

Haywards
Heath
College

FRESHERS SURVIVAL PACK

2023-24

SU XTRA

CCG | Chichester
College
Group



A BIG WELCOME TO HAYWARDS HEATH COLLEGE

We want you to make the most of your time with us.

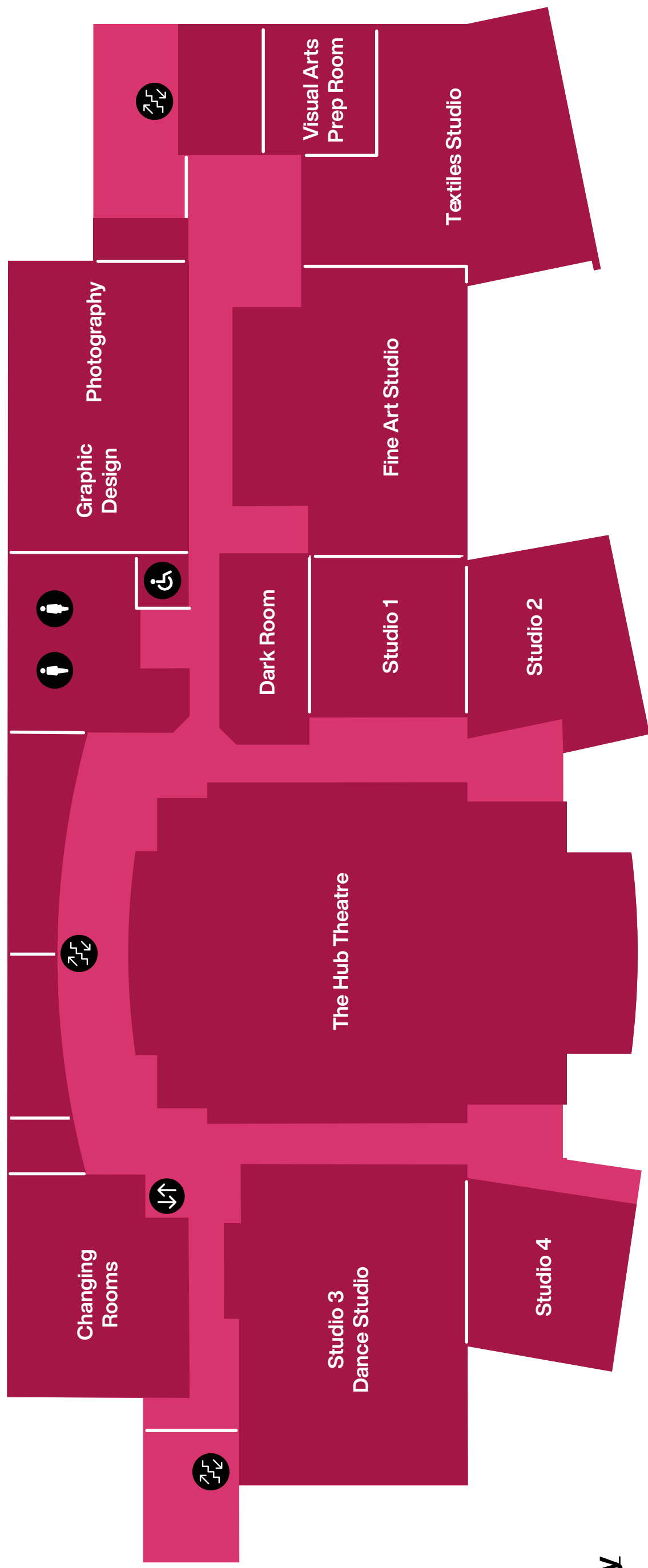
To help you to do that, we have put together this guide which provides information about the opportunities and services that are on offer to you across the college.

We look forward to meeting you in the coming weeks.






The Student Experience Team.



Lower Ground Floor




Key

-  Stairs
-  Elevator
-  Male Toilet
-  Female Toilet
-  Disabled Toilet

Ground Floor












Key

-  Stairs
-  Elevator
-  Male Toilet
-  Female Toilet
-  Disabled Toilet
-  Reception
-  First Aid Room
-  1 Principal's Office
-  2 Counselling Office
-  3 Welfare Room
-  4 Vice Principal's Office
-  5 Multi-Faith Room
-  6 Student Experience
-  7 Reception Box Office



First Floor

Key

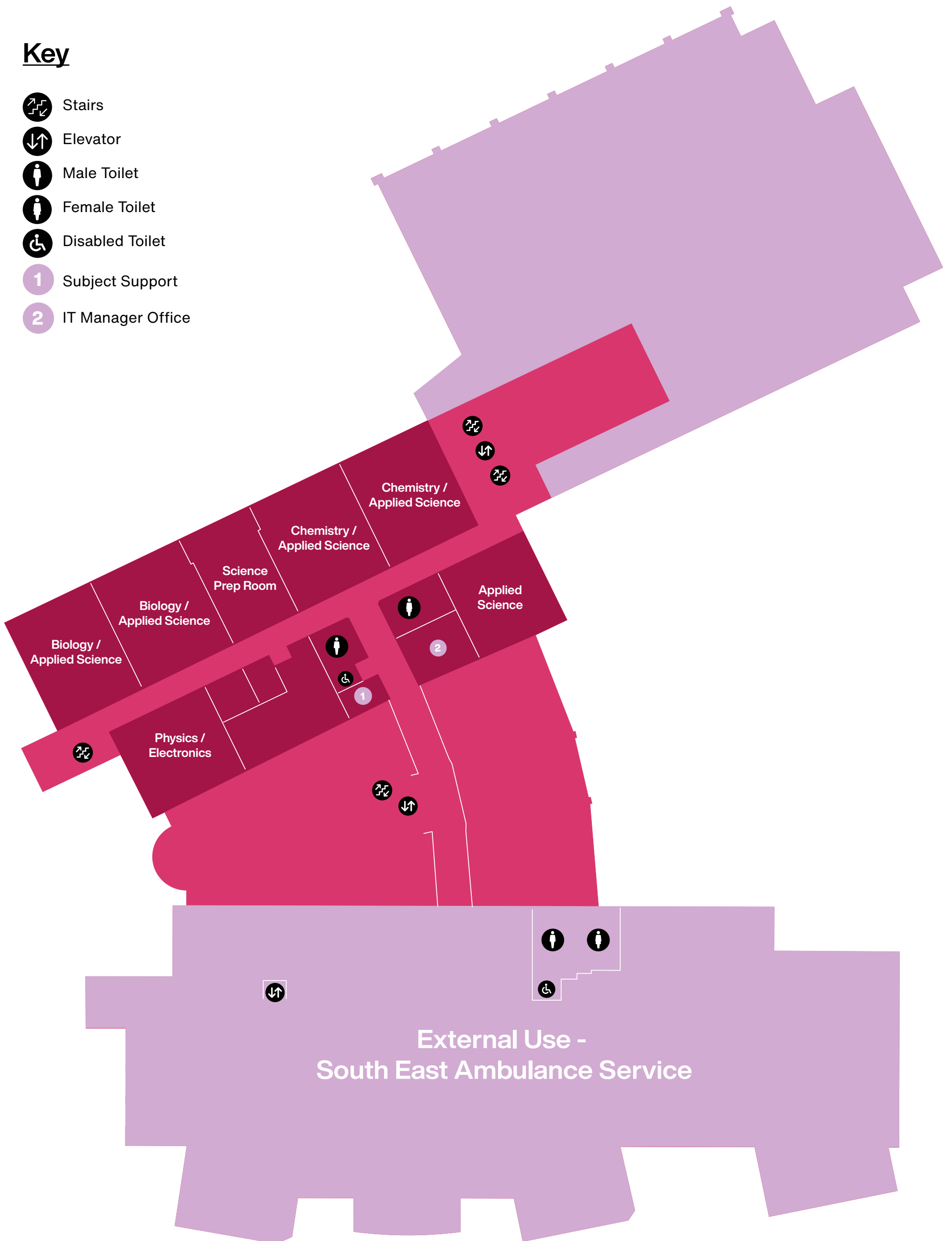
-  Stairs
-  Elevator
-  Male Toilet
-  Female Toilet
-  Disabled Toilet
-  Music Practice Room 1
-  Music Practice Room 2
-  Progression Plus
-  Student Union
-  Quiet Study Room
-  Language Lab



Second Floor

Key

-  Stairs
-  Elevator
-  Male Toilet
-  Female Toilet
-  Disabled Toilet
-  1 Subject Support
-  2 IT Manager Office



TERM DATES

Autumn Term 2023

Monday, 4 September to Friday, 15 December 2023

Half Term Monday, 23 October to Friday, 27 October 2023

Spring Term 2024

Thursday, 4 January 2024. Thursday, 28 March 2024

Half Term Monday, 12 February to Friday, 16 February 2024

Easter Break 29 March 2024 – 12 April 2024

Summer Term 2024

Monday, 15 April 2024 - Friday, 21 June 2024

Half Term Tuesday, 28 May to Friday, 31 May 2024

Staff Development Days (no classes)

Tuesday, 26 September 2023

Thursday, 9 November 2023

Wednesday, 3 January 2024

Tuesday, 5 March 2024

Bank Holidays

Monday, 1 January 2024

Friday, 29 March 2024

Monday, 1 April 2024

Monday, 6 May 2024

Monday, 27 May 2024

Monday, 28 August 2024



TRAVEL

There are a variety of travel discounts available to students on both the buses and the trains. For more information on applying for them pick up a leaflet from Student Finance or your Pastoral Support Tutor. To find out if you are eligible for support check out the college website and apply online.

[haywardsheath.ac.uk/college-life/financial-support](https://www.haywardsheath.ac.uk/college-life/financial-support)



PARKING

Parking is available onsite, with low daily charges. However, spaces are in high demand and are not guaranteed. You'll also need to pre-register your car for an e-Permit. You can find out more on our website: [haywardsheath.ac.uk/college-life/travelling-to-haywards-heath-college](https://www.haywardsheath.ac.uk/college-life/travelling-to-haywards-heath-college)



COLLEGE RESPONSIBILITY



Keeping you on track! If the college has any concerns regarding progress, behaviour or any incidents stopping you from learning, our Positive Behaviour Management Policy will be used to get you back on track. The college may assign a Student Tutor to work with you to help you get yourself back on track and support you through the college referral process. You can find out more about Pastoral Support Tutors in Student Tutor Hub on your campus.

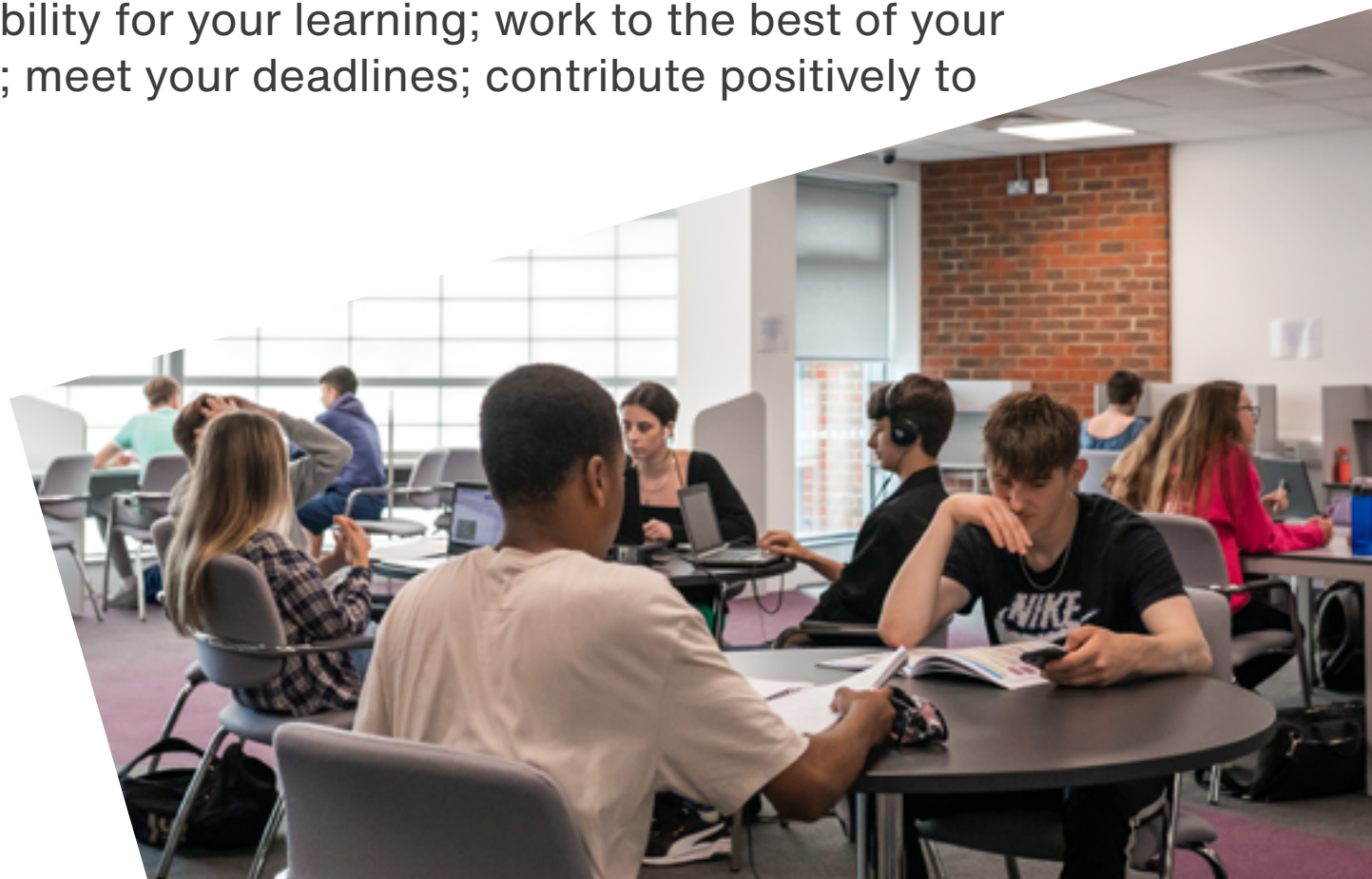
YOUR RESPONSIBILITY

It's your responsibility to:

A - ATTEND: 100% attendance at lessons and tutorials; be on time for lessons; report absences promptly.

B - Behave: Cooperate with staff and other students; treat people with respect; follow college rules in and out of the classroom.

C - Commit: Accept responsibility for your learning; work to the best of your abilities to meet your targets; meet your deadlines; contribute positively to the college community.



C-SPACE

An exciting online system which stores all of your course information in once place, so you can review your progress at any time.

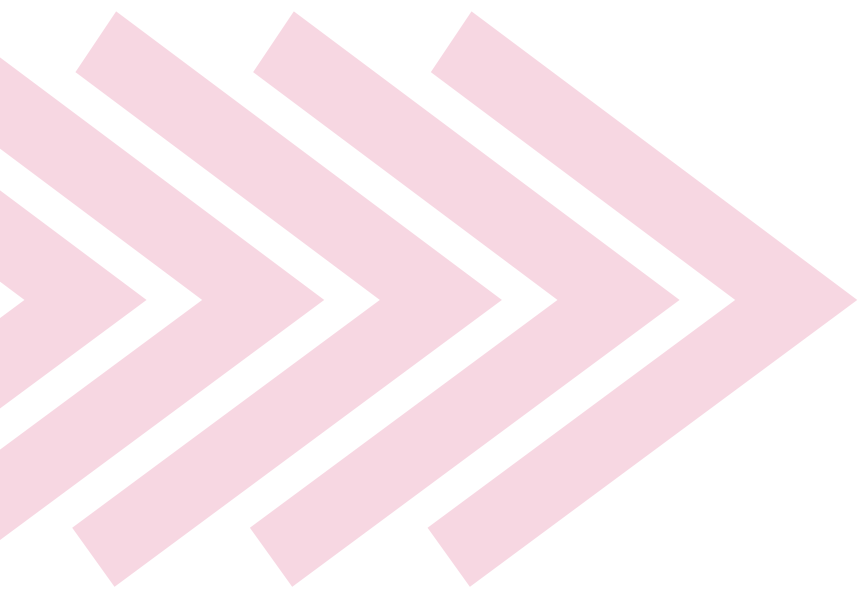
You can view your timetable and track your attendance, check your targets, assignments, skills and grades, and view your Xtra work placements and enrichment activities. You can also message your tutors from C-Space.

Log on via CCG Online to explore your personal profile.

CCG ONLINE

CCG Online is your virtual college world, with vital information about courses and assignments as well as all the information you need about support services. Be sure to check in regularly.





STUDENT FINANCE

Learning Support Grants are available to support you with a range of expenses including, travel, books, uniform, equipment, or PPE. We also operate the Government's 'Care to Learn' scheme for students ages between 16 and 19 with childcare needs. If you received free meals at school you could be eligible for a free lunch at college. To find out if you are eligible for any of this support you can contact the Student Finance team on **01243 786321** ext **2325**, look on CCG Online for details, speak to your Student Tutor or drop an email to studentfinance@chigroup.ac.uk

PASTORAL SUPPORT TUTORS



If you aged 16-19, you will meet your Student Tutor during Induction week and they are your very own mentor and coach to help you navigate the challenges that life at college can bring. Your Student Tutor will monitor your progress and welfare to help you reach your full potential, work closely with you through personalised one to one meetings that review, record, and celebrate your progress and achievements, set SMART targets to help you reach your future goals, offer you confidential and professional advice, and work with your course group to deliver our unique PDP programme. You can contact them in person by visiting their Hub in FF13 Opposite the LRC, also by telephone, email, TEAMS and Facebook. Visit CCG Online to find out more. If you are aged 19+ then your course leader will offer you support.

PARENTS & GUARDIANS

All support for students is important. For students aged 14-18 the college will work with you to keep your parents and guardians informed of your progress and needs. Throughout the year there will be opportunities for you and people who support you to communicate with your course teams and Pastoral Support Tutor. This will help you to achieve the very best that you can.

KEEP SAFE AT COLLEGE

Are you or someone you know at risk of harm? Do you need help to keep yourself or someone else safe?

Call: **01444 711900 ext. 3900**

Email: **StaySafeHaywards@chichester.ac.uk**

ADDITIONAL SUPPORT

Haywards Heath College is committed to providing high quality experiences for everyone and we welcome students with a range of learning, mental or medical needs to our community. We treat any information with sensitivity and only pass on information to others with your consent. You can find us on the First Floor FF10N - entry through the Learning Resource Centre.

PROGRESSION PLUS

The Progression+ team includes experts in admissions, careers, higher education, work experience and apprenticeships. The team offers advice and guidance, helping with all aspects of careers and progression which includes applying for courses, interview tips, CV writing, application forms, job and apprenticeship searches, and gap year opportunities. We can help you to plan and progress onto work-based learning, employment, or higher education. We will support your UCAS application, help you to write your personal statement, and provide information on Student Finance. We can assist with visits to local universities and open days, and arrange careers related events in conjunction with faculties. To find out more or book an appointment call **01444 711900** ext **3911** or email progressionplus@haywardsheath.ac.uk

WORK EXPERIENCE

Get ready for the working world...

Work experience is integral to some courses. It helps build on your employability skills and makes you more attractive to potential employers. There are also a range of volunteering opportunities available to boost your CV and your experience. Speak to Progression+ or your course team to find out more about work experience. Contact your student experience team to discuss volunteering opportunities.



LIBRARY RESOURCES

The library at Haywards Heath has all the resources and facilities you need to help you complete your assignments. Located on the first floor, there you will find a light, spacious and calm environment to study, with textbooks and revision guides to support your courses, fiction and well-being books, journals and magazines, laptops, drop-in computer access, WiFi printers and photocopiers, and support with referencing, research and study skills. Login via our Library Teams page to get free access to academic online materials like e-books, e-journals and subject resources, available anywhere 24/7. The staff are friendly and knowledgeable and will always help you. There is no need to join just come along with your College ID card.

Opening Times for Haywards Heath Library:

Monday & Wednesday	8.30 am – 4.45 pm
Tuesday & Thursday	8.15 am – 4.30 pm
Friday	8.15 am – 4.00 pm

Search our Library Catalogue here: catalogue.chigroup.ac.uk

For more information contact the library team:
Email: library@haywardsheath.ac.uk
Call: 01444 711908



BE HEALTHY



Smoking:

Haywards Heath College maintains a non-smoking policy in line with national legislation. This means that we take into account the needs of those of you who smoke and provide support for people who wish to give up. Smoking onsite is only allowed in the designated areas outside college buildings – everywhere else is a smoke free zone.

Counselling:

Sometimes emotional problems can get in the way of you achieving your goals. The college counselling team are on hand to offer free, professional, impartial and confidential advice.

To access the service please contact the counselling team on **01243 781424** or ask your student tutor to support your request for assistance.

Sexual Health:

You can access sexual health clinics at your campus. This is a free and confidential service. For full details talk to your Student Tutor or look out for adverts on the posterboards and screens around the college.



SU



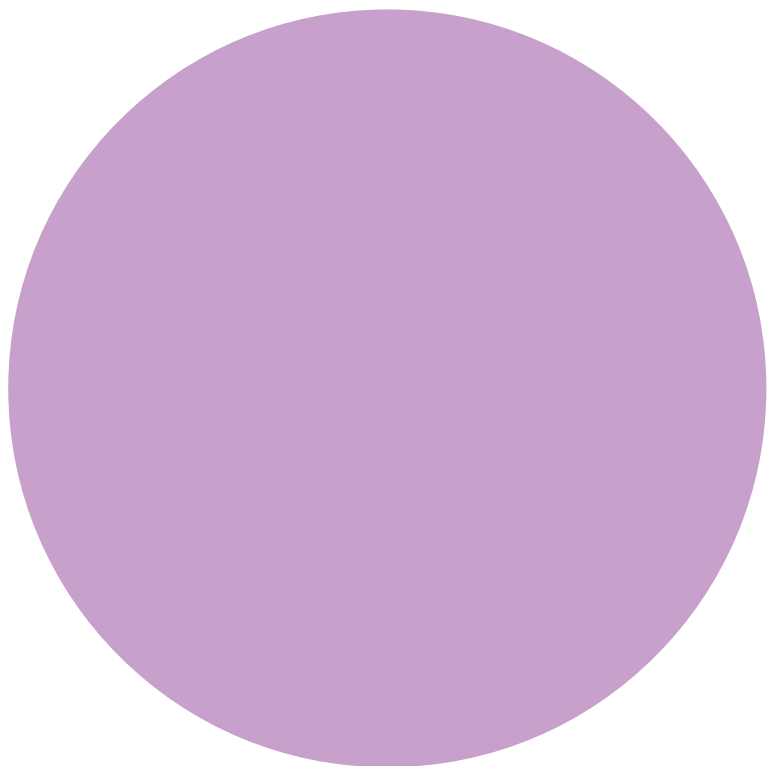
YOUR STUDENT UNION

YOUR VOICE
YOUR COLLEGE

Haywards Heath Student Union (SU) is a huge part of college life. Every student is a member of the Student Union when they enrol and the SU represents the student body at all levels ensuring that your opinions are heard in every decision the college makes.

You can easily get involved by becoming a Student Representative and a member of the Student Executive.

SU CONTACT DETAILS



Ria Voice
Student Experience
Co-Ordinator

Location: Student Union

voicer@haywardsheath.ac.uk



Maddie Penn
Student Vice-President

Location: Student Union

STEX@chigroup.ac.uk



STUDENT REPRESENTATIVE

Every course at your college has a Student Representative and it is a great role to take on, helping to ensure that you and the students you study with have the best possible experience while at college.

How do you become a Student Rep?

Student Reps are elected within their PDP session during week 3 of the academic year. Put yourself forward and be the voice of your class.

What do Student Reps have to give?


Time and commitment by attending cross college student conferences and curriculum specific meetings once a term. Use your voice to share your peers opinions and suggestions on any issue that they wish to highlight ideas- These can be your own suggestions or ideas that have come from peers or friends. You can bring anything forward for consideration.

What do Student Reps get in return?

- Feedback from every meeting you attend via email.
- A dedicated team available to answer your questions.
- Lunch! Our way of saying 'Thank You' for attending conference and supporting student voice.
- Connections with students from outside your course group, widening your social circle.
- New skills to enhance your CV.
- Help to run your student union by getting involved & supporting the events and fundraisers.



STUDENT EXECUTIVE



Anyone can put themselves forward to be a member of the Student Executive. Sign up at the first Student Conference.

What does a Student Executive have to give?

Time & commitment by attending weekly Student Executive meetings, Student Committees once a term with College Governors and cross college student conferences once a term.

Opinions

Not necessarily your own as you are there to represent the whole student body. You will be required to go out and collect views via surveys etc.

Get involved!

You will be leading on engagement within the Student Union and Xtra activities and trips.

What does a Student Executive get in return?

- Additional 1:1s with your Student Experience Team to check that you are on target to meet your personal goals, every term.
- A free hoodie to help identify you as one of the Student Executives at events and activities throughout the year.
- Connections are made through the opportunities created by your involvement in the Student Union.
- CV enhancement by gaining skills, certificated training and experience in this unique voluntary role.

YOUR EXPERIENCE YOUR FUTURE



Your academic achievement and gaining your qualifications are important, however they aren't the only things those potential employers look for. Under the Xtra banner you will find a whole host of opportunities to explore who you are and what you love. Join us for a range of free activities that suit all interests and hobbies. Play sport, get creative and meet new people. Join us on one of our day trips to Thorpe Park, or Go-Karting, or come with us on a volunteering adventure to Kenya or for some Turtle Conservation in Greece – Join us & **#GetSomeXtra**

TRAVEL THE WORLD WITH XTRA

Every year the Student Union takes students worldwide having previously visited New York, Kenya, Disneyland Paris, Costa Rica and many other destinations. Speak to your Student Experience Team for more information on trips!



OUR STUDENT LEADERS



Abby Burchell



Blake Millar



George Miles



Elly Claridge



Lauri House



Megan Rimer

COME FOLLOW US

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