



West
London
College



STUDENT HANDBOOK 2024/25

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WANT TO BE **AT WLC****

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WELCOME

Students of 2024-25 welcome to West London College. If you are a new student, I am delighted to welcome you, and if you are returning, welcome back. I hope your time with us will be fulfilling, rewarding, memorable, and fun!

This Handbook provides key information about the College and answers common questions about our services and support. If you have any other questions, please ask a member of staff.

College staff are committed to ensuring your experience is enjoyable. We offer a wide range of support services, including additional learning support, financial advice, and counselling. Our goal is to help you overcome any barriers and reach your full potential in an inclusive, friendly environment

As a student-centred college, we aim to help you achieve your potential, develop employability skills, and gain qualifications. I am confident your experience here will be both exciting and challenging. Make the most of every opportunity and I wish you every success in your chosen course.

My very best wishes to you for success.

Tafina Davidson

Head of Learner Experience

And 2023 Staff Awards Winner for Outstanding Employer Engagement



ABOUT US

West London College is a Further Education college with three centres located in Ealing, Hammersmith and Southall.

For nearly 150 years, we have been providing training and development in the area, helping over 10,000 students achieve their career goals each year.

OUR MISSION ►

AIMING HIGH, CHANGING LIVES



Ealing Green College

Located between Ealing Green and Walpole Park, Ealing Green College specialises in digital, creative and science courses. Equipped with a TV studio, photographic darkroom, computer labs with the latest Adobe software, art studios and science labs, Ealing Green College is the place to study for a great career in these sectors.

 wlc.ac.uk/ealing



Hammersmith and Fulham College

Hammersmith & Fulham College, our largest campus, offers a variety of vocational courses like business, childcare, and public services. It also houses TASTE Restaurant and The Salon for hospitality and beauty students. The college features sports facilities, including a gym and boxing ring.

 wlc.ac.uk/hammersmith



Southall Community College

Located in a vibrant community, Southall Community College offers a wide range of subjects, including childcare and a specialised construction and green skills centre. With nearby developments and easy access via the Elizabeth Line, it's an ideal time to explore vocational opportunities at the college.

 wlc.ac.uk/southall

CONTACT INFORMATION



ADMINISTRATION (ATTENDANCE OR PUNCTUALITY):

Hammersmith & Fulham College: 020 7565 1293 or 020 7565 1294

Southall Community College: 020 8231 6162

Ealing Green College: 020 8231 6065

Switch Board: 020 7565 1200



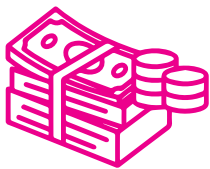
SAFEGUARDING AND WELLBEING TEAM

safeguarding@wlc.ac.uk



CAREERS TEAM AND SERVICE

careers-team@wlc.ac.uk



BURSARY AND FINANCIAL SUPPORT

studentservices@wlc.ac.uk

020 7565 1200 (Extension 2876)

020 7565 1200 (Extension 2358)



ADDITIONAL LEARNING SUPPORT

hammersmith-als@wlc.ac.uk



ENRICHMENT AND CAREERS

hammersmith-als@wlc.ac.uk



COMPLAINTS, COMMENTS AND SUGGESTIONS

comments@wlc.ac.uk

FINANCIAL HELP

FREE breakfast is available to all WLC students!

This runs at every college every day of term between 8:15am and 9:00am. You don't need to be in receipt of bursary or free school meals - they are free for every student.

Breakfast is self-service, so just help yourself from the buffet section!

There are many types of financial help that could be available to you, including support with books, travel, course materials and childcare.

You can submit an application for financial support using the Bursary application form on PayMyStudent. Please click [here](#) to register and access the online bursary form.

If you require assistance completing your application, please email studentservices@wlc.ac.uk

For more information on financial support including student discount visit:

Scan the QR Code to find detailed information about course fees and the financial assistance available at the college. You'll also discover how to apply for bursaries and other forms of financial help.



SENIOR LEADERSHIP

Karen Redhead OBE

CEO and Principal



James Taylor

Deputy Principal - Curriculum & Quality

Lisa Portland

Assistant Principal of Southall Community College



Charles Nelson

Assistant Principal
of Hammersmith & Fulham College

Sajada Sajid

Assistant Principal of Ealing Green College



Sabeena Shah

Assistant Principal
for Quality and Learner Experience

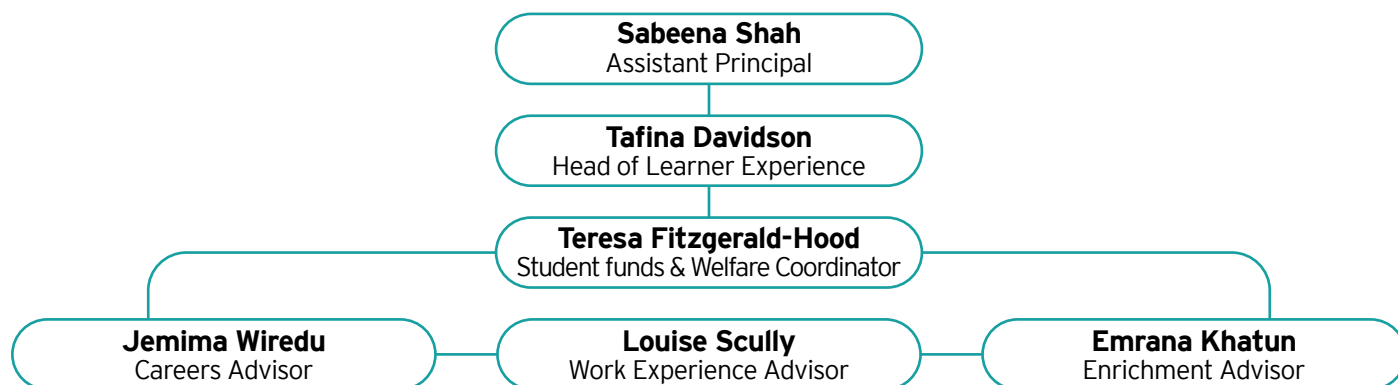
LEARNER EXPERIENCE TEAM & SAFEGUARDING TEAM

At WLC, your well-being and success are our top priorities.

This page introduces you to the Learner Experience Team and the Safeguarding & Wellbeing Team, both of which play a pivotal role in your journey here. These teams are dedicated to supporting you, whether you need help with personal challenges, career guidance, or simply want to make the most of your college experience. Remember, we're always here to help—don't hesitate to reach out whenever you need support.

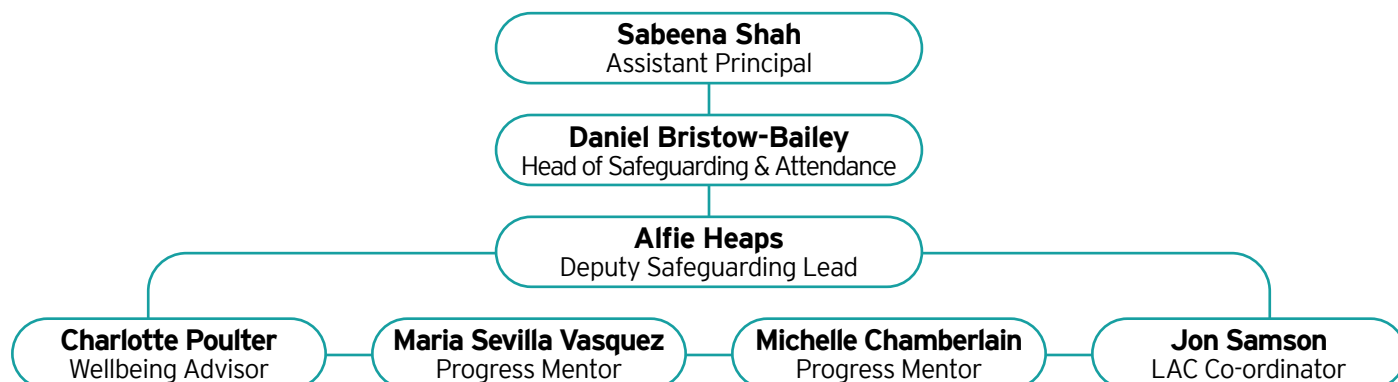
Learner Experience Team

The Learner Experience Team is here to help you make the most of your time in college by offering a variety of enrichment activities, support with careers, work experience, apprenticeships, student funds and UCAS applications. They also ensure your voice is heard through the Student Voice and Student Union, making sure your opinions shape your experience.



Safeguarding & Wellbeing Team

The Safeguarding & Wellbeing Team is here to support you throughout your time in college, ensuring your safety, mental health, and overall well-being. They provide assistance with any personal challenges, welfare needs, and safeguarding concerns you may have. Their goal is to create a safe and supportive environment where you can thrive.



ESSENTIAL STEPS

Today is your first step in taking charge of your education. In the following section you are required to:

Step 1

Familiarise yourself with the Handbook and helpful learning skills.

Step 2

Complete your One Page Profile by Monday, 30th September to help us personalise your experience.

Step 3

Use your Work Experience Log to capture all aspects of your work experience throughout your programme.

Step 4

Don't be afraid to ask questions.

These simple actions are key to guiding you on your pathway to great – start today!



HELPFUL LEARNING LINKS

Technology enhances learning by providing access to valuable resources and activities. Tools like Google Classroom, Century Tech, and Skills Builder make learning more engaging and help students develop essential skills for the future.



CENTURY TECH

An AI-powered platform that personalizes learning for students.



QUIZLET

Provides tools like flashcards and games for study and review.



SKILLS BUILDER

Provides tools to help students develop essential life skills.



GOOGLE DRIVE

Cloud storage service that allows you to store, access, and share files online from any device.



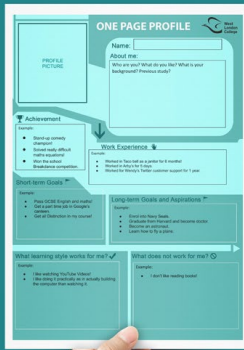
GOOGLE CLASSROOM

Managing assignments, communication between teachers and students.

PRO PORTAL

Student information system that provides access to academic records, course schedules, and other educational resources.

ONE PAGE PROFILE & WORK EXPERIENCE LOGS



ONE PAGE PROFILE

CLICK HERE to get a copy of your one-page profile.

Click on File > Make a copy then name your document **Onepageprofile_[YOURNAME]**.



SCAN →



WORK EXPERIENCE LOG

CLICK HERE to get a copy of your work experience log.

Click on File > Make a copy then name your document **WEXlogs_[YOURNAME]**.



SCAN →

STUDENT UNION

West London College is inviting students to apply for positions in the Student Union and as Student Ambassadors. These roles are excellent for those who want to represent their peers, contribute to college events, and develop leadership skills.

STUDENT UNION

Lead initiatives, organise events, and advocate for student needs across the college.

STUDENT AMBASSADORS

Welcome new students, represent the college at events, and help create a positive environment.



To express your interest, please email t.davidson@wlc.ac.uk



**BE
THE
CHANGE**



**DEVELOP
LEADERSHIP
SKILLS**



**BUILD
LIFELONG
CONNECTIONS**



**ORGANISE
EXCITING
EVENTS**



**ENHANCE
YOUR COLLEGE
EXPERIENCE**



LEARNING RESOURCE CENTRES



The Learning Resource Centres (LRCs) at Hammersmith & Fulham, Ealing Green, and Southall Community College offer everything you need for your studies.

Each centre has a wide range of resources, including books, DVDs, eBooks, and specialist journals.

You'll also find computers, printing and scanning facilities, and a variety of stationery items, including maths kits and calculators, all at low prices. Plus, we have resources tailored to your specific courses and subjects, including tools for maths and English like Century Tech.

Our e-resources are available online 24/7, so you can access them anytime, anywhere. For more details, visit your campus LRC or check the college website.

ACADEMIC CALENDAR

AUGUST 2024						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2024						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2024						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2024						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2024						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2025						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2025						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2025						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2025						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

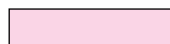
MAY 2025						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2025						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2025						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Teaching Days 

Bank Holidays 

Holidays (Breaks, Half Terms and Weekends) 

Autumn Term 2024

College Closure

Half Term

Spring Term 2025

Half Term

Summer Term 2025

Half Term










Bank Holiday

Bank Holiday

- Monday 9 September 2024 - Thursday 19 December 2024
- Thursday 24 October 2024 - Friday 25 October 2024
- Monday 28 October 2024 - Friday 1 November 2024
- Monday 6 January 2025 - Thursday 3 April 2025
- Monday 17 February - Friday 21 February 2025
- Wednesday 23 April 2025 - Friday 11 July 2025
- Monday 26 May - Friday 30 May 2025
- 5 May 2025 (May Bank Holiday)
- 26 May 2025 (Spring Bank Holiday)

**End-of-year dates will vary by course; some students may finish earlier or later.*

COLLEGE RULES

- 1**  **Attendance and Punctuality:** Regular attendance and punctuality are essential. Students must attend all scheduled classes and be on time.
- 2**  **Respect and Courtesy:** Students are expected to treat staff, peers, and the college community with respect and courtesy at all times. Bullying, harassment, and any form of discrimination are strictly prohibited.
- 3**  **ID Badges:** Wearing student ID badges at all times while on campus is mandatory for security and identification purposes.
- 4**  **Academic Integrity:** Plagiarism, cheating, and other forms of academic dishonesty are not tolerated. Students must adhere to the college's academic integrity policies.
- 5**  **Use of Technology:** Mobile phones and other electronic devices should be used responsibly and only when permitted by the teacher. Misuse of technology that disrupts learning is not allowed.
- 6**  **Classroom Conduct:** Active participation, attentiveness, and maintaining a positive attitude in the classroom are required. Disruptive behaviour is not acceptable.
- 7**  **Inclusivity and Belonging:** Respecting diverse cultures help create a sense of belonging for all students and staff. It ensures that everyone feels valued and included, regardless of their background, and contributes to a supportive community where everyone can thrive.
- 8**  **Dress Code:** Hats and hoods are not to be worn in college to maintain a respectful and focused learning environment.
- 9**  **Smoking Policy:** Smoking, including e-cigarettes and vaping, is not permitted on the campus to ensure a healthy and clean environment for all.

IMPORTANT POLICIES

Behaviour & Code of Conduct

The Behaviour Policy outlines the expectations for student conduct at West London College, ensuring a safe, respectful, and inclusive learning environment. It sets the standards for attendance, punctuality, and behaviour both on campus and online. This policy emphasises the importance of good behaviour for personal and academic success and details the disciplinary procedures for handling misconduct. All students are required to adhere to the Behaviour Policy.

Assessment and Plagiarism Rules

Your tests and assignments are here to help you learn and show your progress. They will be fair, timely, and you'll get clear feedback. Be sure to know the deadlines and how your work will be judged. Copying work or using banned help is not allowed and can have serious consequences. Always do your own work and follow your course rules.

Use of AI: While AI tools can support your learning, they should be used responsibly. Do not rely on AI to complete your assignments or assessments for you. Use these tools as a supplement to your own work and ensure you adhere to the guidelines for their use.

Attendance, Attendance, Attendance!

You need to attend all your classes and be on time to succeed at West London College. Good attendance helps you learn more and prepare for future jobs. If you miss a class, let us know in advance or by 10:00 AM on the day of the absence. Missing classes without a valid reason can lead to disciplinary action and affect your grades and financial support. Always make sure to follow the attendance rules to stay on track with your studies.



AIMING HIGH, CHANGING LIVES



The **West London College Student Awards 2023** was a remarkable celebration of student success, honouring the outstanding achievements and dedication of our students.

STUDENT BEHAVIOUR CODE OF CONDUCT AGREEMENT

Introduction

West London College is committed to providing a safe, inclusive, and supportive environment where every learner can thrive academically and personally. By signing this agreement, you acknowledge your understanding of the College's expectations for behaviour and your commitment to upholding these standards.

Attendance and Punctuality

- I will attend all lessons, exams, and scheduled activities unless I have an authorised reason for absence.
- I will arrive on time and be prepared with the necessary materials for each session.

Learning and Academic Integrity

- I will complete all assignments on time and will not engage in cheating, copying, or plagiarism.
- I will use AI for additional reading purposes only and will not copy AI informed responses into my work or submissions.
- I will keep my mobile phone on silent and stored away during lessons unless its use is authorised by the teacher for learning purposes.
- I will not use headphones or other audio devices during lessons unless given permission by the teacher.

Campus Conduct

- I will follow all reasonable instructions from any member of staff.
- I will wear my College ID visibly at all times while on campus.
- I will not wear hats or hoods inside College buildings.
- I will not carry or use illegal drugs, equipment for drug use, weapons, or alcohol on campus.
- I will adhere to all health and safety regulations and refrain from smoking, including e-cigarettes, on campus.
- I will not drop litter, spit, or otherwise disrespect the campus environment.

STUDENT BEHAVIOUR CODE OF CONDUCT AGREEMENT

Behaviour

- I will behave in a thoughtful, considerate, and responsible manner at all times.
- I will not use bad language, bully, harass, or offend anyone in person or online.
- I will not damage the College's reputation through inappropriate behaviour on or off campus, including online activities.
- I will respect the inclusive learning environment by refraining from speaking languages other than English during class unless permitted.

Online Safety

- I will use the internet responsibly and follow guidance on safe internet use provided by the College.
- I will report any concerns regarding online safety, including cyberbullying, grooming, or other online risks, to a staff member or the Designated Safeguarding Lead.

Discipline and Consequences

- I understand that if my behaviour falls below the expected standards, appropriate disciplinary action will be taken.
- I acknowledge that depending on the severity of my behaviour, I may be subject to stages of the College's disciplinary process, which could include suspension or exclusion.

Commitment to Community

- I understand that maintaining high standards of behaviour is not only my responsibility but also that of my peers, staff, and all members of the College community.
- I commit to contributing positively to the College environment, helping to create a safe and respectful space for all.

Acknowledgement and Agreement: I, the undersigned, have read and understood the West London College Student Behaviour Code of Conduct. I agree to abide by these standards and understand the consequences of failing to do so.

Student Name: _____

Student ID: _____

Signature: _____

Date: _____

For Office Use Only ↓

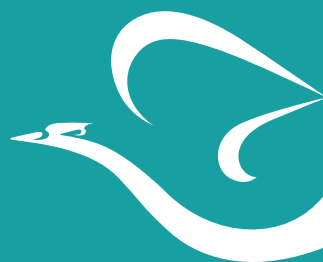
Staff Name: _____

Position: _____

Signature: _____

Date: _____

Safeguarding Referral Form



**West
London
College**

For more information visit **wlc.ac.uk**

020 8741 1688

The information contained in this handbook is correct as far as can be ascertained at the time of publication (August 2024).