

STUDENT HANDBOOK

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



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WELCOME

Congratulations on choosing Priestley College and securing your place at Enrolment. You will not regret your decision, just ask our returning 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

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.

* If any of the key information in the Student Handbook has to change before you start at college we will of course let you know.

TRAVELLING INTO COLLEGE



Direct bus services

Priestley works with Warrington's Own Buses and Selwyns Travel and currently provides subsidised bus routes to college (see page 6).

For full details about the routes see the travel page on our website, www.priestley.ac.uk/travelling-to-priestley-college/ which you can find under the **SUPPORT** tab at the top of the home page.

Other services

Buses run from across Warrington and surrounding 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. Go to warringtonownbuses.co.uk

Bus passes

- Warrington's Own Buses offer a range of ticket options available on the bus. Young people under 22 can travel for a flat fare of £1 per trip. Students can also buy a discounted Under 21 Touch and Go pass, which allows unlimited travel with WOB, including The Pops, Cheshire Cats, Connect 17, and Blueline. Annual passes can be paid in 10 instalments by direct debit. To find out more or apply online, visit Touch & Go www.warringtonownbuses.co.uk/touch-go
 - Arriva- Bus passes can be bought at reasonable prices at arrivabus.co.uk
- All the above passes can also be used on weekends.

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.

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

OUR DIRECT BUSES

Did you know?
 You can apply for
 a Core Bursary
 or Mainstream
 Bursary to help
 with travel costs.



CYCLING AND DRIVING



We encourage sustainable travel and many of our students choose to cycle or walk to college.

To get an idea about some of the available cycling and walking routes go to www.priestley.ac.uk/travelling-to-priestley-college/

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).

Driving to college

Student parking is limited as the council does not permit us to increase the number of spaces available. Only students with a valid permit can park on the campus, although having a permit does not guarantee a space as the car park operates on a first-come, first-served basis.

There are 38 student parking spaces, two designated bays for blue badge holders, and an area for motorbikes and mopeds. Only students who are issued with a permit will be able to use the car park and we prioritise second years, those who travel the greatest distance, have limited access to direct bus services or have disabilities.

We ask students who drive not to park in residential streets and instead use our overspill car parks listed on the website.

BRITISH/PRIESTLEY VALUES

The rule of law

Support & Discipline procedure, ID cards, IT user policy, behaviour policies, Code of Conduct

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

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 Extended Diploma = three blocks | GCSE = one block | Specialism (e.g. EPQ) = one 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.

A-Level

	9:00	10:30	11:30	12:30	1:00	2:00	3:00	3:30
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)	Enrichment	
FRI	Sociology	Enrichment		Lunch	Maths			History

Vocational

	9:00	10:30	11:30	12:30	1:00	2:00	3:00	3:30
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		Enrichment
THU	Applied Science	A-Level PE		Lunch				Enrichment
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	Enrichment	
THU		Health		Lunch	Enrichment	Health		
FRI	Health	Health		Lunch	PDP (tutorial)	Health		

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

	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	Enrichment	
THU		Sport		Lunch	GCSE English	Sport	Enrichment	
FRI		Sport		Lunch		GCSE Maths		

Periods that are not timetabled should be used for independent study.

THINGS TO REMEMBER

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

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

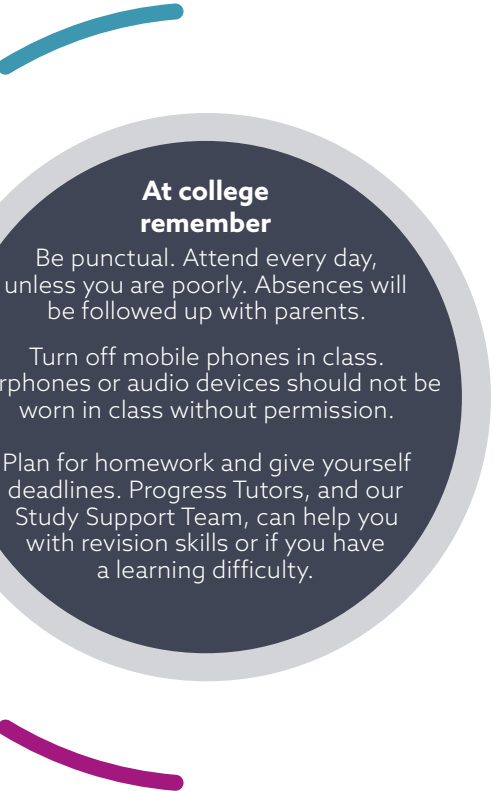
What to bring - pens/highlighters, pad of lined paper, ring binder/dividers/and plastic wallets.

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 & 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.



Art and Design students will be given an introductory set of materials. To order a basic start-up kit see page 32.

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.

Independent Learning Sessions are 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.

Sport / Priestley School of Performance

students may need to purchase some branded clothing.

Holidays - no holidays should be taken in term time. In exceptional circumstances this must be authorised by emailing the Principal at enquiries@priestley.ac.uk

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 2025 you may be entitled to apply for support from either the National Bursary Scheme or the Priestley Student Fund.

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 £30,000 (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 £30,000. Support is available for households where the joint income of both parents carers is between £30,000 and £35,000.
- 2) Bursaries that are for those who face emergency short-term financial hardship.

Priestley Student Fund 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 Priestley Student Fund bursary.

19+ Discretionary Learner Support Fund

This fund is for those students who will be 19 or older on 1 September (of the academic year in question) 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 childcare.

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.

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.

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 lockdown 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 Rachel Clarke 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
- Support & Disciplinary Procedure

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

Health-related sharps

If you see any health-related sharps that have not been disposed of 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 kept securely 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 gross misconduct and disciplinary action.



LEARNING SUPPORT BASE

The Learning 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 our Inclusion Manager Rachel Clarke 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. Interviews are available during the college day and appointments can be made in the Careers Hub (upstairs in the LRC) or through the Careers button on your Student menu.

Students can also access careers advice through their Personal Development Programme (PDP) throughout the year. All students will be given guidance on progression routes by their Progress Tutor.

Did you know?

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.

Students with a healthcare issue
You can contact the Learning Support Team in the Support Base either at Enrolment or during the academic year so that a healthcare plan can be set up.

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.

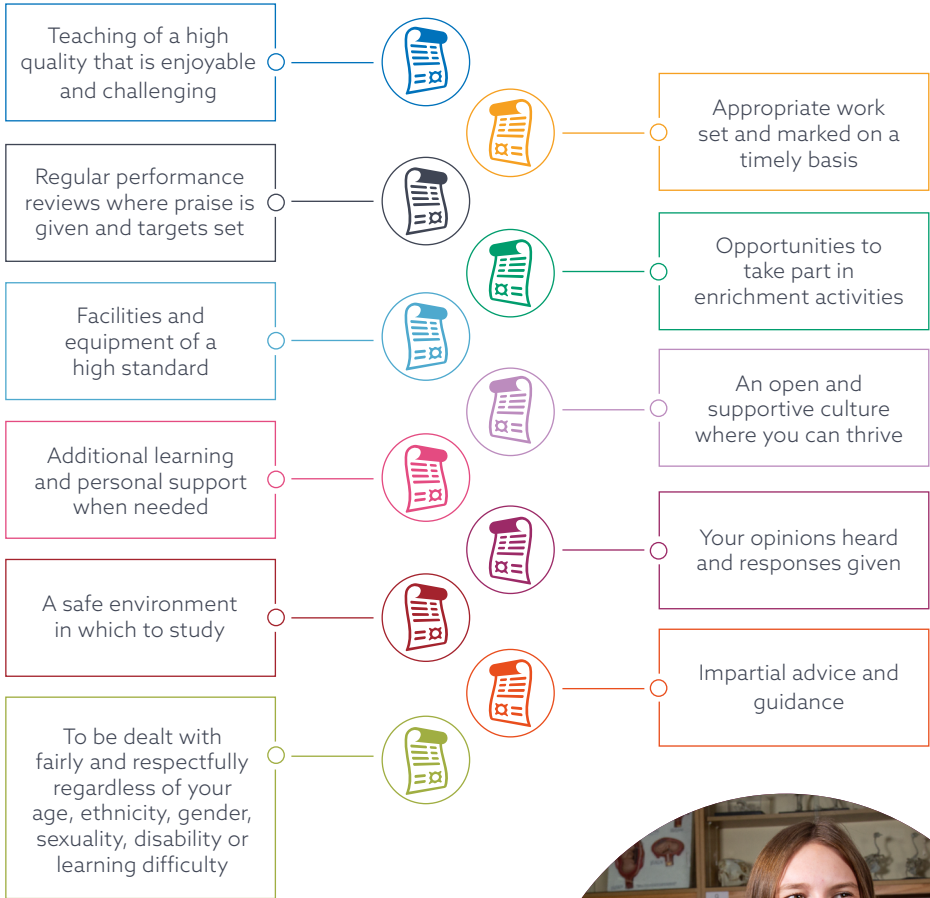
EQUALITY & DIVERSITY

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:



COLLEGE CHARTER

As a student at Priestley College, you may expect:



For our detailed college charter and to read our student charter, go to priestley.ac.uk/college-charter



EXAMS

A guide to studying

We will aim to inspire, challenge and support you throughout your time at college. However, your success ultimately depends on you and your willingness to learn.

It is important you recognise early the ways you work best and also how to organise your time.

You will be expected to plan your time, factoring in important dates and events during the academic year and use your time outside of lessons productively. Although you should stick to your plan, you also must be prepared to be flexible if you are to finish college with the best results possible.

Our exams page includes details about the process and study hints. Go to priestley.ac.uk/exams

Exam fees

Course, examination and assessment fees will be paid by Priestley as long as a full programme of tuition has been completed. 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 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

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

Futsal

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

Women's football

Annie Ashurst - a.ashurst@priestley.ac.uk

Netball

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

Basketball

Michael Wilson - m.wilson2@priestley.ac.uk

Rugby League (men's and women's)

Ryan Cartledge - ryancartledge@warringtonwolvesfoundation.com



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 31 for details on purchasing a kit.

ENRICHMENT

For more details go to
[www.priestley.ac.uk/
enrichment](http://www.priestley.ac.uk/enrichment)

Enrichment 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.

Just email Chris Lee
c.lee@priestley.ac.uk if you have any ideas.

Enrichment activities have included: 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.

ACADEMIC EXCELLENCE

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 a series of enrichments including High Achievers' Programme, OxNet, Medicine Dentistry and Veterinary Programme, Pre Law and other activities that have previously included the History Magazine, Japanese classes, Debate 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 visit our website.



Did you know?
Typically more than 500 of each Year 2 cohort go to university, a high percentage of those secure offers from Russell Group universities including Oxford and Cambridge.



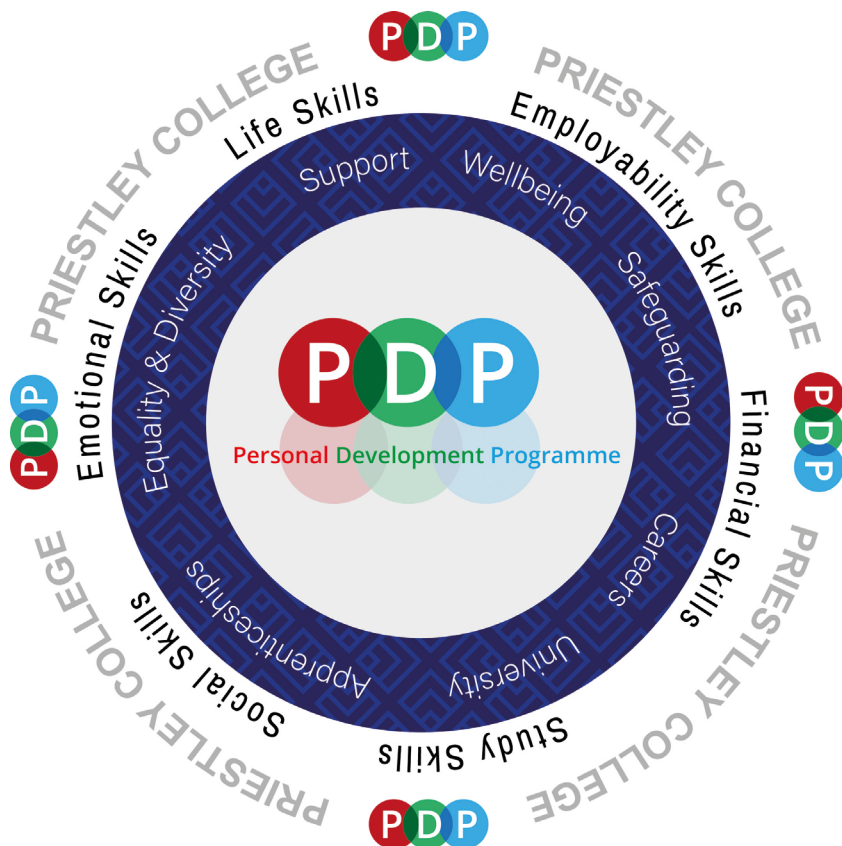
PERSONAL DEVELOPMENT

Personal Development Programme (PDP)

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. PDP forms an integral part of your study programme at Priestley.

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



PRIESTLEY CONNECT



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.

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: Harry Style's username for example might be hs00543210

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

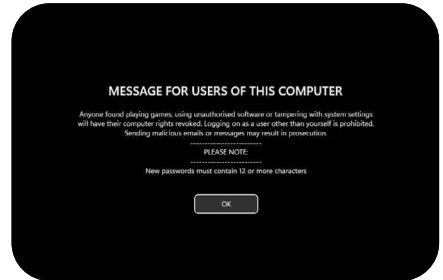
STAGE 1

1.1



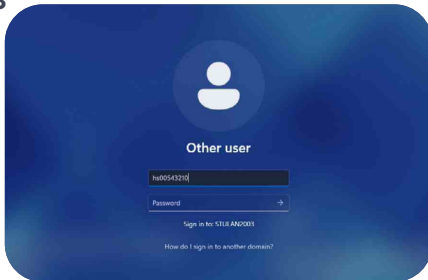
Go to a college PC and press enter to start logging in

1.2



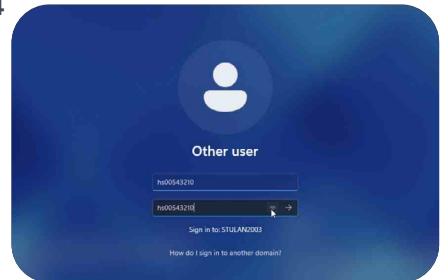
Click **OK** to accept the first agreement

1.3



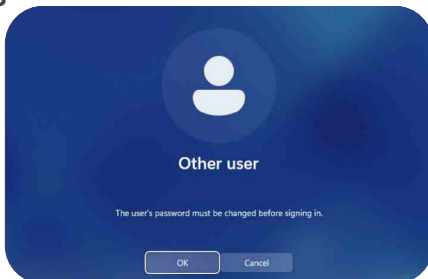
Enter your **USERNAME** in the first box.
Remember: Initials followed by ID Number

1.4



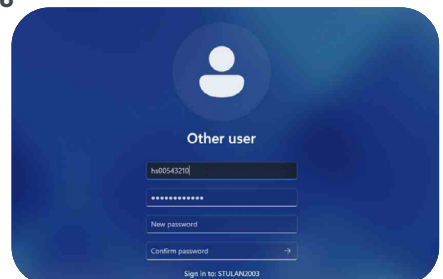
Your default password is the same as the username you just entered.
Type it once more very carefully

1.5



It will say your password has to be changed.
Click **OK** to set your own new password

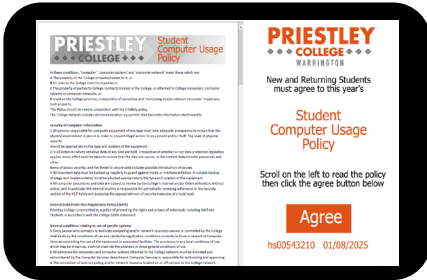
1.6



Type a new password in the bottom two boxes with 12 characters minimum. It must contain upper and lowercase letters and at least one number. It must also contain at least one symbol (except £ sign) eg. **CloudBankHorizon27!**

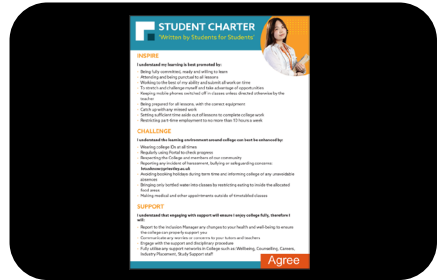
STAGE 2

2.1



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

2.2



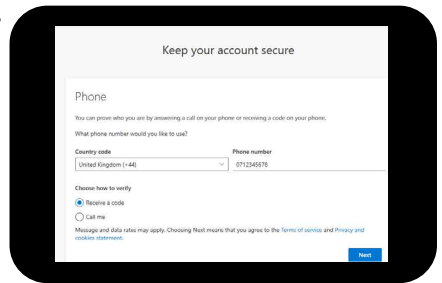
Read through the College Charter, then click the **AGREE** button

2.3



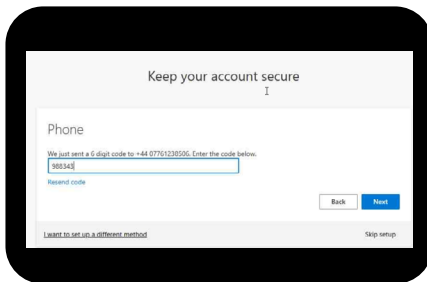
Multi-Factor Authentication (MFA)
This next step is to help keep your college account secure. Click **NEXT**

2.4



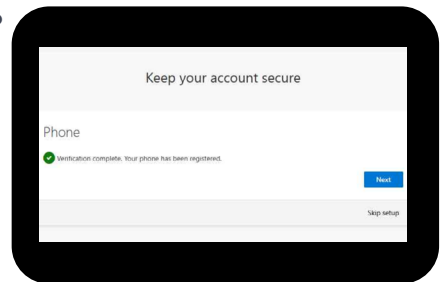
Select United Kingdom from the drop down, then put in your mobile number and click **NEXT**

2.5



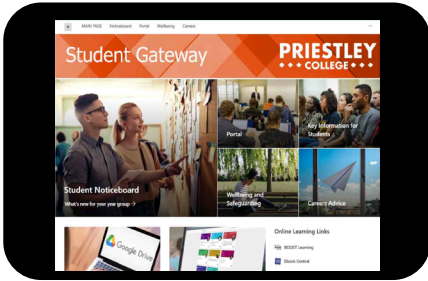
You will receive a code in a text on your phone from Microsoft. Put this in the box on screen.

2.6



Once your phone is registered, you can click **DONE**

2.7



Every time you login, you will see the Student Gateway. Take some time to explore the different links available.

2.8



The Gateway is the main way to access anything college-related. you will find a shortcut on the desktop if needed.

Note: At home, if you sign in to Google with your college details, you will also be able to access the Student Gateway.

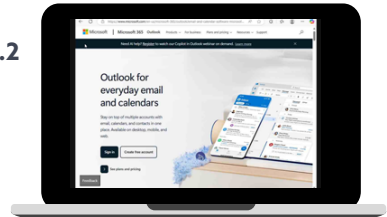
**STAGE
3**

3.1



College uses Outlook365 for email. Look for the **Outlook Mail** button in 'Useful Links' in the Student Gateway or go to outlook.com

3.2



Click the **SIGN IN** button
Your email address is:
your username
followed by **@priestley.ac.uk**
Eg: **hs00543210@priestley.ac.uk**

GOOGLE DRIVE AND GOOGLE CLASSROOM

Logging into Google products using your college email



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.

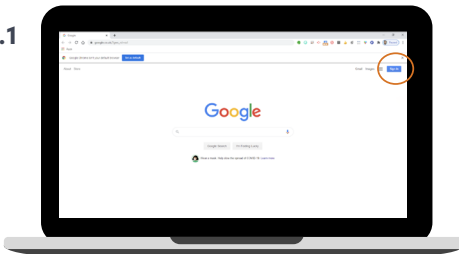


Classroom is part of Google Workspace and is the main tool used to support your learning at Priestley.

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

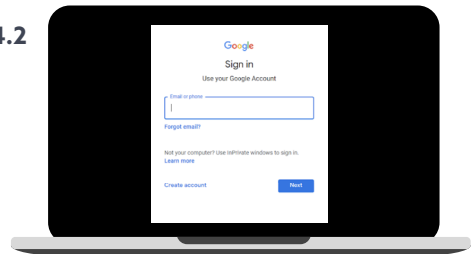
There is a task list, calendar and gradebook in Classroom to help with organising your studies.

4.1



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

4.2



Enter your Priestley email address
and password.

For example:

hs00543210@priestley.ac.uk

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

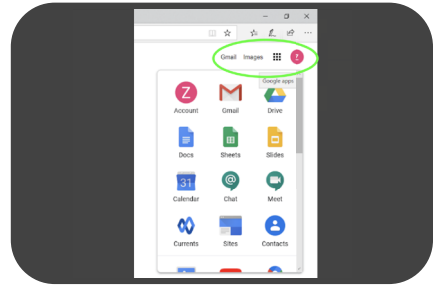
Did you know?

*You can access Google
Drive and Classroom
through the Student
Gateway.*

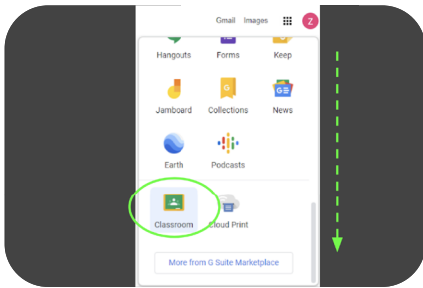
THE GOOGLE GRID

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

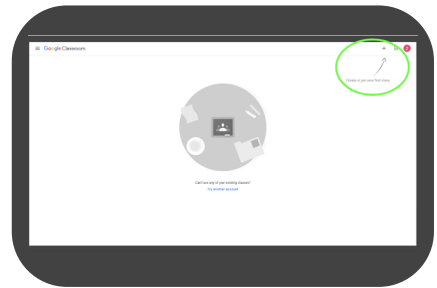
Clicking on the **GRID** icon will open the Google **APPS** menu.



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.

PLEASE NOTE:

We use Outlook for email - not Gmail - so please make sure you download the Outlook app. This will mean you will have easy access to your emails and don't miss any college communications.

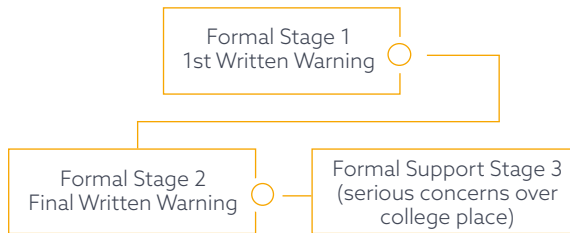
USEFUL INFORMATION

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 & Disciplinary Procedure

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



Please follow the link to see the Support & Disciplinary process priestley.ac.uk/attendance

Student Council

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. They meet every week to ensure your voice is heard and your key points can be communicated to senior leaders.



ID cards

Student 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 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.

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.

Note: We strongly advise that you do not order your sports kits until 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 £64.96
Product Design EPQ	AS £17.92
Architecture	AS £23.53
Photography	AS £5.94
Textiles	AS £40.99
UAL Level 2 Art & Design	£18.81

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



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 Unifrog to manage and track work experience placements. 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.

Note: If you secure work experience you need to inform the Careers Team in the Learning Resource Centre.

Paying for 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 cafe

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.



Unifrog - Universal Progression Platform

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.

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. You will also be given advice and guidance around apprenticeships.

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.

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.

Your first line of support is your Progress Tutor who will also be a Mental Health First Aider. They will offer support, but also be able to refer you to our Wellbeing Team if required. They can offer:

- 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.

Note: We have a team of Mental Health First Aiders who can assess the most appropriate support for you. You can also train to become a Mental Health student ambassador.



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: Rachel Clarke, Mark Eccleston, Mark Edgington, Chris Lee, Anne White, Dan Martin, Jenny George or Caroline Atkinson.



Rachel Clarke
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

DATA PROTECTION (GDPR)

The College operates in line with the TCAT Data Protection policy and takes matters of data protection very seriously.

All our Student Data is held on Portal and is taken from information provided at enrolment.

The data is ONLY changed when the student informs of the change. Any changes to student data that come from a third party, must come from a registered email address and may need to be verified with the student before a change can be made. Requests for changes to student data should be directed to Student Services.



Personal ongoing consent

- If anything about the original consent changes, then we will need to get fresh consent from the individual.
- Individuals have the right to withdraw consent at any time.
- This is only likely to apply for photographs and videos.

For further information or to make a change to your consent, please contact Student Services.

Subject Access Requests

- Individuals have the right to access their personal data
- This is commonly referred to as subject access.
- Individuals can make a subject access request verbally or in writing.
- Organisations have one month to respond to a request.
- It is the right of the student rather than of anyone else such as a parent or guardian. So it is the student who has a right of access to the information held about them
- Students are able to directly access the personal data held on Portal via their own log in

For further information or to make a Subject Access Request, please contact Student Services.

Personal data restriction

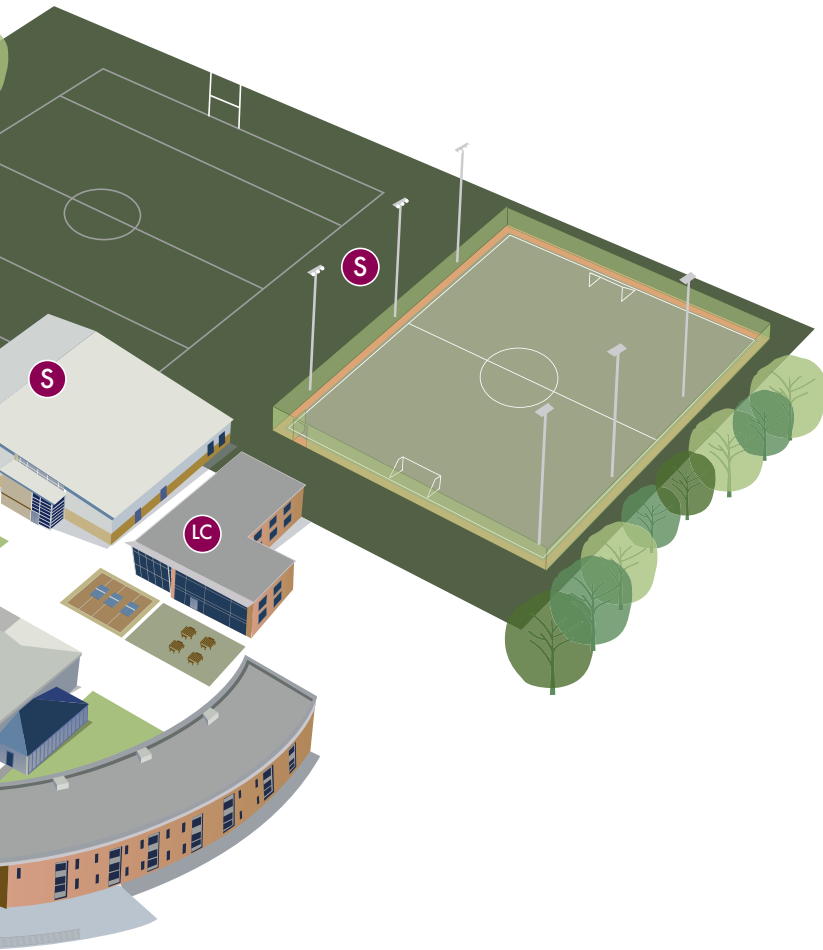
- Individuals have the right to request the restriction or suppression of their personal data.
- This is not an absolute right and only applies in certain circumstances.
- When processing is restricted, it is permitted to store the personal data, but not use it.
- An individual can make a request for restriction verbally or in writing.
- Organisations have one month to respond to a request.

For further information or to make a restriction request, please contact Student Services.



CAMPUS GUIDE





- | | | | |
|------------|--|-----------|-----------------------------------|
| C | CRESCENT BUILDING / MAIN RECEPTION | S | SPORTS CENTRE / ALL WEATHER PITCH |
| P | PRIESTLEY BUILDING / PRIESTLEY RECEPTION | D | DESIGN CENTRE |
| CT | COSTELLO THEATRE | A | ARTS CENTRE |
| LRC | LEARNING RESOURCE CENTRE | PA | PERFORMING ARTS |
| LC | LEWIS CARROLL BUILDING | VB | VIOLA BEACH CAFE |


PRIESTLEY


◆◆◆ COLLEGE ◆◆◆
WARRINGTON

KEY DATES 2025/26

w/c 2 Sep	Start of term
Fri 24 Oct	College closes at 4pm for half term
Mon 3 Nov	Classes resume
Fri 19 Dec	College closes at 4pm for Christmas
Mon 5 Jan	Classes resume
Fri 13 Feb	College closes at 4pm for half term
Mon 23 Feb	Classes resume
Thu 2 Apr	College closes at 4pm for Easter
Mon 20 Apr	Classes resume
Fri 22 May	College closes at 4pm for half term
Mon 1 Jun	Classes resume
Fri 10 Jul	End of term for students



 Loushers Lane, Warrington,
Cheshire, WA4 6RD

 priestley.ac.uk
enquiries@priestley.ac.uk

 01925 633591

To share your thoughts and feedback about the college, please email
Teresa Cullen at t.cullen@priestley.ac.uk