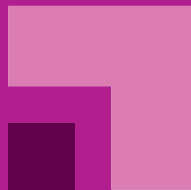


GO PRIESTLEY



Your one-stop guide to
making a bright start
at Priestley College



PRIESTLEY
◆◆◆ COLLEGE ◆◆◆
WARRINGTON

contents

Welcome from the Principal	3	Exams	22
First few days at college	4	Sport Priestley	23
Travelling into college	5-7	Priestley Plus	24
Walking or cycling to college	8-9	Excel at Priestley	25
Your timetable	10-11	Priestley Connect	26-31
Things to remember	12-13	Personal Development	32
Bursaries	14-15	Useful information	33-37
Keeping you safe	16-17	Wellbeing	38
British/Priestley Values	18	Safeguarding	39
Study Support Base	19	Campus guide	40-41
Equality and Diversity	20	Priestley directory	42-43
College Charter	21		

welcome

Congratulations on choosing Priestley College and securing your place at Enrolment. You will not regret your decision, just ask our Year 2s or former students and they will tell you what a rewarding experience studying at Priestley has been for them.

No matter what course you have chosen, you have decided to continue your education so I am certain you have your own goals that you wish to achieve at college.

During your time at Priestley you will receive individual support from tutors who will help you monitor your own progress while also supporting your development.

Ultimately, our goal is to ensure you have a happy, successful time at college and secure the university place, apprenticeship or job that you aspire to after your time with us is complete.

Priestley is a modern, diverse and vibrant college where you will make lifelong friends and memories. You are very welcome and we look forward to seeing your development in the months ahead.

James Gresty, Principal



* If any of the key information in Go Priestley has to change before you start at college we will of course let



Did you know?

Priestley College was established in 1979 to provide specialist post-16 education. The college was named after Joseph Priestley (1733-1804) who was associated with the Warrington Academy, one of the first advanced educational establishments in the country. you know.

first few days at college

At first college might seem a big and busy place, but it will not take long to settle in and find your way around. You will be treated more like a young adult than at school so, for example, there are no bells to remind you to go to class. What you will quickly find is that you will spend more time with like-minded people who have chosen the subjects you are studying. That can make it easier to make friends and settle in. And remember, there's lots of support available from your Progress Tutor, subject teachers and the Pastoral Heads.

Priestley's rules for all

Priestley's rules are in place to ensure the general wellbeing of the college community so that all students develop good study habits. We expect all students to follow the college expectations of behaviour, attendance and commitment to study.

Support and Disciplinary Procedure

The Support and Disciplinary Procedure will be explained during induction and is used to support you as a student to achieve your very best.



For the full student complaints procedure go to priestley.ac.uk/student-complaint



Student and College Councils

If there is a matter you want to raise for discussion you should see your tutor group representatives. The Council is a way to get your views heard by the college managers.



travelling into college

Direct bus services

Priestley works with Warrington's Own Buses and Selwyns Travel to provide affordable direct bus routes to college from Warrington and local areas (see page 6).

For full details about the routes see the travel page on our website, www.priestley.ac.uk/travel/ which you can find under THE COLLEGE button at the top of the home page.

Other services

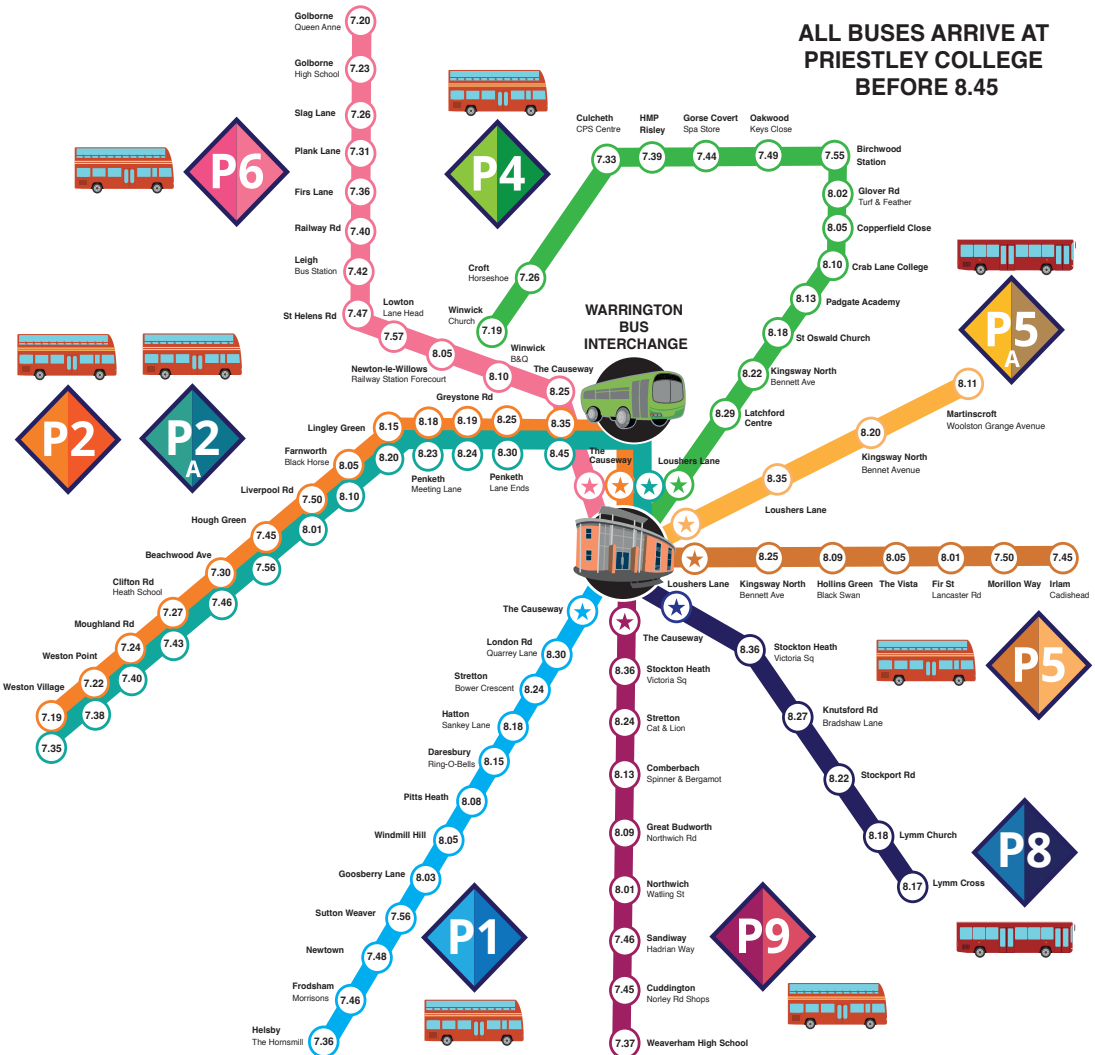
Buses run from the following areas to the Warrington Interchange and from there you can take another bus that stops along the Wilderspool Causeway near college or simply walk to the campus.

Altrincham	Helsby	Penketh
Bewsey	Houghton Green	Risley
Birchwood	Latchford	Runcorn
Burtonwood	Leigh	Sankey
Callands	Liverpool	Statham
Chester	Locking Stumps	St Helens
Cinnamon Brow	Longbarn	Stockton Heath
Croft	Longford	Stretton
Culcheth	Lowton	Thelwall
Dallam	Lymm	Walton
Earlestown	Martinscroft	Westbrook
Fearnhead	Newton-le-Willows	Westy
Frodsham	Oakwood	Widnes
Glazebury	Old Hall	Wigan
Golborne	Orford	Winwick
Gorse Covert	Padgate	Woolston

Arriva:

Arriva also provide the following services, which may be of use.
X30 Frodsham and Runcorn, 110 Halton and 360 Newton-le-Willows

**ALL BUSES ARRIVE AT
PRIESTLEY COLLEGE
BEFORE 8.45**



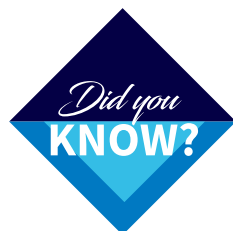
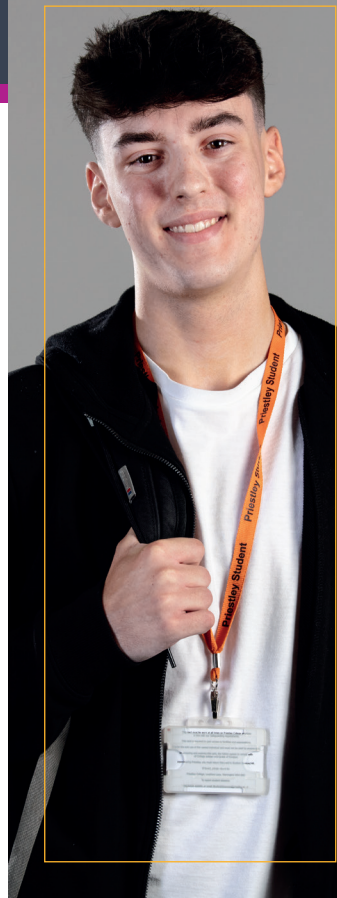
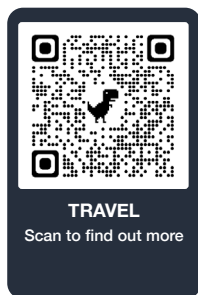
Bus passes

- Bursary students are entitled to a Touch & Go Card. It is the most economic way to travel into college. For details go to warringtonsownbuses.co.uk/touchandgo
- Arriva - Bus passes can be bought at reasonable prices at arrivabus.co.uk

All the above passes can also be used on weekends. Students must show a Priestley ID card when using their tickets/passes.

Train services

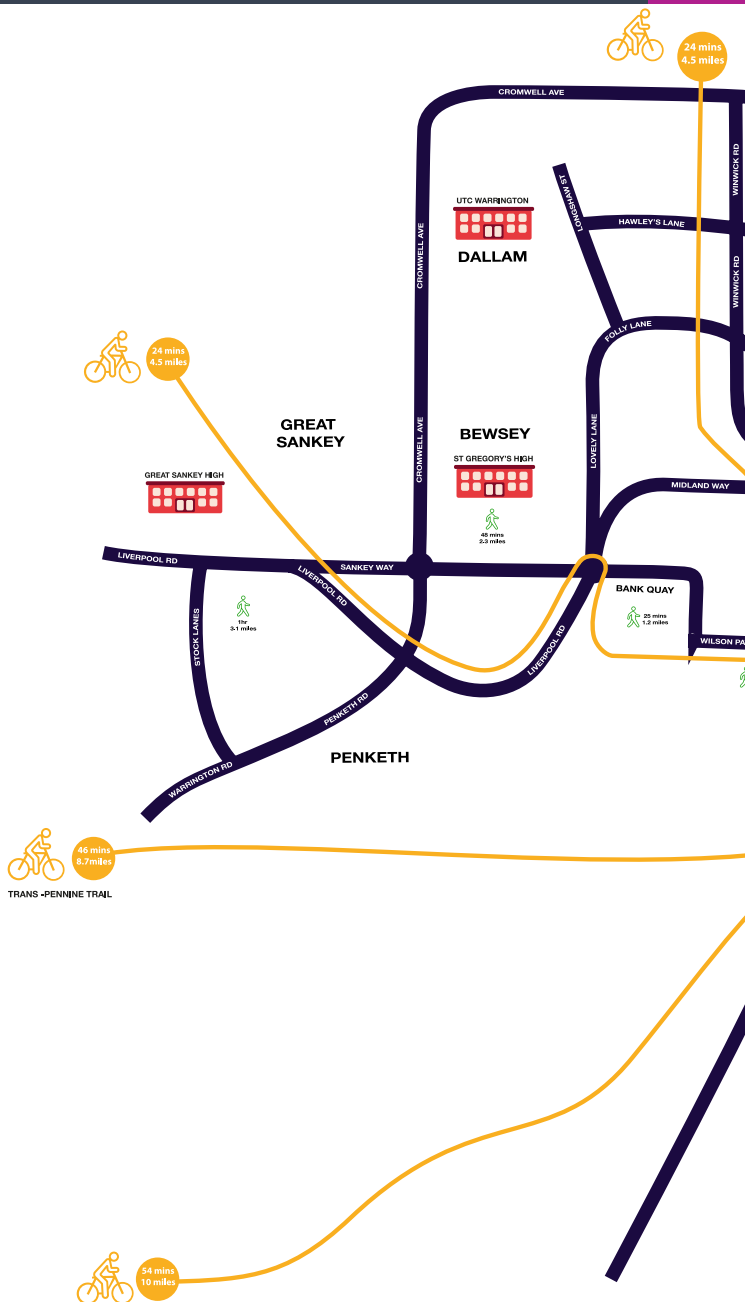
- From Frodsham, Runcorn, Newton-le-Willows, Wigan and Crewe arriving at Warrington Bank Quay.
- From Widnes, Birchwood and Manchester arriving at Warrington Central.



*You can apply for
a Core Bursary or
Mainstream Bursary
to help with travel
costs.*

walking or cycling to college

As some of you might prefer to cycle or walk, we thought it would be useful to show you some of the best routes into college. You can reach Priestley comfortably from across Warrington. To see a digital version of this map - and the latest travel information go to our website priestley.ac.uk/travel



You are advised to leave your bicycle in the secure bike shelters located at the side of the Lewis Carroll building. This is only accessible with your college ID. D locks are available to hire (please ask at Student Services for more details).



There is no guarantee of a car park space at college and we encourage everyone to use public transport, cycle or walk wherever possible.

your timetable

Your timetable is made up of a series of blocks and at Level 3 your timetable will be made up of at least four blocks. The maximum is six. • One AS/A-Level = one block • Vocational Certificate = one block • Vocational Diploma = two blocks • Vocational Extended Diploma = three blocks • GCSE = one block • Extended Project / Core Maths = half a block • Extended Enrichment (eg Pre-Med / Duke of Edinburgh) = half a block • Sport Academies = half a block • T-Level = four blocks

The college day finishes at 4. On Wednesday and Thursday, the day finishes at 3:30 to allow time for other activities with college buses leaving at 4:15 each day.

	9:00	10:30	11:30	12:30	1:00	2:00	3:00	3:30
A-Level								
MON	History	Maths		Lunch	Sociology	Law	Study Block	
TUE		History	Law	Lunch		Sociology		
WED	Law		Maths	Lunch	History			
THU	Maths		Sociology	Lunch	Law	PDP (tutorial)	Priestley Plus	
FRI	Sociology	Priestley Plus		Lunch	Maths		History	

	9:00	10:30	11:30	12:30	1:00	2:00	3:00	3:30
Vocational								
MON		Applied Science		Lunch	Study Block		Applied Science	
TUE	Applied Science		EPQ	Lunch	PDP (tutorial)		A-Level PE	
WED		Applied Science	Applied Science	Lunch		A-Level PE		Priestley Plus
THU	Applied Science	A-Level PE		Lunch			Priestley Plus	
FRI			A-Level PE	Lunch	Applied Science	Applied Science		

T-Level Programme

Please note: T-Level students will be required to complete a work placement that might result in one day a week being spent in the workplace.

	9:00	10:30	11:30	12:30	1:00	2:00	3:00	3:30
MON				Placement Day				
TUE	Health		Health	Lunch		Study Block	Health	
WED	Health	Health		Lunch	Health	Health		Priestley Plus
THU		Health		Lunch	Priestley Plus	Health		
FRI	Health	Health		Lunch	PDP (tutorial)	Health		

You may be able to take the Higher Project Qualification if you already have a GCSE Grade 4 or above in English and Maths.

Foundation Programme

These programmes are available for those with fewer than five GCSEs at Grade 4 or above, with an average GCSE score of 3 or more.

	9:00	10:30	11:30	12:30	1:00	2:00	3:00	3:30
MON			Sport	Lunch		GCSE English	GCSE Maths	
TUE	GCSE Maths			Lunch	Sport		Sport	
WED	GCSE English		PDP (tutorial)	Lunch		Sport		Priestley Plus
THU		Sport		Lunch	GCSE English	Sport		Priestley Plus
FRI		Sport		Lunch		GCSE Maths		

things to remember

Student Services will give advice on aspects of college life including timetables and travel.

They are based at the Priestley Building near the Costello Theatre.

To report an absence

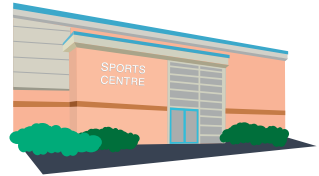
call 01925 633591 or email studentabsences@priestley.ac.uk

Attendance - You should aim for 100% attendance and this is monitored daily. If attendance falls below the required levels you will become subject to the college's Support and Disciplinary Procedures.

For our full approach to attendance - and Student Absence Procedures go to priestley.ac.uk/attendance

Security - Our Estates Team are always on site during the college day and will ensure the college is a safe environment for you.

What to bring - pens/highlighters, pad of lined paper, ring binder/dividers/and plastic wallets.



At college remember

Be punctual. Attend every day, unless you are poorly. Unexplained absences will be followed up with parents.

Turn off mobile phones in class. Earphones or audio devices should not be worn in class without permission.

Plan for homework and give yourself deadlines. Progress Tutors, and our Study Support Team can help you with revision skills or if you have a learning difficulty.

Art and Design students will be given an introductory set of materials. To order a basic start-up kit see page 34.

Google - you will use your college Google account as a virtual learning environment to support your studies.

Student Portal allows you to see your timetable, attendance, upcoming exams and reports. Search REMs in the Apple App Store or Android Play Store. You will be given a log in when you start college.

The Learning Resource Centre (LRC)

Opening times - 8am to 6pm.

EXOP which is run by the Study Support Team from 4-6pm Monday to Thursday in term time.

Other areas in the LRC include the Study Base, silent study booths, Wellbeing Hub and the Careers Hub (upstairs).

Photocopying is also available, the cost is 5p per copy. See the Help Desk in the LRC.

Check exam dates - ensure they don't clash with other commitments.

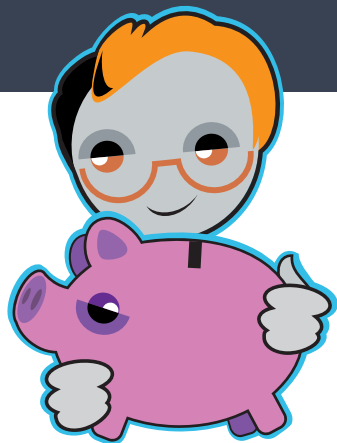
Priestley School of Performance students may need to purchase some clothing.

Holidays - no holidays should be taken in term time. In exceptional circumstances this must be authorised by your senior tutor by completing a holiday request form.

Part-Time work - we recommend you do no more than 10 hours a week and always prioritise college. Progress tutors will discuss any major financial concerns you might have.



bursaries



16-18 Bursary

If you are between 16 and 18-years-old on September 1 2023 you may be entitled to apply for support from either the National Bursary Scheme or the Priestley Education and Training Trust (PETT).

Vulnerable Learner Bursary

Available to young people in care, care leavers, those in receipt of Income Support, Universal Credit, Employment Support Allowance or Universal Credit together with Disability Living Allowance or Personal Independence Payments.

Core Bursary and Free School Meals

Available to students whose parents/carers receive one or more of the following and have an annual earned income of less than £25,000 (for the core bursary):

- Income Support
- Income-based Jobseekers' Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- Universal Credit benefit, with net earnings not exceeding the equivalent of £7,400 pa (example can be found on our website www.priestley.ac.uk of the Universal Credit monthly award notice. Your award notice can be found in your journal when you log in online to your UC account).

Did you
KNOW?

Bursaries can be used for travel costs and equipment. For example, to pay for a relevant bus pass or an Art Kit.

Any questions: You can phone to speak in confidence to a member of our Student Services Team on 01925 633591 or email bursary@priestley.ac.uk

Mainstream Bursaries

- 1] These bursaries are for students not eligible for a core bursary where their parents or carers have an annual income of less than £25,000.
- 2] Bursaries that are for those who face emergency short-term financial hardship.

Priestley Education and Training Trust (PETT) Bursaries

Priestley College formed a charity with the aim of supporting those in most need. If you are not eligible for one of the 16-18 bursaries you may be able to apply for a PETT bursary.

19+ Discretionary Learner Support Fund

This fund is for those students who will be 19 or older on 1 September 2022 who face significant financial hardship. This fund supports costs as listed above but can also be used to support costs for Tuition and exam fees and / or child care.

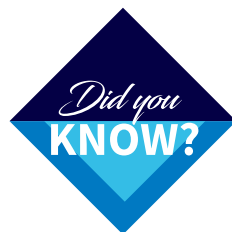
Other Sources of Financial Support

Child Benefit

Parents can continue to claim Child Benefit until their child's 20th birthday if they stay in full-time education.

Care to Learn

Those students under the age of 20 can apply for financial support to cover childcare costs up to £160 per week through the Care to Learn scheme. Childcare must be provided by an OFSTED registered childcare provider.



Bursary Funds can be used to support costs with: Travel, meals, equipment and materials, course related visits, UCAS applications, sport activities, and/or one-off emergencies.

Bursary and Free School Meals Applications
Application forms can be downloaded from our website or collected from Student Services. They can be returned – with supporting documentation – to Student Services during the summer holiday rather than waiting for registration.

keeping you safe

Emergency evacuations and fire drills

To ensure the safety of everyone on campus we will have drills to ensure you know where to go in an evacuation.

Assembly Areas

Assembly Area 1

(Main Car Park)

Anyone in the Crescent, Priestley, LRC and Lewis Carroll buildings.

Assembly Area 2

(next to the Arts Centre)

Anyone in the Arts Centre, Design Centre and Sports Centre or anyone taking an exam.

Personal Emergency Evacuation Plans can be put together for anyone who has a disability – temporary or otherwise – which could result in problems for you or others in an emergency evacuation.

If you need First Aid ask a member of staff or report to a reception desk and a First Aider will be called.

Lockdown will be initiated if there is a threat to students and staff. The fire alarm will sound in short bursts rather than non-stop. If you hear this sound it means you should make your way to the nearest room with a member of staff in it.

Emergency services will be on their way.

Note:

Please speak to Teresa Cullen or Tracie Ryan if you need to set up a Personal Emergency Evacuation Plan.

Keeping you safe at all times

We are committed to ensuring you are safe at all times. Our full health and safety policy can be viewed through the virtual learning environment.

Go to priestley.ac.uk/policies for the following:

- Safeguarding Policy
- Equality Policy
- Anti-bullying and Anti-Harassment Policy

If you have any concerns speak to your Progress Tutor, Mark Eccleston, Assistant Principal Student Support Services or any Pastoral Head.

Health-related sharps

If you see or are aware of any health-related sharps that have not been disposed of safely/correctly, please report these immediately to the college receptions. Do not attempt to dispose of them yourself.

Health-related sharps should be disposed of in the designated Sharps Bin located in the Study Base in the Learning Resource Centre (LRC).

If you are unable to access the LRC please ensure used sharps are securely kept in a safe receptacle for appropriate disposal at home.

You must never discard any sharps in waste bins, toilets or any area of college.



Note:

Drugs, alcohol and gambling are prohibited on college premises and would result in disciplinary action.

british/priestley values

The rule of law

Discipline process, ID cards, IT user policy, behaviour policies, Code of Conduct, Support and Disiplinary Procedure

Democracy

Class reps,
Student Council,
surveys,
Question Time,
MP visits,
voter registration
days

British/Priestley values

At Priestley you will have the chance to take part in activities that promote 'British Values'. These can take place in tutorial sessions, but also across your subjects. They relate to the four fundamental values set out in the Government's Prevent Strategy.

Individual liberty

Social media,
anti-bullying
workshops
and activities,
Armistice Day

Mutual respect

Tolerance for those with different faiths and beliefs and for those without faith. Career and employment workshops, health and wellbeing, safeguarding, PREVENT, money management, student finance, equality and diversity committee, prayer room, cultural celebrations



study support base

The Study Support Base is located on the ground floor of the Learning Resource Centre.

We offer study support that is tailored to your needs and aimed at supporting students at all levels. Support can range from structuring assignments to getting your ideas down on paper, or strategies to improve your spelling or help you to manage your deadlines or workload.

For more information call in and speak to Tracie Ryan who will be happy to help or ask your progress tutor to refer you.

Careers and Work-Related Learning

Students who want advice on career options can make an appointment with Ian Edge or Amy Heald. Interviews are available in college each day and appointments can be made in the Careers Hub (upstairs in the LRC) or on the Careers Student menu.

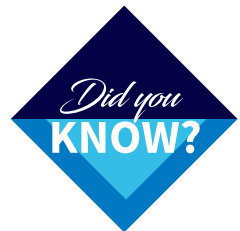
Students can also access careers advice through their input to the tutorial programme throughout the year. All students will be given guidance on progression routes by their progress tutor.

All students will be given guidance for employment and apprenticeships. We deliver a range of apprenticeship application activities and events. We have lots of resources and further information on the careers noticeboard.



Students with a healthcare issue

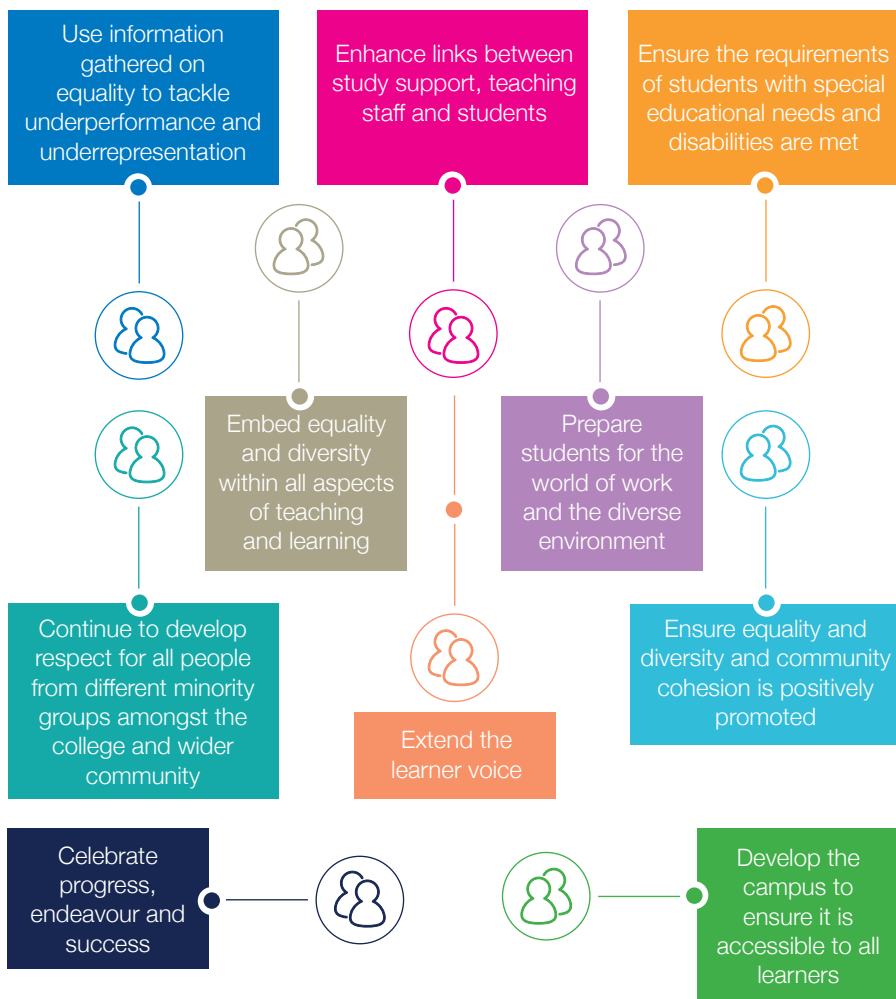
You can contact Tracie Ryan in the LRC Study Base either at registration or during the academic year so that a healthcare plan can be set up.



The college has a counsellor and a wellbeing practitioner who can advise with mental health concerns. Appointments with our counsellor can be made via Student Services.

equality & diversity

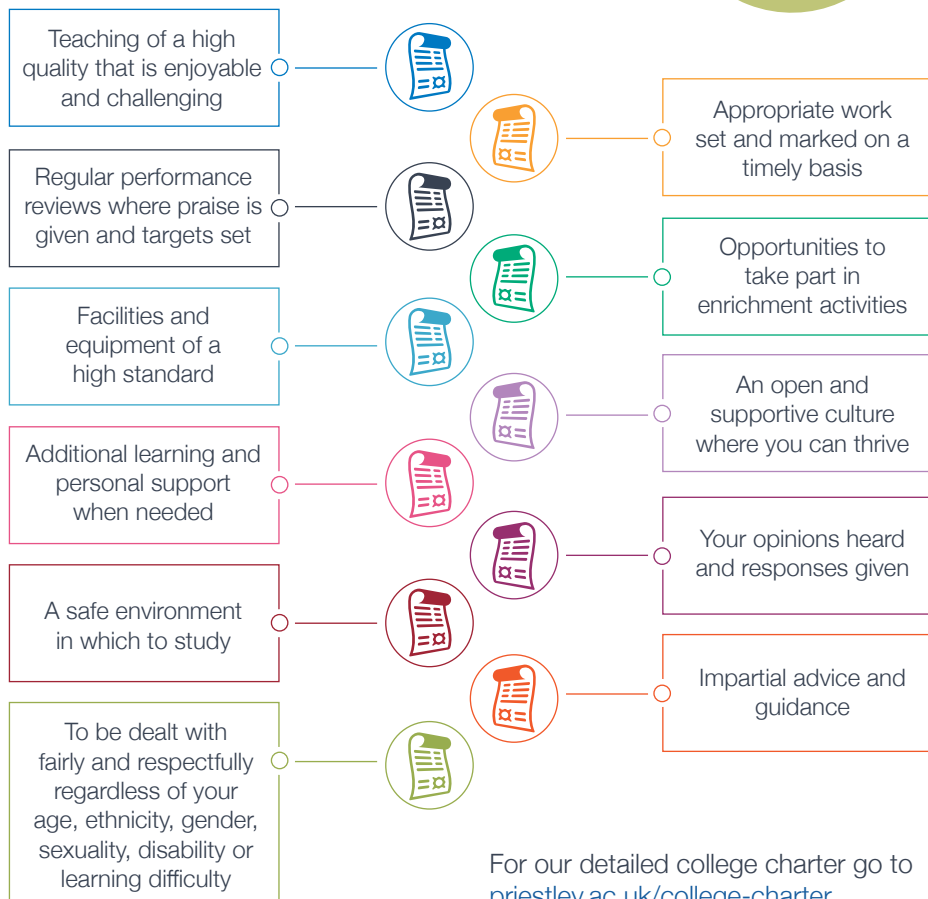
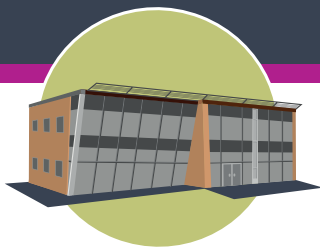
Priestley students always tell us they feel safe and able to express themselves at college. One of the reasons for this is that we prioritise inclusivity of race, ethnicity, age, gender, gender reassignment, disability, sexual orientation, religion and belief. To this end we aim to:



For our full approach go to
priestley.ac.uk/equality-diversity

college charter

As a student at Priestley College, you may expect:



Our Single Equality Scheme Action Plan sets out the key priorities from 2023/2024 to ensure continuous development and improvement for staff, students and stakeholders of Priestley College.

exams

A guide to studying

Your success at college depends on you and your willingness to learn. You are the only person who can ensure that you work to the best of your ability and that you make the best use of your time. It is important, therefore, that you learn early on in your time at college to organise the way you work and plan, and change, where necessary, your present methods of studying.

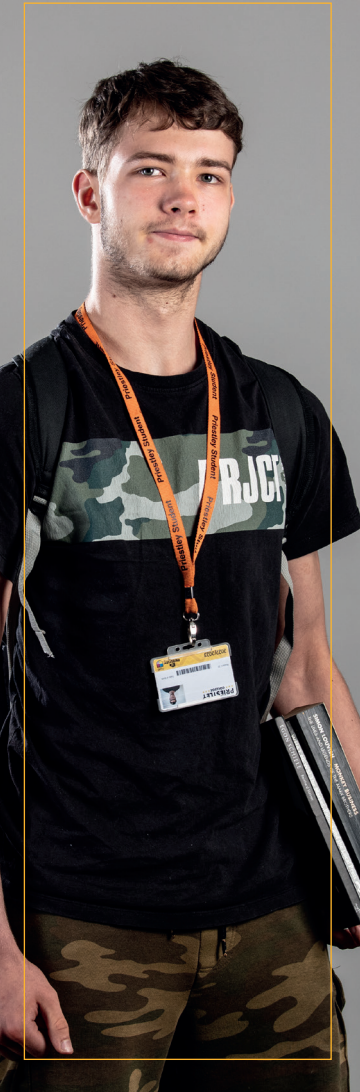
The key is planning to take in important dates and events and to have a timetable of the way in which you use your non-taught time. Most important of all is that you stick to the plan enough to make it work, not rigidly, as there are always things which mean plans need to be altered, but so as to get done what does need to be done to get you through the course with the best grade you can achieve.

Study hints

We have prepared a page on the college website for anyone looking for study tips. Just go to priestley.ac.uk/study-hints

Exam fees

Course, examination and assessment fees will be paid by Priestley as long as a full programme of tuition has been followed. We reserve the right to recover these fees from students who do not complete courses, or who fail to have satisfactory attendance and so cannot be expected to complete courses. Students who retake examinations in order to improve their grade will be expected to pay the fee for the retake.



sport priestley

Priestley runs a number of sports academies open to all students across college. If you have any questions about the academies and how they run you can email the following tutors and coaches:

Men's football

Dan Jordan - d.jordan@priestley.ac.uk

Josh Greaves - j.greaves@priestley.ac.uk

Futsal

Paul Clark - p.clark@priestley.ac.uk

Women's football

Dom Bennett - d.bennett@priestley.ac.uk

Netball

Sam Nightingale - s.nightingale@priestley.ac.uk

Basketball

Katie Radford - k.radford@priestley.ac.uk

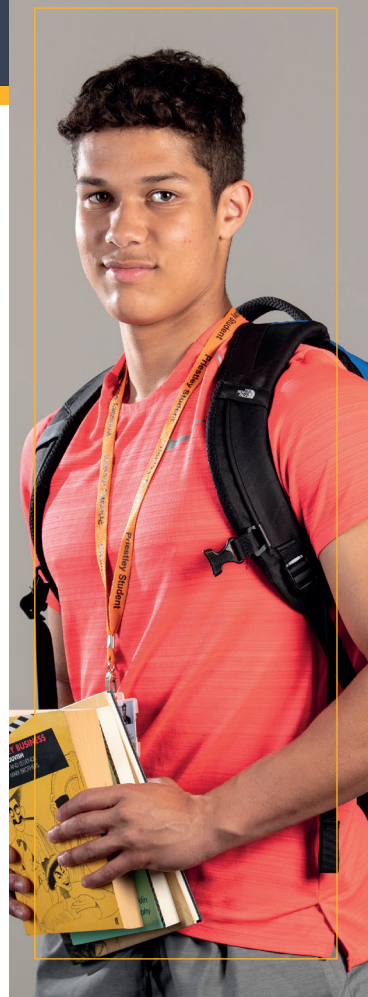
Rugby League (men's and women's)

Lee Mitchell - l.mitchell@priestley.ac.uk

All sport students are required to purchase sports kit to wear during the academic year. We require students to wear the kit when participating in practicals and during volunteering events which are part of their course.



Wearing the kit at the events helps us to keep you safe. See page 33 for details on purchasing a kit.



Note:

Some teams will have trials at the start of September to select squads.

priestley plus



Priestley Plus is an essential part of your college programme. All students are expected to take an extra-curricular activity that will enrich both your time at Priestley and your CV.

We also take suggestions from students about the kind of activities you would like to see included under Priestley Plus. Just email Chris Lee c.lee@priestley.ac.uk if you have any ideas.



Art Foundation Workshop, Art Workshop, Barclays Technical Innovation, Basketball, Beginners' German, Breathe, CHAOS All Male theatre, Computer Games Workshop, Creative Writing, Debating, Drum Lessons, Duke of Edinburgh Award, Engineering Gold Project, First Aid, Football, French conversation, French, German conversation, Graphic Design Workshop, Guitar Lessons, History Society, Jazz Club, Karate, Ladies' Football, Life Drawing, Maths for Physics, Netball, Oxygen Enrichment and many others.

For more details go to
www.priestley.ac.uk

*** Every student must take part in at least one enrichment during the academic year.**

excel at priestley



Priestley is a North West hub for OxNet - a programme run by the University of Oxford and Pembroke College aimed at making higher education more accessible.

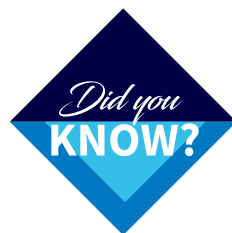
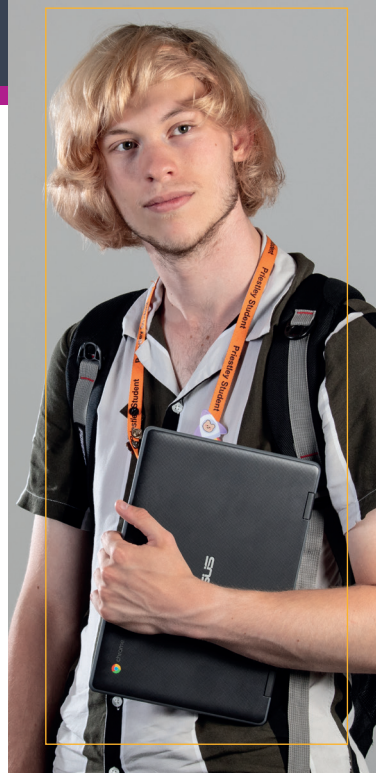
OxNet is unapologetically academic in its focus, and has had significant impact in the local communities in which it has worked since 2008. This happens through a rigorous academic programme featuring seminars (run at Priestley), and Easter and Summer conferences.

Oxford also has a relationship with TCAT which involves our Year 12 students accessing specialist STEM and languages support sessions, academic talks, experimental facilities and the latest research.

We are committed to inspiring and supporting students aiming to reach the UK's most competitive universities.

One of the ways we do that is through the Excel programme, a series of enrichments including The Graduate, OxNet, Pre Med, Pre Law and other activities such as the History Magazine, Japanese classes, Debating Society and a range of workshops across all faculty areas.

If you have any questions about how Priestley can help you secure your dream university place, please see the Excel at Priestley brochure on our website.



Typically more than 500 of each cohort go to university, a high percentage of those secure places at Russell Group universities including Oxford and Cambridge.



Students have access to the computers around college and part of your induction process will involve learning how to use the network.

Available software includes word processing, graphics, databases and spreadsheets. If you have any difficulty with the network speak to the helpdesk upstairs in the LRC.

All students must read and accept the online Computer Usage Policy during induction. Abuse of these facilities may lead to disciplinary measures. All computers may be used to access the internet and Moodle.

NETWORK LOG-IN

The same username and password will be used across all college systems throughout your time at Priestley. You must log-in at least once in college before you can access college systems from home.

WORKING OUT YOUR USERNAME

You will have a student number which is printed on your college photo ID card. Your tutor can help if you can't find your ID number.

Your username is a combination of your initials and your college ID number: Justin Bieber's username for example might be **jb00543210**

Usernames are always made up of two initials and eight letters.

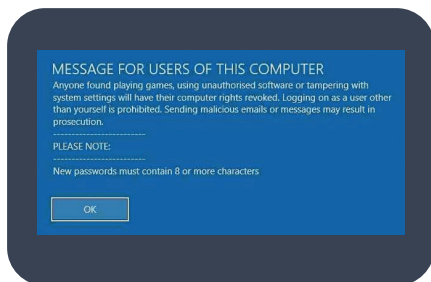
STAGE 1

1.1



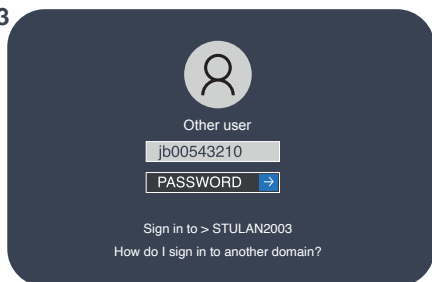
Go to a College PC and press enter to start logging in

1.2



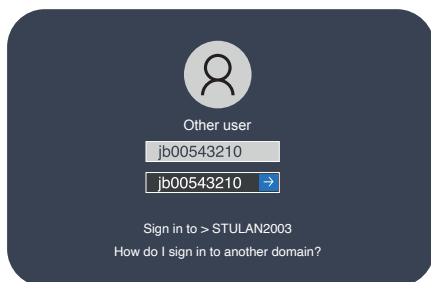
Click **OK** to accept the first agreement.

1.3



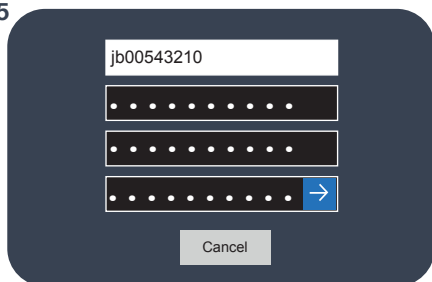
Enter your **USERNAME** in the first box
Remember: Initials followed by ID Number

1.4



The default password is the same
as the username you just entered
Type it once more very carefully

1.5



Set your own password in the bottom two boxes.

Eight Characters minimum.

Must contain upper and lower case letters.

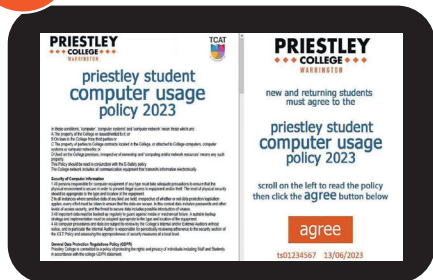
Must contain at least one number.

Must contain at least one symbol eg. **BlueSky88!**

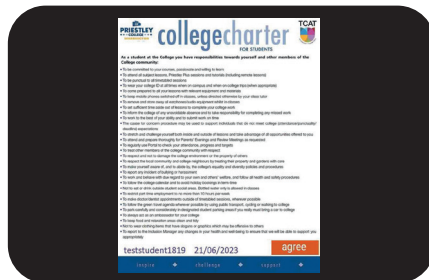


STAGE 2

2.1



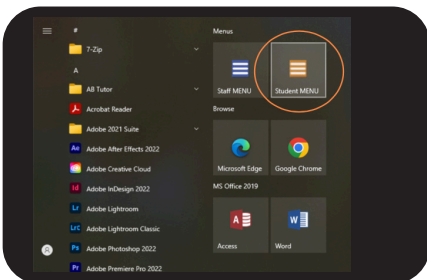
2.2



Read through the Computer Usage policy, then click the orange button to **AGREE**

Read through the College Charter, then click the **AGREE** button again

2.3



2.4

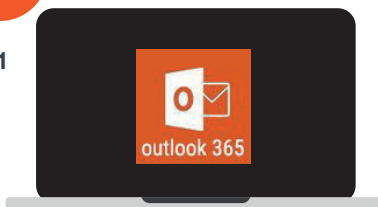


Click the Windows icon at the bottom left of your screen, then hit the Student Menu button

Take some time to explore the Student Menu and see the different options and links to the most commonly used apps

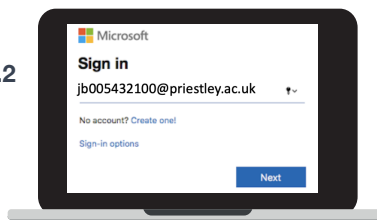
STAGE 3

3.1



College uses Outlook365 for email, Click this button on the Student Menu and sign in or go to **www.outlook.com**

3.2



Your email address is:
your username
followed by **@priestley.ac.uk**
Eg: **jb00543210@priestley.ac.uk**

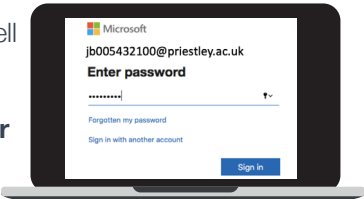
SAME PASSWORD

3.3

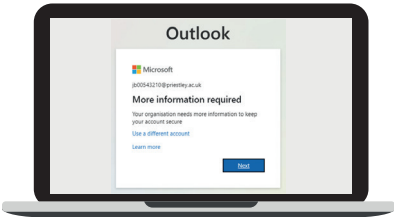
All passwords are synced across the college network as well as the Microsoft and Google accounts provided by college.

Your password is the same one you created earlier for the college network:

It's the one with the upper and lower case letters, at least one symbol and at least one number



3.4



MULTI-FACTOR AUTHENTICATION (MFA)

You must register a mobile number and personal email address to enable login when outside college. The “Microsoft Authenticator” App can also be used for MFA (Download via the Apple or Google Play Stores).

RESETTING YOUR OWN PASSWORD

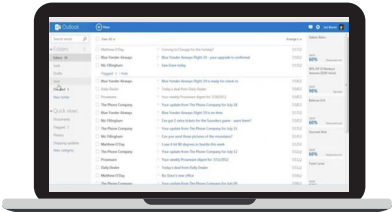
Once you have registered for MFA you will be able to reset your own password if required.

CHECK YOUR INBOX

3.5

College email is really important. It's the main method of communication between you and your teachers and it's how we will post all of the important info you will need as a student.

Please check your email everyday. The best way to do this is to add your email account to your phone.



EMAIL ON YOUR DEVICES

On a smartphone, tablet or email client programme there should be an option to add a new account. **Most phones will have a wizard to add a new outlook account to the phone's built in email app.** You can also install the free Microsoft Outlook app from the relevant app store for your device if you want to.

GOOGLE DRIVE AND GOOGLE CLASSROOM

Logging into Google products using your college E-mail address



Drive is a place to store documents and files in the cloud. It's the cloud equivalent of a "my docs" folder. You can also create Word Documents, spreadsheets and presentations here.

At Priestley College you will be expected to use Google Workspace to complete assignments for the majority of subjects and courses.

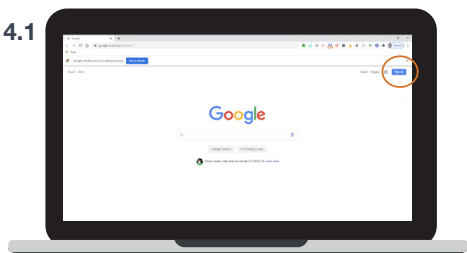


Classroom is part of Google Workspace and is the main tool used to support your learning at Priestley.

Teachers will post materials and set assignments for all of your classes here.

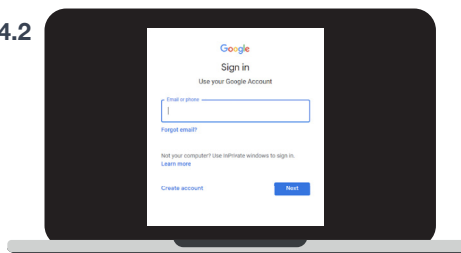
There is a task list, calendar and gradebook in Classroom to help with organising your studies.

4.1



Go to **google.com**
click on the blue **sign in** button

4.2



Enter your Priestley email address
and password.

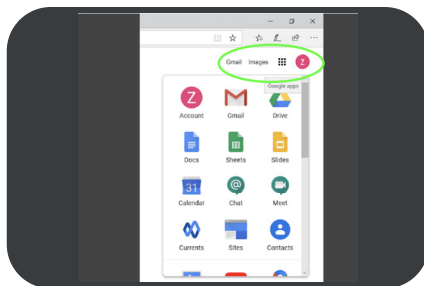
For example:
jb00543210@priestley.ac.uk

Make sure you have logged out of
any personal gmail accounts if you
are logging in at home

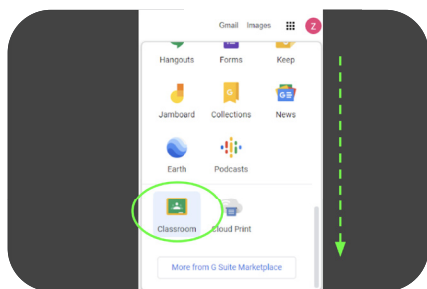
THE GOOGLE GRID

In the top right-hand corner of the page you will see a coloured circle with your initial in the middle

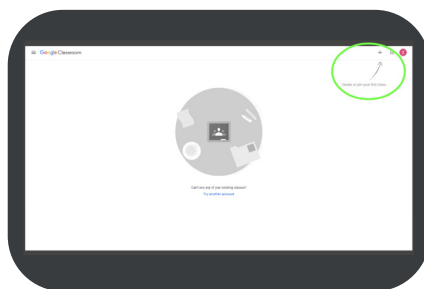
Clicking on the **GRID** icon will open the Google **APPS** Menu.



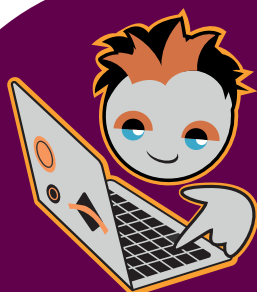
GOOGLE CLASSROOM



Scroll to the bottom of the google grid apps menu to find google classroom or go to **www.classroom.google.com**



The home page will be blank to start
Click the + button to join your first class by entering the class-codes that your subject teachers will provide.



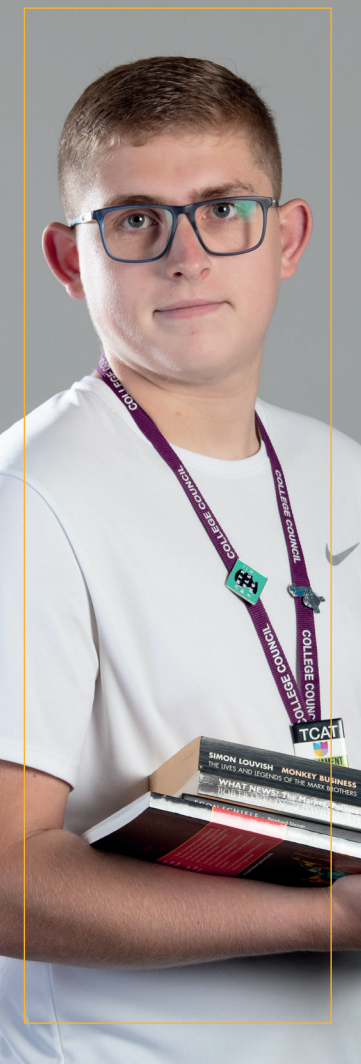
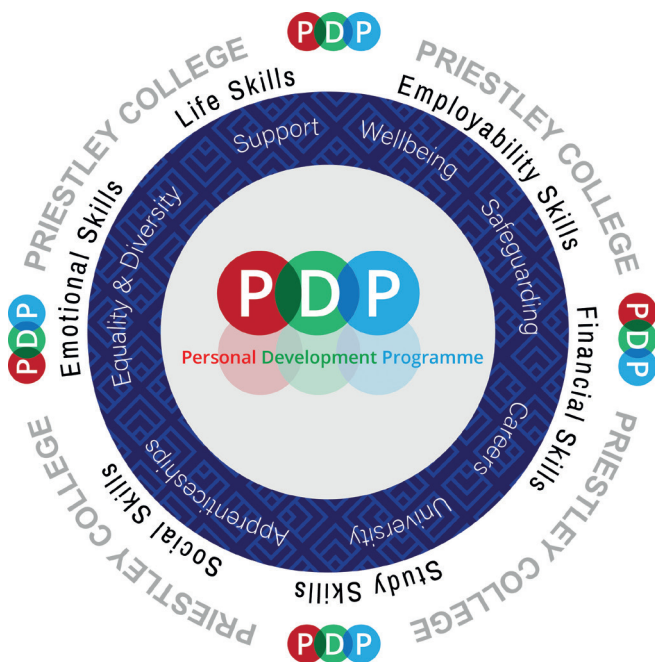
personal development

Personal Development Programme

You will have one timetabled Personal Development Programme session a week, which will be led by a Progress Tutor. Attendance is compulsory.

A programme of activities and topics have been designed to develop your skills and attributes to ensure you are fully-equipped to make good progression during and after your time at Priestley.

You will develop all areas highlighted in the PDP programme below:



useful information

ID cards

ID cards **MUST BE WORN AT ALL TIMES**. This is for safeguarding purposes and so that you can access the campus and certain areas of college. It is also what you use for cashless catering. If you lose your ID Card you will need to buy a new one for £5 on Scopay.

Printing credit

You will automatically be allocated enough credit through the year to cover your coursework.

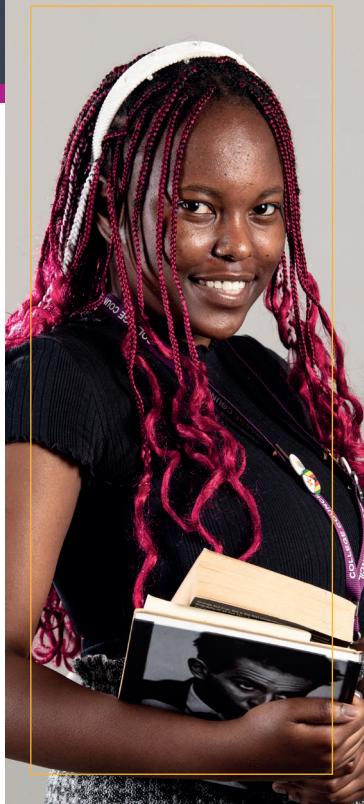
Sport kit orders

Here at Sport Priestley, we require all of our sport students to purchase and wear a 'Student T-Shirt' for all practical lessons. Our t-shirts can be purchased by going to kitking.co.uk/collections/priestley-college

You will need to click on 'view all' to select your size and personalise your item with your initials; then simply choose whether you want your item to be sent directly to college free of charge or sent to your home address for a small delivery fee.

Our kit provider also has a number of other Sport Priestley items you can purchase such as shorts, pants, hoodies and bags amongst many others.

Please also be aware that if you trial for one of our Sports Academies, they may also want you to purchase additional specific team items from our kit provider and our Rugby League kit will be provided through Warrington Wolves not KitKing.



We strongly advise that you do not order your sports kits until you have completed your registration and your course choices are confirmed. If you plan to trial for a sports team, we recommend that you wait until trials have been completed and squads are finalised to ensure you aren't buying two bundles of kit.



Art start-up kits

Students taking the following subjects will be required to purchase a basic start-up kit that can be paid for on Scopay.

Fine Art	AS £41.77
Product Design	AS £17.00
Architecture	AS £23.76
Photography	AS £4.17
Textiles	AS £40.33
UAL Level 2 Art & Design	£20.30

Buying clothes for Priestley School of Performance

If you are taking one of the subjects that are part of the Priestley School of Performance you will be expected to purchase some kit and should have received a letter about this.

Cashless catering

Food and drink can only be paid for in our cafes using the Cashless Catering system via a student ID card or by using a debit card. If a student has forgotten their ID card, cafe staff can bring up their account on the till checking they have the right person via the photo on the system.

Note:

If you do not receive details about your Scopay account after enrolment please email finance@priestley.ac.uk stating your full name and ID number.



work exp

Career Connect /Work Experience

Gaining work experience will be an important part of your time at Priestley and a crucial ingredient to the success of your progression. To make this process as smooth as possible the college uses the Career Connect app. Every student will download the free app which connects to the college's system which approves, risk assesses and monitors every placement.

You will be prepared for work experience within your classes, tutorials and have work related learning and careers staff to help you every step of the way.

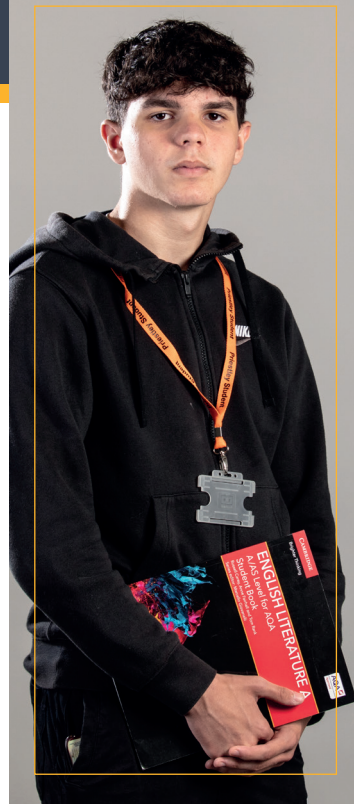
Paying for deposits, start-up kits, trips and more

We use Scopay so that students don't have to carry cash in college. Please download the Scopay app. Scopay should be used for:

- Trips
- Lockers
- Tickets
- Books and equipment, including Art Start-Up Kits
- Topping up your balance for use in the cafes

We will email you instructions on how to set up a Scopay account. If you are paying for any equipment, you will need to show a copy of the receipt to your tutor or a technician.

More than one person can register to top up a student account. You can 'Report a problem to Priestley College' on the Scopay website or by calling Student Services on 01925 633591. Parents with more than one child at Priestley can link accounts for ease.



Note:

If you secure work experience you need to inform Pam Gardner in the LRC or email p.gardner@priestley.ac.uk



Unifrog

Unifrog is an award-winning online platform which helps students to make intelligent choices about their future, while allowing tutors to track their progress. You will learn more about Unifrog and how it benefits you at college during your PDP sessions.

Visiting speakers/Universities/Apprenticeships/ Industry professionals

High-profile, quality speakers visit college throughout the year to give lectures that enhance your experience and knowledge. Some are subject focussed while others offer general advice about securing university places.

Reviewing your progress

You will have online access to your attendance statistics, performance criteria, formal reports and examination results/dates via Portal. Each half term you will be given performance criteria which reflect the progress you have made in each of your subjects/courses. During each half term in PDP you will set targets based on your subject performance monitoring grades.

Google Classroom

You are able to use the Virtual Learning Environment outside lessons to support your learning. You will have access to support materials as well as being able to contact your tutor via email, take online tests and assessments (in some cases with instant feedback) and take part in online discussions with other students.

UCAS:

During the summer term of your first year you will be given advice and guidance on how to complete your university application. During the autumn term of your second year you will submit your application to UCAS.



Did you know? We have two careers advisers who can help you make the right choices for your future progression. Ian and Amy are based upstairs in the Learning Resource Centre (LRC) at the Careers Hub.

PDP Student Noticeboard

You are able to use the Virtual Student Noticeboard outside lessons (in college or at home or anywhere you have internet access) to support your learning. You will have access to support materials as well as being able to contact your tutor via email, take online tests and assessments (in some cases with instant feedback) and take part in online discussions with other students.

Note:

All students must read and accept the online Computer Usage Policy during induction, which sets out how we expect students to use our IT facilities.

Useful telephone numbers and contacts

Al-Anon (for friends and relatives of alcoholics)
020 7593 2070

Beat Eating Disorders
(Over 18 years) 0808 801 0677
(Youthline) 0808 801 0711

MIND (information and help about mental illness)
01925 232751

Health Information Service
0800 665544

Gay/Lesbian/Bisexual Support Group (GLYSS)
01925 241994

Kooth (online counselling service)
www.kooth.com

NHS
111

NHS Direct (24-hour helpline staffed by triage nurses)
0845 4647

Non Emergency Police
101

National Debtline
0808 8084000

National Drugs Helpline
0800 776600

Samaritans
08457 909090

Papyrus
01925 572444

Rape Crisis Centre
01925 245444

Young Carers
01925 633492

wellbeing



The wellbeing team

We're committed to supporting your wellbeing, which will help you reach your full potential during your time at college.

We have a Wellbeing Practitioner, College Counsellor and Inclusion Manager who can help in the following ways:

- One-to-one appointments
- Signposting to internal and external mental health and wellbeing services as well as help accessing them
- Resources for self help
- Same-day support
- One-to-one sessions to equip you with skills to deal with stress, low mood, managing emotions
- Confidential therapeutic counselling sessions to help you gain a deeper understanding of yourself and bring about effective change
- Support for students with disabilities

Book an appointment

Book an appointment via the online referral form on the Wellbeing page on our website. You can find this under the Support tab.

All of Priestley's progress tutors, pastoral heads, and the Wellbeing Team have completed relevant mental health training. At Priestley we hope you will always feel comfortable enough to ask for help.

We have a team of Mental Health First Aiders to help in times of need and can help you train to become a Mental Health ambassador. Our team can also assess the most appropriate support for you to save you having to navigate all the options.

safeguarding

Our commitment

We take your safety very seriously. Your tutor will go through a variety of safeguarding issues such as e-safety.



You can report any worries you may have by emailing us in confidence at letusknow@priestley.ac.uk

If you have any queries regarding safeguarding issues at college inform a member of the Safeguarding Team: Tracie Ryan, Mark Eccleston, Dan Martin, Mark Edgington, Chris Lee, Jenny George, Anne White or Caroline Atkinson.

Safeguarding staff



Tracie Ryan
Inclusion Manager
01925 633591
Ext 113



Mark Eccleston
Assistant Principal
Lead DSL
01925 633591



Mark Edgington
Deputy DSL
01925 633591
Ext 113



Chris Lee
Pastoral Head
01925 624469
Ext 113



Anne White
Pastoral Head
01925 624469
Ext 113



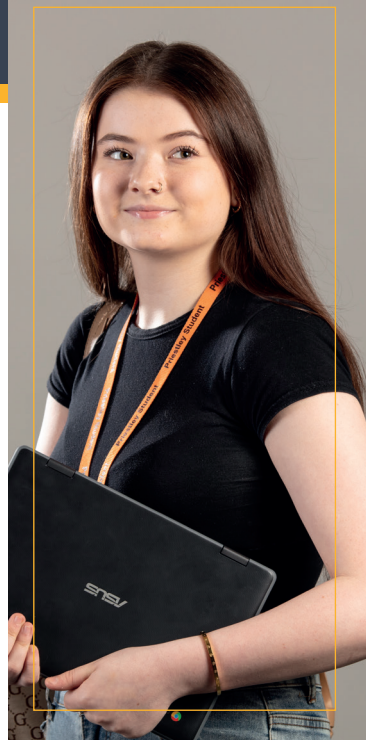
Dan Martin
Pastoral Head
01925 624469
Ext 113



Jenny George
Pastoral Head
01925 624469
Ext 113

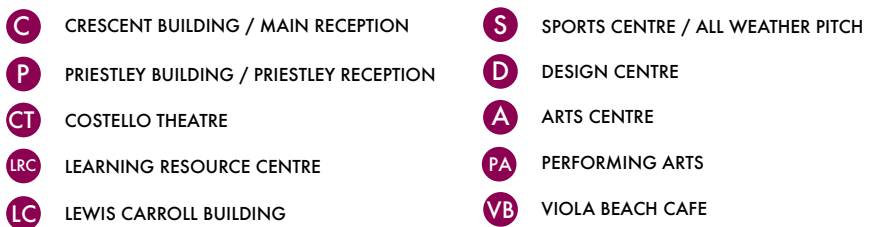


Caroline Atkinson
Wellbeing Practitioner
01925 633591



campus guide





priestley directory

Enquiry	Person	Email address
○ Priestley Plus	○ Chris Lee	○ c.lee@priestley.ac.uk
● Pre Med	● Shahida Khanam	● s.khanam@priestley.ac.uk
● Pre Law	● Stephanie Lawlor	● s.lawlor@priestley.ac.uk
● T-Levels	● Adam Bird	● a.bird@priestley.ac.uk
● DofE	● Nigel Howells	● n.howells@priestley.ac.uk
● College Choir - Breathe	● Mark Edgington	● m.edgington@priestley.ac.uk
● Dance Company - Oxygen	● Rachel Edgington	● r.edgington@priestley.ac.uk
● Theatre Company - Respiration	● Abbie Rippon	● a.rippon@priestley.ac.uk
● News Stories	● Andrew Moores	● a.moores@priestley.ac.uk
● Professional and Digital Studies	● Colin Whittaker	● c.whittaker@priestley.ac.uk
● Creative Arts and Sport	● Alistair Thompson	● a.thompson@priestley.ac.uk

Enquiry	Person	Email address
○ Humanities and Social Sciences	○ Libby Holt	○ l.holt@priestley.ac.uk
● STEM	● Andrew Watson	● a.watson@priestley.ac.uk
● Languages and Applied Social Sciences	● Chris Peacock	● c.peacock@priestley.ac.uk
● Bursaries	● Kim Payton	● k.payton@priestley.ac.uk
● Learning Support	● Tracie Ryan	● t.ryan@priestley.ac.uk
● Reporting an absence	● Student Services	● studentabsences@priestley.ac.uk
● Work Experience	● Pam Gardner	● p.gardner@priestley.ac.uk
● Careers and Higher Education Advice	● Ian Edge ● Amy Heald	● i.edge@priestley.ac.uk ● a.heald@priestley.ac.uk
● Student Counselling Service	● Jane Dickson	● j.dickson@priestley.ac.uk
● Wellbeing Practitioner	● Caroline Atkinson	● c.atkinson@priestley.ac.uk
● Your thoughts and feedback about college	● Teresa Cullen	● t.cullen@priestley.ac.uk

PRIESTLEY

◆◆◆ COLLEGE ◆◆◆
WARRINGTON

KEY DATES 2023/24

w/c 4 Sep	Start of term
Fri 20 Oct	College closes at 4pm for half term
Wed 1 Nov	Classes resume
Thu 21 Dec	College closes at 4pm for Christmas
Mon 8 Jan	Classes resume
Fri 9 Feb	College closes at 4pm for half term
Mon 19 Feb	Classes resume
Thu 28 Mar	College closes at 4pm for Easter
Mon 15 Apr	Classes resume
Fri 24 May	College closes at 4pm for half term
Mon 3 Jun	Classes resume
Thu 11 Jul	End of term for students



Loushers Lane, Warrington,
Cheshire, WA4 6RD



[priestley.ac.uk](mailto:enquiries@priestley.ac.uk)
enquiries@priestley.ac.uk



01925 633591