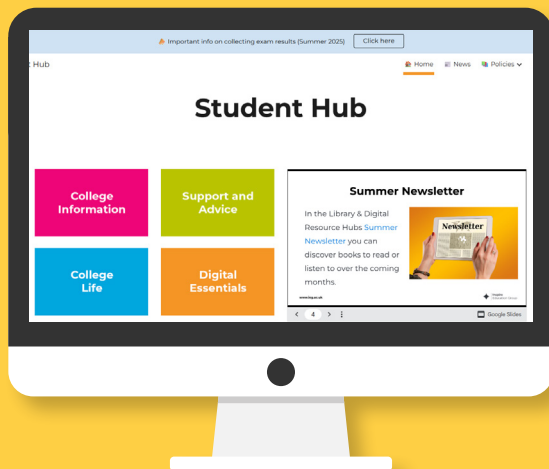
We wish you lots of success on your journey at College as you take your next steps towards your future career. Good luck.

CONTENTS

The Student Hub	4
Keeping You Safe at College	5
Behaviours and Attitudes	7
Attendance and Your Success	12
Getting Involved	14
Here to Support You	16
Life On Campus	18
Looking After Your Wellbeing	22
Supporting Our Vulnerable Students	27
Employability Skills and Personal Development	28
Equality, Diversity and Inclusion	30
Key Contacts and Campus Map	32
Social Spaces	34
Frequently Asked Questions	36
Spectrum.Life: Student Support Service	37
Notes	38

THE STUDENT HUB

The Student Hub has everything you need during your time at College. From access to policies, information about support services and College life it's all only a click away. You can also access links to all the digital platforms that you will use whilst studying at College.

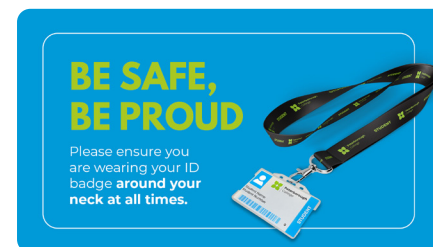


KEEPING YOU SAFE AT COLLEGE

At Inspire Education Group, we are committed to prioritising your safety and wellbeing at all times. We have many ways to ensure that you feel safe both inside and outside College and can thrive during your time with us.

LANYARDS

All students, staff and visitors are issued with ID lanyards to safeguard everyone. It is your responsibility to wear your lanyard, around your neck, at all times whilst in College. If you forget your lanyard, you can be issued with a temporary one-day lanyard from Reception. A replacement can be purchased for £5.



They can assist with any concerns you have about your, or someone else's safety (at home or College) and we will be able to signpost you to an appropriate support service or help you develop ways of coping. We also have trained Prevent Leads in the Safeguarding team who can help if you are worried about the political, religious or social views someone else is expressing, or perhaps something you have been exposed to yourself.

There is always a member of the Safeguarding team onsite for you to talk to between 8.30am - 5.00pm Monday to Thursday and until 4.30pm on Fridays excluding public and bank holidays.

Call 07740 456720

Email safeguarding.pbo@ieg.ac.uk

Visit Student Wellbeing Services in YE-016

SAFEGUARDING & PREVENT

All of our staff are regularly trained in Safeguarding and Prevent and are here to help you. If you have a concern you can raise it with your personal Tutor, Student Mentor or member of Student Wellbeing Services. We also have a dedicated and experienced Safeguarding team who are here to support our students who are at risk of harm.

NEED SUPPORT FROM OUR SAFEGUARDING TEAM?

Just look out for the 'Bee-Safe' lanyards. We are here to help!

Call 07740 456720
Email safeguarding.pbo@ieg.ac.uk
Drop-in Student Wellbeing Services

At IEG it's important that staff and students feel safe on campus in an environment they can thrive in. We work hard to ensure safety of our students at all times and our Safeguarding team have regular contact with key organisations and Police to ensure they have up to date information about issues in the local area that may be affecting you or someone you know. For the safety of our community we have the following measures:

- **Day Duty Principal** to manage incidents and behaviours, working closely with key organisations.
- **Safety team and CCTV** monitoring key areas including social spaces inside and outside campus.
- **Online safety procedures** including blocking, filtering and monitoring of websites and social media.
- **Health and Safety Officers,** Personal Emergency Evacuation Plans, First Aiders and First Aid Room.
- **Car registration** and car park passes to ensure only members of the College community park on-site.

- **Bike sheds** accessible with your ID.
- **Smoking and vaping**
We are a no smoking campus. Please note that smoking/vaping is only allowed in designated areas outside and away from College buildings. Smoking/vaping is not permitted inside College buildings or near the entrances.

PERSONAL PROPERTY

The College will make every effort to safeguard the personal effects of staff and students. However, it cannot accept liability for personal belongings. You are advised not to bring valuables into College. Keep personal belongings with you and be vigilant at all times.

The use of, being under the influence of, or in possession of alcohol, or any illegal substances or drugs, is not permitted on College grounds. Students found using, or in possession of these will have to follow the disciplinary procedure which could include suspension or exclusion from College.



Day Duty Principal
Lisa Nightingale-Gepp
Find her in Student Wellbeing Services
lisa.nightingale-gepp@ieg.ac.uk



Deputy Duty Principal
Sandra Starkey
Find her in GR-001
sandra.starkey@ieg.ac.uk

BEHAVIOURS AND ATTITUDES

BULLYING AND HARASSMENT

IEG has a comprehensive bullying and harassment policy and is committed to ensuring that everyone is equally valued and treated with respect.

All students are protected from different forms of harassment and / or bullying (including cyber bullying, prejudiced-based and discriminatory).

We are committed to the following values:

- Elimination of all forms of discrimination on the grounds of all protected characteristics as defined in the Equality Act 2010.
- Robust procedures to address discriminatory and prejudicial behaviour, either directly or indirectly, including racist, disability and homophobic bullying, use of derogatory language and racist incidents.
- Similarities are identified and celebrated, difference is valued and nurtured.
- A zero-tolerance approach to sexual violence or sexual harassment. This behaviour is never acceptable and will not be dismissed as 'banter', 'part of growing up' or 'just having a laugh'.

We expect every student to embrace and live by these values, thereby developing knowledge, skills and attitudes which enable them to develop and grow to be educated, respected and respectful adults in their local community.

We recognise that a student's academic progress and emotional wellbeing may be adversely affected if they are subjected to any forms of bullying and or harassment. There is also a negative impact for those who engage in these behaviours or witness them.

The College is committed to fostering a safe and respectful environment for all students. We operate a zero-tolerance approach to sexual violence, sexual harassment, and any form of misogynistic or misandric behaviour and language.

All incidents witnessed or experienced should be reported immediately to your Student Mentor, the Duty Principal or a member of the Safeguarding team. Scan here to report incidents or concerns.



ARE YOUR BEHAVIOURS APPROPRIATE?



IEG takes all types of bullying and harassment seriously. We have zero tolerance towards bullying, harassment and violence. Here at IEG we are committed to promoting a respectful and inclusive environment where we can celebrate diversity.

VERBAL

- Sexual remarks or hurtful comments including asking intrusive questions.
- Spreading personal or sexual rumours.
- Teasing, intimidating, threatening or sarcastic behaviour.
- Catcalling, whistling or making offensive noises.
- Homophobic, biphobic or transphobic comments.
- Disrespectful comments about disabilities, sex, race, religion or belief, gender reassignment or sexual orientation.

PHYSICAL

- Restricting someone's movement or blocking them.
- Inappropriate physical contact: kissing, hugging, patting, rubbing, intentional brushing against others, invasion of personal space including following or standing too close on purpose.
- Physical aggression: hitting, kicking, slapping, pinching, spitting, tripping, pushing.
- Theft or destruction of someone's belongings.
- Inappropriate practical jokes.

NON VERBAL

- Looking a person's body up and down.
- Making offensive hand gestures or facial expressions of a sexual nature and staring.
- Leaving someone out on purpose or telling others not to be friends with someone.
- Embarrassing someone in public.
- Making assumptions about lifestyle/interests.

VISUAL

- Displaying sexually suggestive objects, pictures, cartoons or posters on devices.
- Showing other people sexually suggestive text messages or emails.
- Sharing or distributing sexually inappropriate images or videos.
- Touching, rubbing and showing of sexual organs and body parts to others.

ONLINE

- Posting or sending hurtful or extreme content/images via the Internet, social media platforms, chat apps and forums.
- Making online threats.
- Imitating others online or using their login.
- Deliberately excluding others online.
- Spreading gossip or rumours online.
- Damaging someone's social reputation or relationships.

WE WILL LISTEN.

Talk to us. Scan to report concerns or incidents anonymously. We value your feedback and are committed to be active listeners with open minds.



COLLEGE EXPECTATIONS

IEG believes effective learning is best achieved in a supportive and mutually respectful environment where high expectations of behaviour towards others and beyond the College community underpin a positive ethos leading to positive employment outcomes. Our aim, through use of restorative approaches, is to seek positive outcomes for all involved through understanding individual situations, conflict resolution and mediation. The aim is that students manage and take responsibility for their own behaviour.

STUDENT POSITIVE BEHAVIOUR POLICY

This policy applies to all enrolled students and covers misconduct alleged to have occurred on the College premises or other activity carried out as part of the student's course. This includes work related activities, College educational visits and the use of ICT including e-safety behaviour which may occur on or off College premises and on College transport.

STUDENT CODE OF CONDUCT

The Student Code of Conduct (page 10) will be shared with you during induction. This sets out the College expectations around being ready for College, keeping safe and being respectful.

Each student should demonstrate that they have read and understood the expectations and agree to them and their individual responsibility to work towards the Code of Conduct. Please ask your Student Mentor for further details, if you have not been given a copy to sign.

LEARNING AND BEHAVIOUR AGREEMENT

As part of the student positive behaviour and disciplinary process, you may be issued with a Learning and Behaviour Agreement. This is to support you to meet relevant targets and goals in order for you to achieve. Your Student Mentor, Head of Faculty or Assistant Head of Faculty will go through this with you, so you understand what is expected of you and the agreed time frames. This will be recorded on ProMonitor and a copy shared with your parents/carers or guardians.



STUDENT CODE OF CONDUCT



In order to benefit from your Study Programme and achieve positive outcomes we expect you to take full responsibility for your behaviour, attitude and learning. As an IEG student you are expected to:

BE READY

- Dress appropriately for College and be ready for work relating to your chosen study programme.
- Attend all timetabled classes and arrive on time. Inform the College by 8.30 am if you are absent.
- Strive to achieve 100% attendance for all aspects of your study programme including maths and English.
- Complete work to the best of your ability and meet deadlines. If a deadline cannot be reached, speak to your tutor as soon as possible.
- Be prepared for lessons with the correct equipment, uniforms and Personal Protective Equipment (PPE) if required.
- Always show motivation and a positive attitude towards your learning.
- Take responsibility to ensure that a suitable device to access online lessons is charged, has a good internet connection and is in good working order.
- Make sure your mobile phone is on silent unless being directed by a tutor to use it as part of your lesson.

BE SAFE

- Wear your College ID and lanyard at all times and show it when requested by a member of staff.
 - Not misuse bus passes or College ID, including not sharing with other students and allowing non-College individuals on site.
 - Register any vehicle when using car parks, arrive with care, adhere to speed limits and only park in designated areas.
 - Not be in possession of an offensive weapon, including knives and sharp objects.*
 - Not consume, be under the influence of, supply or be in possession of alcohol, illegal drugs or drug paraphernalia on College premises, College transport or whilst engaged in any College-related activities.
 - Inform the College of any changes to personal details or circumstances that may affect your studies. This may include, a change of address, becoming a Young Carer, being made homeless or obtaining a criminal record.
 - Smoke and vape only in the designated areas.
 - Not consume food and drink in the classroom (except bottled water).
 - Adhere to the IT Code of Conduct and not misuse any College equipment, computer network or try to access prohibited websites.*
 - Refrain from inappropriate use of the internet, social media platforms, live streaming sites, chat apps and forums to read and share inappropriate media/indecent and abusive images/pornography whether consensual or non-consensual.*
- *In incidents related to a potential crime or criminal behaviour the Police will be informed.

BE RESPECTFUL

- Towards the College facilities, campus grounds, College transport, the local neighbourhood, community and the environment including; not leaving litter, leaving social spaces tidy, refraining from loud music and antisocial behaviour or bringing the College into disrepute.
- Refraining from what might be deemed to be violent, aggressive or intimidating behaviour against any member of the College community including offensive language, making rude or derogatory remarks or swearing.
- Refraining from disrespectful, discriminatory attitudes and behaviours towards others including comments that focus on an individual's age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- Refrain from recording of staff members (either audio or visual) without their consent.
- Of the College 'Bullying and Harassment' policy and expectations. The College operates a zero tolerance policy towards sexual harassment and sexual violence which is not acceptable under any circumstances. This includes:
 - Incidents of sexism/sexist comments, misogyny/misandry, homophobia and biphobic offensive language.
 - Banter which is offensive or derogatory where an individual feels offended.
 - Negative behaviour that is intended to make someone feel upset, uncomfortable or unsafe.

I understand the College's expectations and agree my responsibilities during all College activities while on College premises, College transport and also activities off-site where I represent the College.

Student Name (Print)

Student Signature

Date

SEXUAL HARASSMENT AND VIOLENCE

IEG is fully committed to fostering a College community where misogynistic or misandrist behaviour, sexual harassment, and violence are not tolerated and have no place. Through personal development sessions and external speakers, we strive to make sure our students have a clear understanding of healthy relationships, consent and appropriate language and behaviours. If during your time studying with us you ever have any concerns relating to this please speak with your Student Mentor, the Duty Principal or a member of the Safeguarding team. Please be reassured that you will be taken seriously and treated with respect.

CALL IT OUT STAMP IT OUT!

Sexual Harassment is not a joke.

If you have experienced or witnessed sexual harassment of any kind please report to your Student Mentor or a member of the Safeguarding Team.

#It'sNotBanter

"IT'S NO BIG DEAL" SEXUAL HARASSMENT

YOU REPORT IT, WE STOP IT, DON'T ACCEPT IT!



WE WILL LISTEN. Scan to report concerns or incidents anonymously.

ATTENDANCE AND YOUR SUCCESS

At IEG, we believe that **high and consistent attendance is key to your success**. Our core vision is to “Be Bold, Be Brave, Be Exceptional,” and achieving this vision is strongly linked to **maximising your learning opportunities**.

WHY YOUR ATTENDANCE MATTERS:

- **Maximise Your Learning:** Every session is designed to build your knowledge and skills. Missing sessions can create gaps in your understanding, making it harder to keep up with coursework and prepare for assessments.
- **Stay on Track:** Regular attendance helps you stay informed about important announcements, deadlines, and course updates.
- **Develop Essential Skills:** Beyond academic content, attending regularly helps you develop valuable skills like time management, responsibility, and commitment, all of which are crucial for your future career.

- **Access Support:** Being present means that IEG staff can identify early if you're struggling and offer you timely support. We offer a range of support services, including academic guidance, wellbeing support, and financial advice.

OUR EXPECTATIONS FOR YOUR ATTENDANCE:

- **You are expected to attend all timetabled classes, practical sessions, workshops, placements, and any other required learning activities.** This includes personal development and English and maths sessions where appropriate.
- **Punctuality is important,** arriving late disrupts the learning environment for everyone.
- **A minimum of 95% attendance and good timekeeping is expected at all timetabled sessions,** both face-to-face and virtual. Your attendance must stay above 90%, and this will be checked every week in your tutorial and Personal Development (PD) sessions.
- **100% attendance is expected at all external and internal exams and assessments.**



WHAT TO DO IF YOU CAN'T ATTEND:

- If you are unable to attend a session for any reason, **you must notify the College as soon as possible, before the session begins.**
- **You can do this by calling the absence line before 9.00am daily or by using the online absence reporting button.**
- **Provide a valid reason for your absence.** If you have planned absences, such as medical appointments or College trips, inform your Student Mentor and teachers beforehand to gain approval and provide documentation where possible.
- **It is your responsibility to catch up on any content, notes, or assignments you miss** due to an absence. Speak to your tutor or classmates and check your online learning platforms.

SUPPORT AND MONITORING:

- IEG regularly monitors student attendance to identify when you might need support.
- **Early intervention is a priority.** If your attendance becomes a concern, your Student Mentor or a member of the support team will reach out to you to discuss any challenges and explore solutions together.
- For example, if you have an absence without reporting, your parent/guardian will be contacted. If there's a 3-week drop in attendance, or your overall attendance (including English, maths, and PD) falls below 95%, you and your parent/guardian will be invited to a meeting for swift intervention and support.

GETTING INVOLVED

ENGAGEMENT AND STUDENT VOICE

IEG is committed to consulting with its students on all aspects of the organisation, including teaching and learning, facilities and support services. Student voices are heard at every level within the College up to the Principal and Governors. We embrace student views to have an effective impact on leadership in raising the quality of its provision and influencing decision making.

Student voice is more than just talking in class, it's about empowering students to be active participants in their learning and shaping the College environment. Through the following avenues we encourage your participation:

- Student Surveys
- Forums and focus groups including LGBTQ+, Young Carers, Young Parents, Asylum Seekers and Refugees, Mental Health, SEND and Stronger Together: Men's Forum
- Peterborough Citizens
- Student Representatives
- Student Union
- 'You said, we did'

To get involved speak with your Student Mentor or Student Wellbeing Services.

EVERYONE IN OUR IEG COMMUNITY HAS A VOICE

- Take part in Student Council meetings and join a Class Rep
- Complete student surveys
- Email the Student Union
- Visit the Student Engagement Office
- Give feedback to your Class Rep
- Take part in Faculty Forums
- Participate in focus groups and focus groups
- Participate in specialist focus groups

COULD YOU BE A STUDENT UNION OFFICER?

We are looking to recruit up to 20 student union officers who would like to create positive change in 5 focus pillars:

- Equality, Diversity and Inclusion
- Sustainability
- Mental Health and Wellbeing
- Community Partnership
- Fundraising

- Receive training and mentoring from Peterborough Citizens
- Great experience to include on your CV and UCAS application
- Learn important skills such as organisation, team building and commitment
- Make friends and build your confidence at monthly meetings
- Contribute to the planning, promotion and delivery of projects at College
- Promote the Student Union and make sure your voice is heard

Scan for details

Scan to apply!

Speak to the Engagement team in GR-001 for more information.

WHAT'S ON?

We have a varied calendar of local and national events that are celebrated and recognised throughout the College year. We encourage students and external agencies to get involved to engage in a diverse range of activities.

We have a 'Weekly What's On' timetable of daily opportunities such as sports, games, clubs, forums and hobbies/interests for students to access which is advertised on notice boards and common social spaces. Ask your Student Mentor or Student Wellbeing Services if you need more information.

KEY DATES IN SEPTEMBER

- 1-30 SEPT**
Accepting Student Union Applications
For more information or to apply please visit GR-001 or the Student Hub.
- 10 SEPT**
Wellbeing Walk
Please meet at Main Reception at 12.30pm
- 16-17 SEPT**
Welcome Event
Join us for various activities and information stands in the Enterprise Lounge.
10.00am - 1.30pm
- 24 SEPT**
Young Carers Group
Drop-in to BL-003 to join.
12.30pm - 1.30pm
- 26 SEPT**
Macmillan Coffee Morning
Visit the Common Room to join.
10.00am - 12.00pm
- 30 SEPT**
LGBTQ+ Social Group
Drop-in to BL-003 to join.
12.30pm - 1.30pm



HERE TO SUPPORT YOU

STUDENT MENTOR

Your Student Mentor is a key person dedicated to your success and wellbeing. They will deliver dynamic and engaging weekly Personal Development sessions, equipping you with valuable skills for your College journey and beyond.

Beyond group sessions, your Student Mentor provides one-to-one pastoral support, checking in, offering guidance, and addressing concerns. They will help you navigate College systems, book appointments, and access available support. Your Student Mentor also monitors your attendance and discusses this in your one-to-one meetings. They will signpost you to ensure you receive comprehensive support aligned with IEG's Personal Development Strategy.

Expect a dynamic, innovative approach from your Student Mentor, ensuring your time at IEG is enriching and prepares you for your future. They are here to make your College experience rewarding and successful, so connect with them!

ADDITIONAL LEARNING SUPPORT

Additional Learning Support (ALS) is available for students assessed with barriers to learning and or Special Educational Needs or Disabilities (SEND) which may include specific learning difficulties and/or disabilities.

We have a team of qualified, experienced staff who are passionate about enabling students to achieve their aspirations.

We help students who need support with their learning. This support is to enable students to access all the opportunities on offer, maximise their potential and progress to the next stage in their career.

Students can be referred as part of the application or enrolment processes or can be referred at any time during their course. This can be done by parents, tutors or students contacting ALS as below. Upon referral, the ALS team will contact the student to organise a Learning Support Discussion and then produce a Support Plan outlining recommended support at College.

The support we offer will be different for every student according to their need. Our aim is to help students become independent learners so support will be planned and reviewed in collaboration with tutors.

The ALS team can be contacted on 01733 762168, you can email us at als.pbo@ieg.ac.uk or contact us via the Student Hub.

SEND FORUMS

We hold SEND Forums each term. This is an opportunity to share your views in order for us to continue to offer an excellent service that meets the needs of students. See the What's On calendar for more details.

EXAMS SUPPORT

Exam Access Arrangements (EAAs) from your previous school won't automatically transfer. To qualify for adjustments (e.g. extra time, reader, scribe, or assistive technology), you must consistently use these in lessons. Discuss your needs and past EAAs with your Tutor and the Additional Learning Support team right away, as all arrangements require advance approval. Eligibility is evidence-based, confirmed by your subject tutor through observation of your normal way of working.



ClaroRead, text to speech software, is available on all our computers to support students with reading. Please contact ALS for further details.

FINANCIAL SUPPORT

Enrolling on a College course can be expensive, therefore before you start a course, consideration should be given to costs you might incur.

For example; transport (to College and industry placements), equipment, uniform, and other materials.

Financial Support is available to remove financial barriers for students from households with an income lower than £45k per year. Students that would like to apply need to use the online link which will be sent out over the Summer. Evidence of household income must be uploaded so that the teams can assess your eligibility for financial support. We aim to assess applications within 20 working days, but this may take longer during busy periods (July-October) and support will be in place from the point you receive your financial support award email.

If you would like more information on the support available please visit the finance and funding pages on the website. If you have any queries, don't hesitate to contact us on info@peterborough.ac.uk and we will be more than happy to help.

FREE COLLEGE MEALS

If you apply for, and are awarded, Free College Meals or the Weekly Food Support allowance, your ID badge will be topped up with a daily amount of £6 per day (Free College Meals), or a weekly amount of £10 per week (Cost of Living Food Support).

You can use this at any of the College catering outlets. Just choose what you would like to eat and drink, then scan your ID badge at the till to pay.

LIFE ON CAMPUS

TRANSPORT

We have multiple bus routes available to students needing to use the bus services to get to College. For more information about our routes, including costs and payments, please visit the transport pages on our website. If you have any queries, don't hesitate to contact us on info@peterborough.ac.uk and we will be more than happy to help.

PARKING PERMITS

If you are intending to bring your car to College you must register your car and collect a parking permit at enrolment. If you pass your driving test, or decide to start using a car to come to College you can register your car and collect your parking pass from Reception or the Information, Advice and Guidance teams located near the main entrance.

YOUR EMAILS



You will be provided with a College email account to support you with your studies. Your teachers will use this to contact you about your coursework and you will also receive regular messages from the College on this address with news, events and competitions. Reasonable private use of this email account is allowed but there can be no presumption of privacy in these emails.

NETWORK ACCOUNTS

Your network account will be set up for you before your first classes start. Your tutor can show you how to use this account and how to access your course and learning information from the Student Launchpad. If you are unsure, you can call into IT Services for help.

INTERNET ACCESS

You can connect your own device to the College Wi-Fi. Before you come into College, you will need to download an app to your device called 'Get Eduroam'. Once you have your College email address and password, you can use these details to sign in. Further instructions can be found at www.ieg.ac.uk/eduroam.

When you are using a College PC, or using the College Wi-Fi on your own laptop, your access to the internet will be filtered, meaning that some sites will be blocked. These are sites deemed unsuitable or unacceptable according to a standard set of College rules.

Need help with IT? Drop in to the office (Yellow Zone, second floor, room YE-203) or email itservices@ieg.ac.uk.

It is essential that ID Badges are worn at all times when visiting IT Services as a "No ID, No Service" policy is enforced.

CHROMEBOOK LOAN SCHEME

For students that are eligible for Free College Meals and that may need an electronic device to complete their studies, the College has a stock of Chromebooks set aside for just those students.

If you fall into this category, you just need to pop into the Library with your ID badge and confirmation that you are eligible for Free College Meals for 25/26 and you will be able to loan out a device until the end of the academic year.

We are also able to offer a loan scheme to our students not on Free College Meals, upon receipt of a £50 deposit, paid through our online payment portal, Wise Pay. You just need to pop into the Library with your ID badge and confirmation that you have paid the deposit for 25/26 and you will be able to loan out a device until the end of the academic year.



Please note - Free College Meal eligible students will be notified when they can collect devices after the October half term break. Stock is limited so will be issued on a first come first serve basis, and you must have confirmation that you have been awarded Free College Meals for the current academic year to be eligible.

WISEPAY ONLINE PAYMENT PORTAL

The College has an online payment system called WisePay to make paying for College products quick and easy including trips, bus passes or even replacement ID badges. You can even top up your College ID badge to spend on food in any of the catering outlets!

The payment portal is accessible through our website or by scanning the code opposite.



LIBRARY

Our library provides a wide range of books for you to borrow including course-specific non-fiction resources and a fiction section, which we regularly promote to help you to discover new titles and authors. You can borrow 8 books for 4 weeks, as long as there is not a waiting list you can renew your library books. Please note library books are subject to fines if the loan goes overdue.

We have collections of eBooks, Audio books and databases which provide access to newspapers, journals, maps, fiction and other useful resources. These are available online 24/7. There are dedicated spaces for you to study and PCs or Chromebooks available to use whilst you are in the library. There are also printing and scanning facilities.

The friendly and knowledgeable team are always happy to help and can offer advice or sessions on finding and using resources. If you need to talk to a member of the team visit the Library, phone or email. The library is open throughout the year, please visit the Library page on the Student Hub for opening hours and further information. We look forward to meeting you and assisting you in your studies.

FOOD OUTLETS

Free breakfasts are available everyday during term time for students between 8.30am - 9.00am.

Breakfast is available in the Lounge and the Media and Journalism Centre.

All students have access to a variety of food outlets across the College, with each outlet having its own unique identity with a range of branded and homemade products:

- The Pantry
- The Lounge and The Deli Bar
- The Coffee Shop



Peterborough College

FREE BREAKFAST
Every day, for all staff and students.

8.00am - 9.00am
The Lounge

Images of breakfast food: toast with jam, cereal, and a coffee cup.

The Catering service commits to meeting your allergen, intolerance, religious and preference needs. If you are not sure please ask the team for assistance.

Don't miss out on the daily meal deal options made available and all made by our expertly trained catering staff.



DISCOUNTED HAIR AND BEAUTY TREATMENTS

Treat yourself to a range of hair and beauty treatments at Revive, our modern industry-standard salon offering hair, beauty and barbering services to students, staff and the general public. Our students will provide you with the very latest hair care, beauty therapy and men's grooming services at a fraction of the usual high street salon price.



GYM MEMBERSHIP

All students benefit from a discounted membership rate of £15 per month at Lifestyle Fitness.

CHILD CARE AT OUR ON-SITE NURSERY

Parcs Nursery aims to provide a welcoming and inclusive environment where children can thrive and families feel supported by a team of highly experienced, qualified and passionate staff. Eligible students can apply for funded places at Parcs Nursery. We can fund up to £180 per week (per child) for timetabled days, during term time only. You would need to be in receipt of benefits, or on an income of less than £35,000 (per household) and be able to provide evidence for this. For more information on how to apply and the accepted forms of evidence, please email the Information Centre: info@peterborough.ac.uk.

CHAPLAINCY SERVICE

Our Chaplain service supports individuals with a range of issues including helping you manage your faith whilst in College, bereavement and life circumstances. We have a main prayer and contemplation room and two smaller rooms labelled male/female where prayers can be said and wash facilities and prayer mats are provided. Whilst Faith is a small part of the Chaplaincy team, the team are available to all and everyone is welcome at our events and our coffee morning, regardless of religious affiliation.

LOOKING AFTER YOUR WELLBEING

At IEG we actively promote and support all our staff and students mental health and wellbeing.

Every area of the College has access to Mental Health First Aid trained staff, who are able to support you if you have an immediate concern. Drop in to Student Wellbeing Services or speak to your Student Mentor for help. All students who disclose a mental health or wellbeing need that requires support will be offered an initial support assessment to identify appropriate support pathways.

This may include or be a combination of:

- Support to access independent help guides, wellbeing toolkits, apps and online services.
- Signposting and referral support to specialist services and agencies.
- Regular catch ups, one-to-ones and named key contact with a member of the Student Wellbeing, Safeguarding and Engagement Team.
- Access to free counselling services and wellbeing sessions.
- Fitness to Study support for students on programme who are struggling with access and learning.

SPECTRUM.LIFE - STUDENT WELLBEING ESSENTIALS

On-demand resources to thrive with 24/7 support and instant access via phone, WhatsApp, SMS and live chat.

Spectrum Life is a wellbeing platform and app offering:

- 1000+ shopping discounts.
- Mental health, lifestyle, fitness, and nutrition eLearning.
- Digital gym and wellbeing with live and on demand sessions.



WELLBEING TOOLKIT

Pick up your copy of our toolkit that has some practical hints, tips and information to support your mental health and wellbeing.

MEDICAL AND PHYSICAL

Students who declare a physical health need prior to, or during the College year, will be invited to discuss this further with Student Wellbeing Services / Additional Learning Support / Health and Safety teams. During this discussion, you will be able to raise any concerns you have, and talk about the support you feel you need. We will work together to create a support plan for you. This can be reviewed at any time if your needs change. We will work with your area of study, to make any adaptations possible, if needed.

Students who feel they may have a problem with alcohol or drug use are encouraged to speak to the Student Wellbeing Services team. As well as offering pastoral support, the team can also help you to access external support services.

FIRST AID

IEG has a team of First Aiders to respond to accidents or illnesses whilst on site. If you require immediate support for your physical health throughout the year, speak to any member of staff who, if necessary, will contact a First Aider for you. Alternatively, you can find the First Aid room in the **Green Zone, GR-004**.

Your Tutor or First Aider may decide you can stay in class, or contact your parents / guardians to arrange getting you home or, if required, taken to A&E.



First Aid is not for medical advice, redressing wounds or minor conditions such as blisters from footwear. Students should bring in their own medication such as paracetamol and any relief aids for ongoing pain i.e. a hot water bottle or an ice pack if needed. Students should not come into College if they are unwell.

First Aid is not a replacement for medical advice. If this is needed, please speak to your doctor.

If you need First Aid, speak to a member of staff or visit room GR-004.



**Peterborough
College**

DO YOU FEEL SAFE? IF NOT, REPORT IT.

Contact the Safeguarding Team



Call or text 07740 456720



safeguarding.pbo@ieg.ac.uk



**Drop in to Student Wellbeing
Services**



**Scan to report it
WE WILL LISTEN**



**Inspire
Education Group**



Our Commitment To MENTAL HEALTH & WELLBEING

IEG is dedicated to fostering an exceptional culture where wellbeing is prioritised, and every member of our community feels valued, engaged, and empowered. We strive to forge a truly inclusive organisation where everyone has equality of opportunity to succeed. This commitment is underpinned by the AoC Mental Health Charter and is central to our Mental Health and Wellbeing Strategy, which outlines our plan to create a supportive and thriving environment for all.

Leadership and Ethos

We are committed to fostering a culture where mental health and wellbeing are championed at every level. Our leaders will:

- ✓ Visibly prioritise mental health and wellbeing.
- ✓ Create safe and supportive spaces for all.
- ✓ Champion a compassionate and inclusive culture.
- ✓ Actively prevent discrimination and harassment.
- ✓ Embed wellbeing in our vision, values, and practices.
- ✓ Promote a sense of belonging for every individual.

Support for Students

- **Be Bold** We encourage you to seek support when you need it. We offer a range of accessible resources to help you through your learning journey.
- **Be Brave** Talking about mental health takes courage. We're here to listen and support you without judgement.
- **Be Exceptional** Your wellbeing is key to your success. We're committed to creating a safe and welcoming environment where you can flourish.

IEG will ensure:

- ✓ Supportive transitions throughout your studies.
- ✓ Proactive support to identify needs early.
- ✓ Year-round wellbeing promotion and activities.
- ✓ A curriculum that promotes wellbeing and self-care.
- ✓ Easy-to-access, inclusive support services.
- ✓ Resources and support for your parents and carers.
- ✓ Targeted help when you need it, without stigma.
- ✓ Strong partnerships with local health services.

spectrum.life

Scan to access Spectrum Life digital student support services.
Use organisation code: INSPIRE



Workplace Wellbeing

- **Be Bold** Prioritise your own wellbeing. We encourage you to seek support when needed.
- **Be Brave** Open conversations about mental health are essential. We're committed to a culture of understanding and support.
- **Be Exceptional** Your wellbeing is vital to our success. We're dedicated to creating a thriving workplace where you feel valued and empowered.

IEG will ensure:

- ✓ A supportive and welcoming workplace culture.
- ✓ Your feedback shapes our Mental Health Strategy.
- ✓ Managers are trained to support your wellbeing.
- ✓ Confidence in supporting student mental health.
- ✓ Accessible support and interventions.
- ✓ Targeted mental health training.
- ✓ Opportunities for reflection and development.
- ✓ Ongoing development for specialist staff.

Scan to access more information on our Staff Wellbeing and Mental Health Platform on Inspire Insights.





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5 WAYS TO WELLBEING



Connect

Talk and Listen: Improves wellbeing by 15%. Join activity groups, talk to everyone you meet and try to make them smile :)



Be Active

Improves wellbeing by 12%. Try yoga, walking, dancing, boxing or any other exercise.



Keep Learning

Improves wellbeing by 15%. New skills or physical activities are a great way to learn and keep active. Learn from others or help them which will help you to connect and give!



Give

Giving through kindness or gratitude improves wellbeing by 24%. Smile at everyone you meet, kind words, kind deeds, write a positive journal.



Pay attention to the present moment

Improves your wellbeing by 10%. Take some time to enjoy the moment and the environment around you. This includes your thoughts and feelings, your body, and the world around you. Some people call this awareness 'Mindfulness'.



Inspire Education Group in association with Mindspace Stamford



SUPPORTING OUR VULNERABLE STUDENTS



IEG holds the National Care Covenant Award and the Carer Friendly Tick education standard. Student Wellbeing Services provides comprehensive support to students who are in or leaving care, young carers, and young parents.

This support aims to remove learning barriers, facilitate access to specialist resources, and enhance progression opportunities. Services include assistance with external funding, welfare benefits, housing, childcare, and financial management. We can also arrange timetable adjustments and special access to supportive services and review meetings. We collaborate closely with Virtual Schools to monitor attendance and co-produce Personal Education Plans.

Student Wellbeing Services works College-wide to provide tailored support to care leavers. Our commitment includes confidential one-to-one support, clear communication on attendance and deadlines, streamlined pathways to external services, and proactive College-wide awareness.

SUPPORT FOR DOMESTIC ABUSE

We have designated Domestic Abuse Champions. Staff wearing purple lanyards can provide support.

SUPPORTING OUR LGBTQ+ COMMUNITY



Awarded the Rainbow Flag Award, we champion individuality, empowering students to confidently embrace their identity.

SUPPORT FOR THOSE SEEKING SANCTUARY, ASYLUM, OR REFUGEE STATUS



As a nationally recognised College of Sanctuary, we are proud of our work with asylum seekers and refugees. We are committed to fostering a culture of welcome and safety for all seeking sanctuary, including asylum-seeking families and separated migrant children. Our Student Wellbeing Services offer a wide range of engagement opportunities, translation and interpreter services, access to agencies like the Refugee Council and Red Cross, and trauma-informed support.

EMPLOYABILITY SKILLS AND PERSONAL DEVELOPMENT

Here at Inspire Education Group we encourage and support you to develop your employability skills beyond the classroom. We design our study programmes around careers, it's not just a course.

PERSONAL DEVELOPMENT

Every week, you'll have a one-hour personal development session with your Student Mentor. During this dedicated time, you'll delve into key topics designed to keep you safe and well-prepared for your future. These sessions are totally custom-made for your chosen career path, and we've even teamed up with your tutors to make sure you get all the insider tips and tools you need. This is your chance to really explore your goals and get prepped for your next steps.

CAREERS

We champion careers not courses and want to support you as best we can in your future aspirations. Inside our Careers Hub are our Careers Advisors who you can speak to about:

- Advice and guidance on future course and careers choices.
- Apprenticeship and other work-based learning opportunities.

- Creating CVs and help with job applications.
- Looking for full and part-time work.
- Researching/applying to university.
- Applying for student finance for university.
- Getting ready for interviews.
- Volunteering.

You can do this by booking a one-to-one appointment or speaking to your Student Mentor / Tutor who can help arrange this for you. Look out for our Careers Programme Calendar that shows a range of activities available to support you with your next steps.



OPPORTUNITIES BEYOND THE CLASSROOM

We offer opportunities for you to develop your knowledge and skills and gain a better understanding of the world of work to support your progression. You can take part in a range of events and activities including:

- Careers programme with guest speakers, workshops, careers/HE fairs
- Volunteering opportunities
- Various master classes
- Industry visits
- Duke of Edinburgh's Award



WORK EXPERIENCE / INDUSTRY PLACEMENTS

Work experience and industry placements (for T Level students) aren't just a valuable addition to your College studies; they are a mandatory part of your learning and development. You simply cannot achieve the full scope of your course, nor gain the critical skills and confidence needed for your future, without completing this placement.

While the knowledge you gain in College is fundamental, hands-on experience in a real-world setting allows you to apply what you've learned, develop crucial industry-specific skills, and cultivate the professional attitudes that employers seek. This practical application significantly enhances your learning and makes your CV stand out.

We're here to support you in finding suitable placements directly related to your course. These experiences are designed to boost your confidence and prepare you for successful progression in your chosen field. For more information and to connect with the Work Experience Team, please visit the Student Hub.

CONSIDERING AN APPRENTICESHIP?

Apprenticeships are an exciting option, learning whilst you are earning. An apprenticeship is a paid job which offers hands-on work experience alongside off-the-job training.

An impressive 90% of apprentices stay in work after completing the apprenticeship. IEG offer a wider range of Apprenticeships across sectors and levels. Make sure to follow the College social pages for weekly apprenticeship vacancies!

The Apprenticeship team are here to help and advise you on your next steps, so do call in to see the apprenticeship team or email apprenticeships@ieg.ac.uk.

EQUALITY DIVERSITY AND INCLUSION

WHAT IS EQUALITY, DIVERSITY AND INCLUSION?

Equality means giving everyone the same rights and opportunities, so no one is treated unfairly or discriminated against.

Diversity is about recognizing and valuing differences among people, like their backgrounds, beliefs, abilities, and identities.

Inclusion means making sure everyone feels welcomed and valued, ensuring that all voices are heard and everyone can participate fully.

THE PROTECTED CHARACTERISTICS

Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Gender, and Sexual Orientation.

These characteristics are legally protected from discrimination. Inspire Education Group creates positive and inclusive environments for all staff and students where everyone feels valued and respected.

EVENTS

Throughout the year there is an opportunity to engage in a number of student engagement activities including our LGBTQ+ student groups, Cultural Awareness Week, and Visits from local community groups.



KEY CONTACTS AND CAMPUS MAP

A quick reference guide for your key contacts in the College.
If you are not sure who to ask, speak to your Tutor or Student Mentor and they will point you in the right direction.

Absence Line

0345 8728722 (option 1)
Leave your name, ID number, course
and reason for absence.

Apprenticeships

01733 762121
apprenticeships@ieg.ac.uk

Course Enquiries

0345 8728722
info@peterborough.ac.uk
Information Team based in Reception

Financial Support

0345 8728722
info@peterborough.ac.uk

First Aid

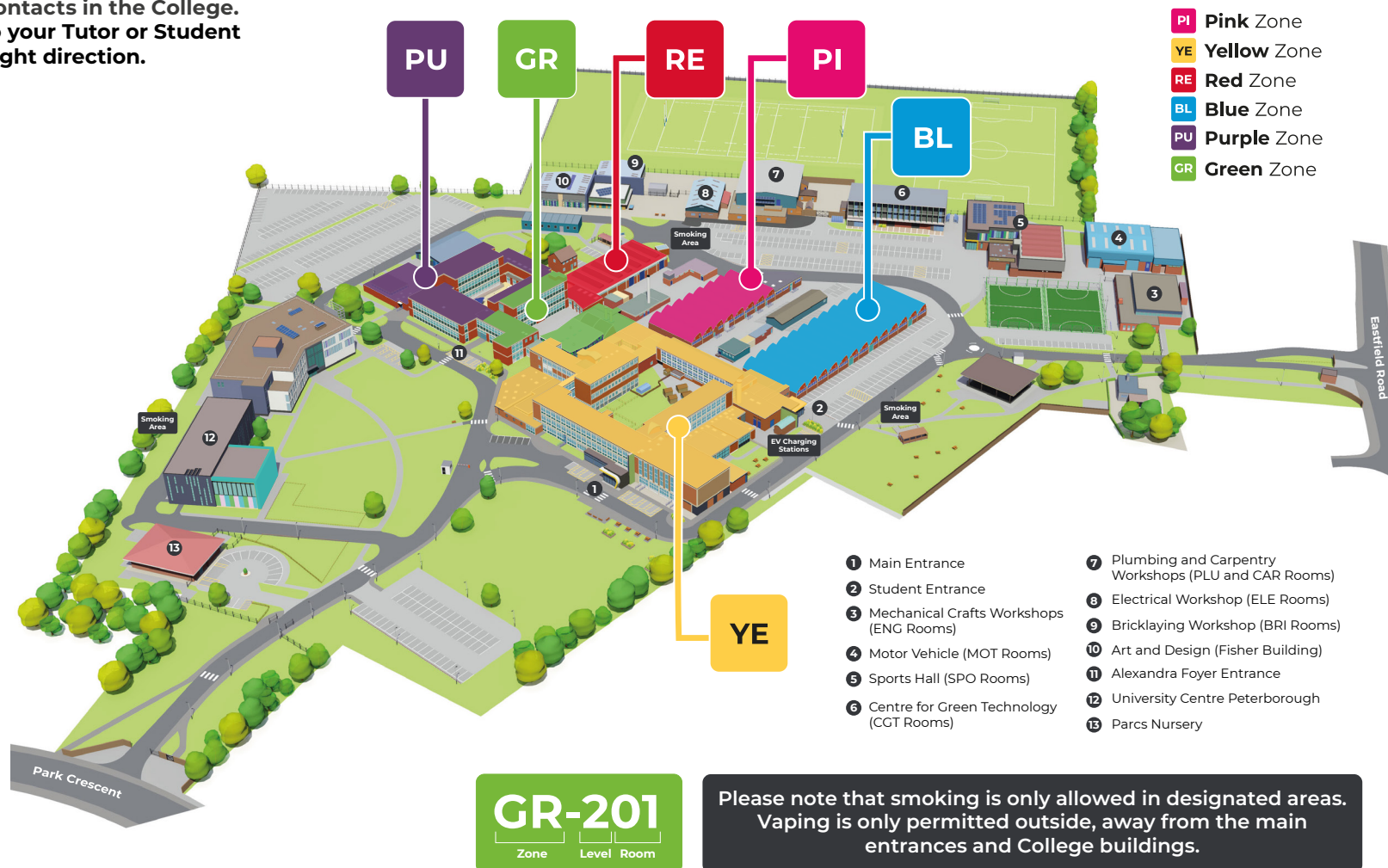
Speak to Reception,
any member of staff
or visit GR-004

Safeguarding

07740 456720
safeguarding.pbo@ieg.ac.uk
Safeguarding team based in
Student Wellbeing Services

Transport

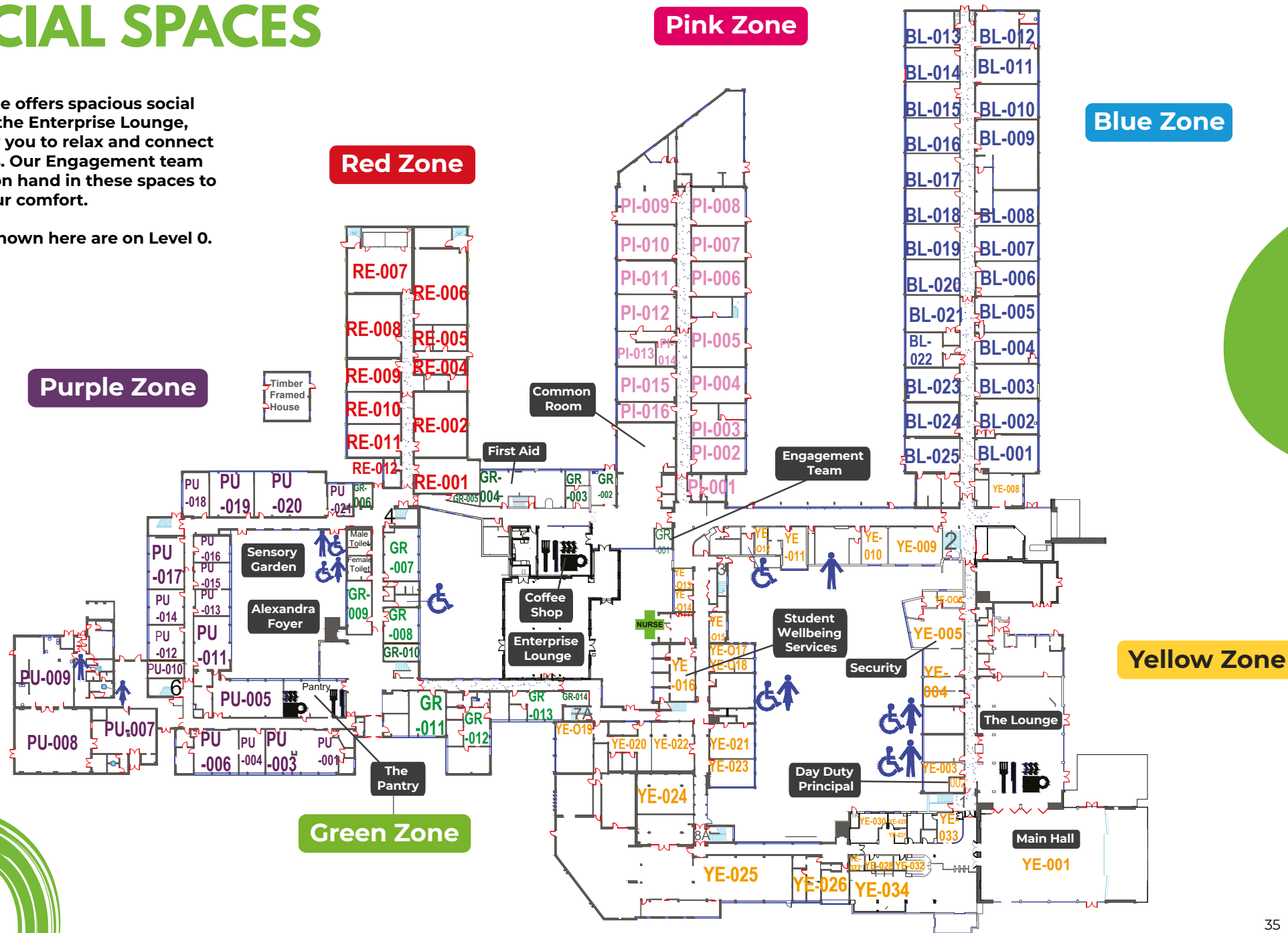
0345 8728722
info@peterborough.ac.uk



SOCIAL SPACES

Our College offers spacious social areas like the Enterprise Lounge, perfect for you to relax and connect with peers. Our Engagement team is always on hand in these spaces to ensure your comfort.

All areas shown here are on Level 0.



FREQUENTLY ASKED QUESTIONS

All the staff at Inspire Education Group are here to help you. If you have a question, just ask! Some of the most common questions are;

What if I lose my timetable?

Speak to your Student Mentor who will print you a new one or check ProPortal for a digital version.

What if I don't feel well enough to come to College?

Contact the College absence line by 9.00am on the morning of your absence to let us know you will not be in. Leave your name, ID number, course and reason for absence. Absence line: 0345 8728722 (Option 1).

What if I am lost?

Stop and ask any member of staff (wearing a grey staff lanyard) or go to Reception and they will be happy to help you.

What if I arrive late?

Go to your class immediately and explain why you are late.

What if I need a First Aider?

If you are injured or had an accident and are able, report to Estates. In emergency situations notify the first member of staff that you see. If you are feeling unwell and need to go home, you should speak to your Student Mentor or your Tutor.

What if my print credits have run out?

Go to the library to refill them.

What if I don't like the course I am on?

Speak to your Student Mentor, your lecturer or a member of the Information, Advice and Guidance team who will discuss your options.

What if I've lost something on campus?

Go to Reception and report any lost/found property items.

What if I forget or lose my ID badge?

You must report to Reception to be issued a temporary badge. If you have lost your badge you will be required to purchase a new one.



Student Support Service.

Your free, confidential service providing support for concerns big or small. Unlimited access to a 24/7 helpline, and hours of wellbeing content on the student portal.

Call and see how we can help.

UK Freephone: 0800 031 8227

IRE Freephone: 1800 903 542

WhatsApp: Text 'Hi' to 074 1836 0780

Access your Wellbeing Portal: app.spectrum.life/login

Click 'New Here? Sign Up' and enter your college's organisation code: INSPIRE

If you have signed up previously, your username is your email address.

We provide guidance and support for issues such as:

- Depression
- Anxiety
- Grief
- Addiction
- Relationships
- LGBTQ+



NOTES

Handwriting practice lines on page 38.

Handwriting practice lines on page 39.

**Have questions?
We are here to help.**



**Peterborough
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www.peterborough.ac.uk
0345 8728722
info@peterborough.ac.uk



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