

morley college

Welcome to Morley

MORLEY
COLLEGE
at Waterloo
LEARNING
FOR LIFE



Student Handbook



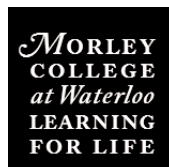
Welcome to Morley College!

Bienvenue!

Ekaabo!

Hos geldiniz!

Morley is a vibrant community
committed to celebrating diversity and providing
equal opportunities for all.



STUDENT HANDBOOK

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If you would like this information in large print or audio tape, please contact our Learning Support Co-ordinator on 020 7450 1860.

Welcome to Morley!

Welcome to Morley College. We hope that you will enjoy your studies here and that you will take full advantage of the many opportunities on offer.

We are strongly committed to providing equality of opportunity and to encouraging diversity. Over 15,000 adults from a wide variety of backgrounds already benefit from the facilities and activities available.

This handbook gives details of these, together with much useful information about the College's operation, some of which is new, so please read through it thoroughly, even if you have studied here before. Should you have any further questions, please contact a relevant member of staff, who will be pleased to help.

We aim to provide a high quality of service across all areas of our work, based on principles of equality, integrity, transparency and mutual trust, and we depend on feedback from learners and others to make continuous improvements. If you have comments or suggestions to make about your experience at the College, whether positive or negative, please let us have them on the forms provided at Reception and in the Library. All feedback is considered seriously and you will receive a response whenever possible.

Thank you for choosing to study at Morley College. It plays an important part in the lives of many people and we hope that your own association with the College will be long and rewarding.

Philip Meaden
Principal

CRA & SEC Welcome

Our College is a great place to learn and also to enjoy student life!

Students make a valuable contribution to the life of the College through taking part in the Class Representative's Association, the Student Executive Committee, by joining a College club or simply by contributing ideas and suggestions. You can be sure of a warm welcome to any or all of these groups. See page 17 for further details.

New and experienced students often have questions, suggestions, or issues to discuss about Morley, and we are eager to engage with these. Please let us know by meeting up, by an email or note or by joining a meeting.

Steve Green, SEC Chair (2006-7)
Mary van de Water, CRA Chair (2006-7)

Opportunity for All

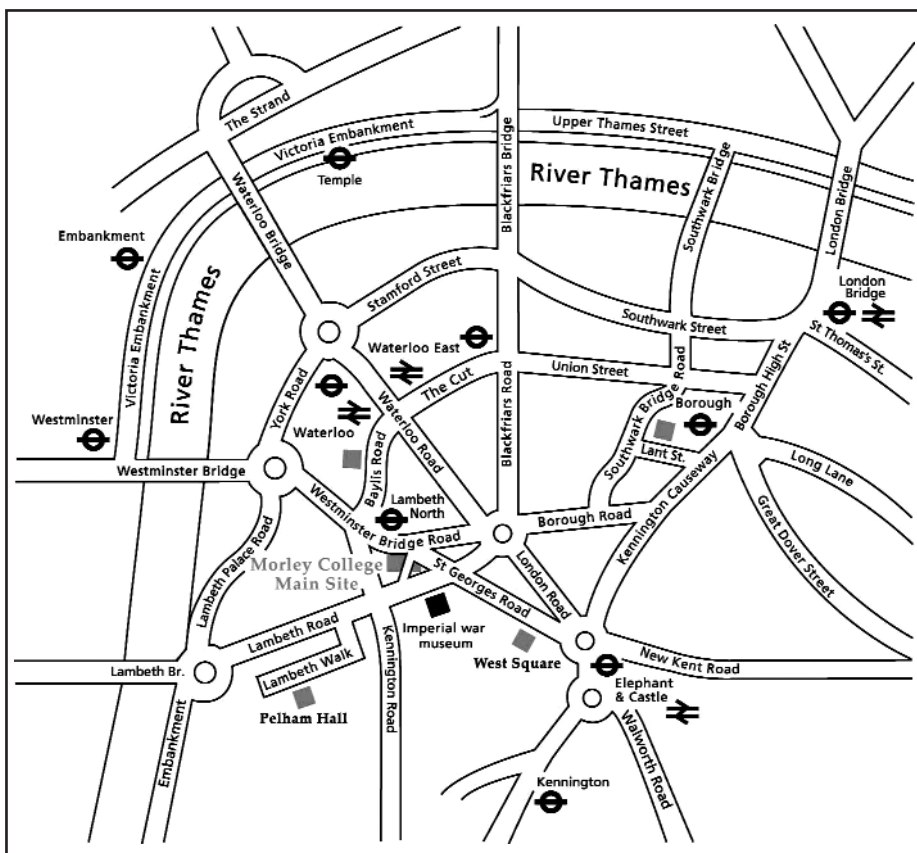
Morley College, one of the oldest adult education colleges in the country, continues to maintain the traditions of its founder, Emma Cons. If Emma Cons could see Morley now, she would find much to admire. The tradition of equality and opportunity for everyone continues at Morley today. Our objective is to continue providing high-quality adult education to all.

Equality & Diversity

We are committed to treating everyone with respect and dignity. All forms of prejudice and discrimination are unacceptable and we will challenge inequality, prejudice and discrimination. We want to maximise your own achievement, irrespective of your age, socio-economic or cultural background, race, religion, learning difficulties, disability, gender, intellectual ability or sexuality.

We want everyone associated with the College to share this commitment and to join us in implementing our policy. Copies of agreed College policies and codes of practice relating to equality and diversity are available from the College Library and on www.morleycollege.ac.uk.

Finding your way to Morley



Main Site: 61 Westminster Bridge Road, London SE1 7HT

Underground Stations:

Lambeth North: Bakerloo
 Waterloo: Bakerloo, Northern, Waterloo & City, Jubilee
 Elephant & Castle: Bakerloo, Northern

Main Line Rail Stations:

Waterloo Main Line: 10 mins walk
 Waterloo East: 10 mins walk
 Elephant & Castle: 10 mins walk

Buses

The following bus routes pass close to the College:
 1, 3, C10, 12, 45, 53, 63, 68, 159, 168, 171, 172, 176, 188, 344, 360,
 148, 59, 453

Bicycles

A covered bicycle stand is available at the back of the College and bicycle racks are provided at the front of the main building. Please do not chain cycles to the railings - these are a hazard for anyone who is blind or partially sighted.

Parking

Morley College is within the London Congestion Charging Zone. The College does not provide student parking facilities, except for a limited amount of disabled parking. Please contact the Disability Co-ordinator on 020 7450 1835. The central London location means that parking is in limited supply in the surrounding area.

Other Sites

Details of other Morley College sites and associated teaching centres are available from www.morleycollege.ac.uk or from the Morley College Course Guide.

Each building displays a list of all courses and their allocated rooms for each teaching day.

Useful Tip!

Contact Reception (020 7450 1865) if you are unsure of where to go or need to check on disabled access to the building. If you have a disability which needs specific adjustments please contact the Disability Co-ordinator on 020 7450 1835.

College Facilities

Library

The Library is free to all current Morley students and offers facilities for quiet study and provides support materials for our courses. You can borrow up to six books and three audio-visual items at any one time. To join the Library you need to fill in a membership card and show your current Morley College Student Card.

Resources include:

- ▶ Study areas
- ▶ Books & music scores
- ▶ CDs (music & voice)
- ▶ Language training materials
- ▶ Support materials for courses
- ▶ Journals & newspapers
- ▶ DVDs and videos

Library Opening Hours (term time):

Mon - Thurs 11am - 8pm

Fri 11am - 7pm

Closed during the holidays.

Tel: 020 7450 1828 Email: library@morleycollege.ac.uk

Ursula Hyde Learning Centre (UHLC)

The UHLC provides computers, printers, scanners, software and internet facilities for study purposes. Software to support students with disabilities, eg visual impairments, is available. You must join the UHLC before you can use the facilities. Membership forms are available in the UHLC. Once you have become a member of the Library or UHLC, you will need your card to borrow items or use the computer facilities.

UHLC Opening Hours (term time):

Monday to Friday: 11am - 7pm

Closed during holidays.

Tel: 020 7450 1827 Email: uhlc@morleycollege.ac.uk

Further information on the UHLC resources is available from:
www.morleycollege.ac.uk.

Changing Rooms & Lockers

There are changing rooms in the basement, with showers and lockers. The lockers are coin operated (£1 refunded) and must be emptied at the end of each day. Any belongings left overnight may be removed to Lost Property at Reception. In this case the £1 deposit will not be refunded. Lost property will be disposed of at the end of each term.

A few lockers can be hired by the term for a refundable £10 deposit. Please ask at Reception for an application form.

Premises Manager 020 7450 1823

Music Practice Rooms

Practice rooms are available for hire from 10am to 5pm on weekdays. There is a small charge, plus a key deposit. Keys are available from the Reception Desk. Other pianos within the College are not normally available for use outside class times.

All musicians must be considerate of other students within the College and minimise disturbances due to noise. Students may not practice in classrooms without prior agreement.

For more information:

Reception 020 7450 1865

Music Department 020 7450 1838

Photocopying

A coin-operated photocopier is available in the QE2 entrance at the back of the main site. Students should be careful to stay within the terms of the College's copyright licence which is displayed next to the photocopier. Any problems with the machine should be reported to the Media Resources Department.

Media Resources 020 7450 1830

Refectory & Bar

A range of hot and cold meals, drinks and snacks are available in the Refectory.

Refectory Opening Times (term-time):

Monday to Friday: 9.30am - 8.45pm

Lunch served 12 noon - 2pm

Dinner served 5.30pm - 7pm

Saturday: 10am - 3.45pm

Lunch served 12 noon - 2pm

Closed during holidays.

Wines and bottled beers are available during term time, Monday - Friday: 11am - 8.45pm. Please note that a more limited service is available on Sundays when courses are running. Vending machines for snacks and drinks are also available.

Students who wish to bring their own food can eat it in the Refectory. Food and drink must not be consumed in classrooms.

Telephones

There are two public phones directly outside the College on Westminster Bridge Road.

Morley College Gallery

The College has its own Gallery that shows free exhibitions throughout the year. These celebrate student achievements and the diversity of the College community. There are also stimulating shows from the wider art world.

Morley Gallery Opening Hours (during exhibitions):

Monday to Friday 11am - 6pm

Saturday 12 noon - 4pm

Late night Thursday until 7pm

020 7450 1826

gallery@morleycollege.ac.uk

For further information on current gallery exhibitions see:
www.morleycollege.ac.uk.

Clubs

Clubs have been a part of Morley life from the earliest days of the College, reflecting a wide range of interests. New members are always welcome.

Morley's Clubs include:

- ▶ **Accordions at Morley**
- ▶ **Ceramic Circle**
- ▶ **Chess**
- ▶ **Folk Dancing**
- ▶ **Morley Medieval**
- ▶ **Morley Sculpture Society**
- ▶ **Rambling**
- ▶ **Scottish Dancing**

For further information and contact details for Morley's clubs, please visit www.morleycollege.ac.uk and go to the 'Student Information' section.

Frequently asked questions about courses

What happens if my course is cancelled?

Occasionally courses are cancelled after they have started. This is usually because students have dropped out making the class very small. Once the class size drops below a particular number of students, the course cannot be funded and has to close. The best way to avoid this happening is to attend courses regularly and encourage other students to come along as well. If a course is cancelled, or changes are made to its day or time and you are unable to attend, a full refund will be given. If a course has to be closed during a term, a partial refund will be given, in proportion to the number of meetings held.

What happens if I can't continue a course?

If you can't continue a course let the Enrolment Desk know as soon as possible and tell your tutor. Refunds are not usually given unless the College cancels a course. However, if you give written notice to the College Finance Officer at least ten days before a course begins, a refund will be given, subject to an administration charge of £10 per course. It is not possible to refund examination, moderation or registration fees.

Can I transfer to a different course?

If after attending the first or second meeting of your course, you wish to transfer to another course, you may do so. If the new course costs less, you will receive a credit that must be used before the end of the academic year. The credit is non-refundable and non-transferable. We regret that you cannot transfer:

- ▶ after the third meeting of any course
- ▶ if the course to which you wish to transfer is already full

Can I get financial support?

The College can provide assistance with course fees to some students who may be deterred from enrolling because of personal financial difficulties. Assistance is normally given for one course only. For further information contact the Student Services Officer (Tel: 020 7450 1855)

What do I do if I have comments?

Everyone at Morley wants you to benefit from and enjoy your courses. If you have any suggestions or comments then please use the College's Compliments and Suggestions form (obtainable from the reception and the library) and leave it in the comments box at Reception. You can also

talk to your tutor or contact the Chair of the Student Executive Committee. The SEC has a pigeon hole in the college office or can be emailed at sec@morleycollege.ac.uk. The Principal has regular "open door" sessions where you can discuss your views about Morley with him.

What do I do if I have a complaint?

The college hopes that if you have a problem with some aspect of its provision you will be able to resolve it informally. In the first instance, talk to your tutor or to the appropriate Curriculum Area Manager. The names and telephone numbers of Curriculum Area Managers can be found in the Course Guide, at the beginning of each department's section. Alternatively, the SEC may be able to help (contact details above). If after trying these avenues you are still not satisfied, or if you feel they are not appropriate for the kind of complaint you have, you can use the college's formal complaints procedure. This has two stages as follows:

Formal Complaints

▶ Stage 1

Complete a complaints form or write a letter to the Head of School (Quality) setting out the grounds of your complaint. Your form or letter can either be posted to the Head of School at the college's postal address or handed in at Reception. Complaints forms can be obtained from Reception, the library or from departmental offices. The Head of School will investigate the issue you raise and report his/her conclusions to you in writing. Please remember to state your name and address on your letter or we will not be able to properly pursue your complaint.

▶ Stage 2

If you are unhappy with the response to your complaint, you have the right to appeal to the Principal. The Principal's decision will be final, save only if you believe there has been a significant failure to follow procedure and you are supported in this belief by a representative of the Student Executive Committee. In these circumstances, you may appeal the Principal's decision to the Board of Governors.

The college aims to resolve all complaints as quickly as possible.

If you wish to consult the full version of the College's Complaints Procedure it is available at Reception, the Library, departmental offices and from www.morleycollege.ac.uk.

Support during your course

Morley's promise to you

We aim to provide high quality, engaging courses to help you learn effectively and achieve your goals. To read more about our promise to you, please see Appendix 2 - Morley College Student Charter (page X).

The course introduction

At your first class the tutor will introduce the course and the College. You will be given advice about learning support and information on course assessment procedures. You will be given quality assessment questionnaires so you can tell us your opinion of the course and if it helped you meet your own objectives. Some courses include examinations, which are optional, unless you are working towards a formal qualification. The tutor will discuss examination requirements at the start of the course. Let the tutor know if you want to do the examinations.

The Course Information Form

The Course Information Form explains the content of the course and what you should expect from the course. This lets you check that you are on the right course and decide if you need to switch courses early in the first term.

The Course Information Form explains:

- ▶ aims of the course
- ▶ entry requirements
- ▶ content and learning outcomes
- ▶ learning and teaching methods
- ▶ information on materials and extras
- ▶ suitable progression routes

Feedback Forms for Quality Assessment

We want to make sure that Morley's courses work well and provide you with high quality teaching. So we ask you what you thought of each course, the tutor and the College in general. This helps us monitor the success of our courses and correct any weaknesses quickly. We also ask you if the course met your own objectives - did you get what you wanted from the course? This helps us assess the success of the courses and the quality of the teaching.

Why so many forms?

The forms you complete help us to monitor the quality of Morley's courses and tutors. They also secure funding for the College. The Government wants to know that the money it spends on education is delivering results. Many of the courses at Morley do not include examinations. In this case, your success is measured using course assessment forms. The assessment forms give you a chance to tell us if you have learnt things on the course and achieved your objectives. No forms, no proof of learning, no money from the Government. And that means either fewer courses or higher fees.

So please do fill in those forms!

Support with Examinations

If your course includes an examination, your tutor will explain the requirements of the relevant examination boards or validating agencies at the start of the course. You will have to complete an examination registration form and may have to pay a fee (on most courses the exam fee is included in the course costs). Your tutor will help you to plan for the exam. For more information about examinations refer to the Course Guide or talk to the Examinations Officer (Tel: 020 7450 1802).

Support if you are dissatisfied with examination results

You may appeal if you are dissatisfied with the way an assessment or examination is conducted, or consider your results ought to be reviewed. If it is an assessment run by Morley College then you should contact your tutor or Curriculum Area Manager in the first instance. If it is an external examination, then again discuss the problem with your tutor first and (s)he will advise you of the most appropriate course of action.

All appeals must be made within one week of the result being made available. Grounds for appeal are usually:

- ▶ unfair or biased conduct of an assessment
- ▶ breach of equal opportunities policies and procedures

Most examination boards charge for appeals and queries about their results and you will need to pay all such fees before an appeal can be accepted. If an application is successful, the additional fees will be refunded.

Support with nationally approved qualifications

Some of our courses have been accredited by the Open College Network London Region (OCNLR). If you complete these courses satisfactorily you

will be awarded credits that count towards a national qualification. You have to pass assessments or examinations to be awarded credits. You can do the course without assessments if you don't want the credits or the qualification. If you do want to be assessed you must say so when you enrol (or at the very latest when you start the first class). The course will have a different Course Number for students who want to earn credits. You will also have to pay a fee at enrolment (just once a year and it covers all of the OCNLR courses) to register yourself with OCNLR. You can do this when you enrol.

Support for university entrance - Access courses

Access courses give you the qualifications you need to apply for some university courses. These courses demand a lot of study each week - almost a full time commitment. For more information see the Access Course Guide available from Reception or from www.morleycollege.ac.uk.

Learner Support

If you need additional help with study skills, essay writing, punctuation, grammar, numeracy or maths, or need to build the confidence required to tackle course assessments, there may be help available to you. You may also have a "hidden disability" such as dyslexia, mental health or other learning difficulties. Please come and talk to us in Learning Support for confidential advice. We will be pleased to arrange help for you.

Learning Support is located close to the entrance of the main site.

Tel: 020 7450 1835

Childcare

If you are on a Skills For Life or Access course and have young children between 18 months and 5 years old and are in receipt of income-based benefits, we may be able to help you find a local nursery place for your child and help fund this. Call 020 7450 1855 to discuss your situation.

Counselling

At times of crisis we all need someone to talk to and sometimes we need a professional. If you feel your work is suffering because of something in your life going wrong, we may be able to help you by referring you to a local counsellor who will talk to you in confidence. If you feel that you need counselling related to your studies, please contact Learning Support for confidential help.

Disability Support

Disability Co-ordinator: 020 7450 1835

If you have a disability or a special educational need, we will try to meet your specific requirements wherever possible. Please give details of your disability when you enrol and talk to our Disability Co-ordinator for advice and support. We also provide additional support for students with mental health difficulties. We constantly seek to improve equal opportunities and disability provision and welcome your comments and help to build an inclusive, supportive and friendly College community.

Key documents are available in large print and audiotape from the Enrolment Desk or the Library.

Document	Large Print Version	Audiotape
Student Handbook	Yes	
Course Guides	Yes	Yes
College Charter	Yes	Yes
Equality Policy	Yes	
Race Equality Policy	Yes	
Complaints Procedure	Yes	

Equipment available for support

An optical reader and a large screen TV, together with software packages for visually impaired students are available in the Ursula Hyde Learning Centre. Portable hearing loops are available for use.

Wheelchair Access

Wheelchair access is available to most parts of the College and we are working to improve access. A level entrance from the rear of the main site gives access without stairs to most course rooms, the Library and toilets (second floor) via lifts. We will issue you with an entry-fob and a handset to open the entrance door and we will meet you on your first visit. We regret that currently some visual art workshops are inaccessible by wheelchair. For help please contact the Premises Manager (020 7450 1823).

Disabled parking

We can provide a limited amount of parking for students with disabilities. Parking places can be reserved. A returnable deposit may be required for the remote-control handset that operates the automatic barrier.

Your voice at Morley

All students are actively encouraged to contribute towards our continued development. Your opinions are valued and the College management really does want to know what students think about every part of life at Morley. There are many ways you can make your voice heard:

Principal's Surgeries

Look for posters around the College announcing when the Principal is holding one of his surgeries at which any student may drop in to raise a point/issue.

Class Representatives' Association

The Class Representatives' Association meets the Principal once each term to discuss College affairs and to share information and concerns. Each course may choose a representative to attend. These meetings are a valuable and influential link between students and College management. Each autumn the Class Representatives' Association elects ten members to the Student Executive Committee. If you don't know who your class representative is, or would like to volunteer, speak to your tutor.

The Chair and the Secretary can be contacted by email to cra@morleycollege.ac.uk, or through the Class Representatives' Association pigeonhole at the Security Desk at the entrance of the main building. Minutes of meetings are available in the Library. We are keen to widen representation in the Association to reflect the full range of Morley's diverse ethnic community.

The Student Executive Committee

This is the recognised body for the representation of students. Its members are elected from the Class Representatives' Association (ten reps), from the clubs (five reps), and by popular vote (five reps) each Autumn term.

Your representatives are named on the SEC notice boards in the main building and on the College website (see the About Us section). The Committee meets twice a term and makes recommendations and offers advice to the Principal. It nominates student members to the Governing Body and Committees of the College.

The Committee is here to represent your views and works to make Morley a pleasant, effective place to learn.

You are welcome to attend the meetings and hear what goes on. Minutes of recent meetings are available in the Library and on the College website (see the About Us section).

The Chair of the SEC also reports what work the SEC has been doing to each meeting of the Class Representatives' Association.

Come and talk to any of your SEC representatives if you have any suggestions for how Morley could be improved.

You can contact us by email to sec@morleycollege.ac.uk, or by leaving a message in our pigeonhole at the Security Desk at the entrance of the main building.

Student Representation Day

The Clubs, Class Representatives Association and Student Executive Committee Annual General Meetings (AGMs) are held on Student Representation Day, the fourth Saturday of the Autumn Term.

The appointments of up to 20 Morley students to the SEC are made at the SEC's AGM. Any enrolled student who wishes to contribute to the SEC but who was not elected may apply to the SEC Chair to be co-opted.

Student Governors and the Governing Body

The Governing Body is responsible for the policy and direction of the College. Staff and students elect members to the Governing Body.

Student members can be contacted via the Student Executive Committee pigeonhole. Reference copies of minutes and reports of the Governing Body are available in the Library and, upon application, from the Clerk of Governors.

What Morley expects of you

The College can only work well, provide high quality tuition and a safe, friendly environment for study, if students play a full, active and responsible role during their time at Morley.

Please see Appendix 2 - Morley's Student Charter for what we ask from our students.

Regular attendance

We expect you to attend your course regularly. This is important both to you and to the College. If you don't attend regularly it is unlikely that you will get the most out of the course. If you are absent for more than three weeks and have not told us, your place on the course may be offered to someone on the waiting list.

Government funding is linked to attendance - poor attendance results in a loss of money to the College. If students drop out of a course during the year, the course may have to be cancelled.

Poor attendance has a major impact on you, the College and sometimes on other students on your course. So please tell us if you are going to be absent. It helps us protect our funding and it helps you retain your place on your course.

Changes in Personal Details

Please notify the Enrolment Desk, or email enquiries@morleycollege.ac.uk if there are any changes to the personal details you supplied during enrolment.

Considerate and appropriate behaviour

All students are expected to respect their fellow students and members of staff and behave considerately to everyone when at the College. Verbal or physical threats or abuse will not be tolerated. Unacceptable behaviour could result in exclusion. There is a formal procedure for dealing with disciplinary matters. Copies of the Disciplinary Code are available in the Library and from www.morleycollege.ac.uk.

On Site

Health & Safety

Please report and draw issues to the attention of the Health & Safety Office. We have a comprehensive Health, Safety & Environmental Policy, copies of which are held in the Library and on www.morleycollege.ac.uk. You have an individual responsibility to ensure that you act in a way that does not endanger yourself or others at the College. If you have any queries concerning Health & Safety please contact the Health & Safety Officer (020 7450 1920).

Fire & other emergencies

At the first meeting of your course you will be told the procedure for evacuating the building. Occasionally, these procedures will be tested. Your co-operation and participation in fire practice drills is essential and is in the interest of everyone who visits the College. It is your responsibility to identify the nearest exits and the location of fire extinguishers in areas you use regularly.

First Aid & emergencies

If someone is taken ill, is injured or has an accident, you should immediately contact a member of staff or notify Security who will take appropriate action to contact a first-aider or the emergency services. You may be asked to complete an accident report form. This allows the College to record incidents and accidents and take appropriate action to avoid a recurrence of the same event.

Fault Report Form

Our aim is to provide a clean, attractive and safe learning environment. You can help us do this by bringing to our attention any defects and potential hazards that you come across. You can do so by using the special report form (HS1.8), available at the Reception Desk and throughout the College, and return it to the Reception Desk.

Security

Students are responsible for the security of their own personal possessions and should not leave valuables lying around unattended. Where possible, lockers with keys are provided for student use, but the College does not accept any responsibility for the loss or damage to personal possessions howsoever caused.



Emergency Procedures – Morley College A Guide

Welcome! Your safety is very important to us, so please take a minute to read the following emergency procedures.



The fire alarm at this centre is a continuous siren

Should the fire alarm be activated, please leave the building using the nearest fire exit/exit and make your way to the **Assembly Point** in King Edward Walk or Westminster Bridge Road

If you discover a fire, please take the following actions:



- Activate the nearest fire alarm
- Dial 1865 to confirm the location & type of fire



- Leave the building using the nearest available Fire exit/exit and proceed to the Assembly Point outside the College



- Wheelchair users will be directed to a suitable fire refuge point



- To request First Aid assistance dial 1865

Funding the College

Donations

Morley College is an independent registered charity. We receive grant-aid from the Government (through the LSC) and the European Union European Social Fund. We welcome financial help from past and present members of the College.

Want to help?

If you would like to discuss how you could make a contribution to the work of the College or would like to sponsor an activity or project, please contact John Parnham on 020 7450 1873 or john.parnham@morleycollege.ac.uk.

There are a variety of ways to administer your donations to Morley in tax-friendly agreements:

A You can give an amount to the College through Gift Aid: If you pay tax, Gift Aid is a very effective way of giving to a charity; For every £10 that you give, Morley will receive an extra £2.80 from HM Revenue & Customs, helping your donation to go further. If you want your donation to go further all you need to do is complete and sign a short form available from the Enrolment Desk.

B You can nominate the College through your employer for charitable giving.

C You can name Morley College as a beneficiary in your will. When preparing their will, many people decide to leave money to one or more charities. As a registered charity, Morley College Limited has benefited from legacies from former members of staff and students. One example is the late Ursula Hyde, whose legacy funded the provision of the Ursula Hyde Learning Centre.

A recent donation helped us to buy 120 new music stands for use in the College. However large or small your donation, it will be put to good use.

Morley College Limited is a company limited by guarantee registered in England No. 2829836. Registered Charity No. 1023523.

News & Events

College News

The College produces regular news updates to communicate important information, as well as news of events, department activities and information about adult education in general.

Morley Magazine

Morley Magazine is published by the Student Executive Committee and is distributed free. It is produced by student volunteers for the benefit of their fellow students, who are encouraged to express their views and display their creative talents in the Magazine.

There are normally two issues a year, Autumn/Winter and Spring/Summer. Contributions from both students and staff are warmly welcomed - articles relating to adult education, or of general interest, reports on Morley course activities, concerts or other occasions, student achievements, club news, forthcoming events, short stories or poems, and photographs. Please address contributions to The Editor, Morley Magazine, and leave them in the Morley Magazine box behind the Reception Desk, or send them c/o the College Office, or email them to morleymagazine@morleycollege.ac.uk (Please consult the Editor before sending photos by email.) Please include your name, address and telephone number, as the Editor may need to get in touch with you.

Concerts & Events

The College is proud of its wide range of concerts, exhibitions and student performances and we hope you find time to enjoy them. Regular, free Tuesday lunchtime concerts are open to all students. College choirs, ensembles, drama groups, dance groups and orchestras perform here and at other venues around London. Events listings and information are displayed on www.morleycollege.ac.uk and on College noticeboards.

A series of foyer performances by courses and student groups show the wide range of talent we have. We also stage performances of drama, opera, celebrity lectures and dance platforms.

Exhibitions

Exhibitions of student art are displayed in the Foyer and the second floor Landing Gallery, both in the main building. They are also displayed in the gallery at Morley, located in King Edward Walk. Please note that particular

care will be exercised when planning exhibitions to inform visitors whenever Life Drawing Displays include images of the naked human form. Where it is believed that work could offend people, it will be displayed in areas of the College buildings that can be avoided by members of staff and, as far as possible, students. Signage will be prominently displayed to ensure that students and staff know to avoid such locations if they wish.

Friends of Morley

Staff, students, friends and relations are invited to join the Friends of Morley. The Friends raise money and make donations that are used to improve College amenities in ways that go beyond the normal remit of our public funding. Volunteers assist with stewarding at concerts, invigilating examinations and help on Advice & Enrolment Days. To contact the Friends of Morley leave a message with the Reception staff in the Foyer of the main site.

Other Information

Children on College Premises

Unaccompanied children are not allowed on College premises.

Course Work

We cannot accept responsibility for course work left on the premises. Storage space is limited and work should be collected by the end of the course or academic year.

Energy Management

Morley's energy costs are increasing, so we need to ensure that energy is not wasted. Please help to save energy by closing doors and windows in classrooms when air conditioning or heating is being used, turning lights and electrical equipment off, and switching water taps off when not needed.

Lost Property

Lost property is recorded and kept at the Reception Desk. Any items unclaimed two weeks after the end of term will be disposed of. We cannot accept responsibility for loss of, or damage to, property on the premises.

Mobile Phones

Please switch phones off in class, at performances, presentations, in the Library and in the UHLC. Similarly, please put personal organisers, pagers, watches or similar electronic devices into silent mode. If you use a mobile phone in the College, please be considerate to staff and students around you and minimise noise and disruption.

Smoking

Smoking is not allowed anywhere in the College. If you wish to smoke outside the College, please move away from the entrance areas.

Committees

The Governing Body

The Governing Body is responsible for ensuring that Morley College fulfils its legal responsibilities as a Limited Company, a registered Charity, an employer and a provider of educational services. It monitors the operation of the College and offers policy advice to the management team. The Principal and the management team report to the Board of Governors regularly.

A list of the current members of the Governing Body is available from www.morleycollege.ac.uk under 'About the College'.

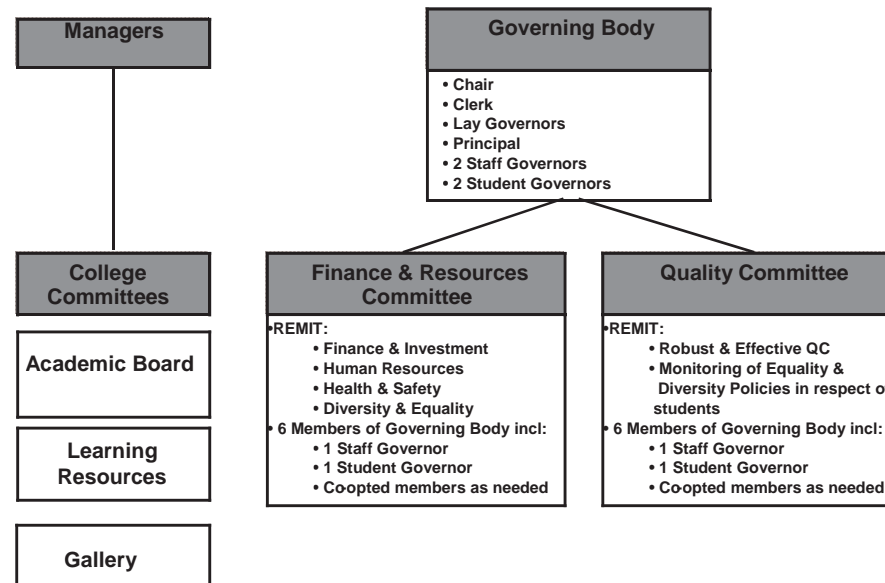
The Governors monitor all aspects of the operation of the College and delegate much of their work to sub-committees. These committees meet at least termly and their activities are reported back to the full Board.

At full strength, the Governing Body is sixteen strong and includes two members elected from the staff and two from the student body.

College Committees

The College uses a number of committees to manage its operation. Each committee is responsible for a different aspect of Morley and each has representatives from staff and students.

Morley College & Governing Body Committee Structure



Appendix 1

Data Protection

The following Data Protection Policy is provided by the Learning & Skills Council.

This activity has been directly or indirectly part-financed by the European Union through European Social Fund - helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources.

Data Protection Act 1998 - The information you provide will be passed to the Learning and Skills Council (the LSC). The LSC is responsible for funding planning and encouraging education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we will share information include, the Department for Education and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners.

The LSC also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN). The LSC is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and the ULN and what they do, may be found at <http://www.lsc.gov.uk/providers/Data/help/>, and by following the links to data protection. At no time will your personal information be passed to organisations for marketing or sales purposes.

From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision.

Appendix 2

Morley College Student Charter

Morley College has maintained a clear sense of purpose and identity since the 1880's, when it first formulated its objective of making study at a high standard available to everyone, in a welcoming environment. In line with this tradition, its objective is to continue providing high quality part-time and full-time adult education, working in all its programmes and activities to achieve standards of excellence.

This Charter tells you what you can expect from the College and what the College expects from you. The Student Handbook contains more information about the College.

The College will provide and promote equality of opportunity for students and visitors so that they can maximise their personal achievements irrespective of their age, socio-economic or cultural background, race, religion, learning difficulties, disability, gender, intellectual ability or sexuality.

WHAT YOU CAN EXPECT FROM THE COLLEGE

The College aims to:

- ▶ provide high quality programmes delivered in an effective, flexible and well-planned manner
- ▶ provide information on all aspects of the College, its services and learning programmes
- ▶ respect your learning objectives and help you to achieve your goals
- ▶ work in accordance with its published Equality policies
- ▶ offer you additional help and support if you have a disability or if you need learning support - for this please contact Learning Support
- ▶ regularly monitor the courses and teaching offered, updating them as appropriate
- ▶ provide adequate learning resources to support your study

- ▶ strive to provide a learning environment that is welcoming, safe, clean and appropriate to your needs
- ▶ listen to what you have to say: your comments, suggestions and complaints.

Pre-Course

The College will:

- ▶ provide the opportunity to obtain further course information
- ▶ handle enrolment applications fairly and efficiently
- ▶ give you a Student Handbook and a Student Card

The Course Guide contains:

- ▶ course details and costs
- ▶ description of facilities and support available
- ▶ enrolment arrangements

Course Information Forms contain information about your course, including:

- ▶ aims of the course
- ▶ entry requirements
- ▶ content and learning outcomes
- ▶ learning and teaching methods
- ▶ information on materials and extras
- ▶ suitable progression routes.

On Course

You have the right to expect:

- ▶ an induction to your course and the College
- ▶ advice, information and learning support as appropriate
- ▶ information on procedures for entry to examinations and closing dates.

WHAT THE COLLEGE EXPECTS FROM YOU

Your responsibilities are to:

- ▶ behave in an acceptable and considerate manner which respects the needs and aspirations of others to learn, teach and work within the College
- ▶ support the staff in the maintenance of a clean, safe and secure environment
- ▶ take responsibility for your learning by attending courses and other events regularly and punctually
- ▶ pay course fees at enrolment and other charges promptly
- ▶ refrain from smoking and being under the influence of illegal substances or alcohol whilst in the College or engaged in any College activity
- ▶ abide by the regulations of the College and any relevant examination board/accredited body
- ▶ provide feedback to the College as part of improving quality and enabling the College to claim funding.

WHAT TO DO IF SOMETHING GOES WRONG

Complaints

- ▶ If, for whatever reason, something goes wrong and you decide to make a formal complaint, the College will investigate your complaint thoroughly, respond to you and put things right where it can.
- ▶ Copies of the College's student complaints procedure and complaints forms are available from Reception Desk, the Library, or departmental offices.

College policies are available from the Library and www.morleycollege.ac.uk.

The College will strive to perform in accordance with the contents of this Charter but the commitments contained are expressions of intent and not legally binding obligations.

Reviewed in June 2005

Appendix 3 - Other Useful Documents

The following documents are available from the College Library and the College website, www.morleycollege.ac.uk.

- ▶ Student Disciplinary Code
- ▶ Student Complaints Procedure
- ▶ Morley College Disability Equality Scheme
- ▶ Morley College Disability Action Plan
- ▶ Race & Equality Policy

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morley college

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