



2018/19

STUDENT HANDBOOK

WELCOME

Welcome to **Morley College London**.

I am delighted you have decided to join our college community.

The Student Handbook contains helpful information about being a student at Morley, including the services and facilities you can access as a student. In addition, the Handbook sets out the Morley Student Charter, outlining what the College expects from you and what you can expect from us. You can also find out about the various student support services we offer such as learning support, student counselling, careers guidance, and information on student finance.

The College prides itself on being responsive to the views of students, and we are active in listening to and learning from our students. There are many ways in which we engage with students to inform development of the College, including student representation and course evaluation. Full details can be found on page 16.

We strive to make all of our courses both stimulating and rewarding, and our aim is to help you both meet and exceed your ambitions and learning goals. Please do extend your Morley experience by joining us for any of the concerts, lectures, exhibitions and events which we regularly hold, and which often extend learning beyond the classroom or studio.



Whether you're studying at Morley for personal interest, academic progression or career development, I wish you every success here at Morley College London.

Dr Andrew Gower
Principal

A MESSAGE FROM YOUR STUDENT REPRESENTATIVES

Welcome to Morley. Student democracy is part of the tradition and fabric of the College and you too can play your part. Firstly, each class can choose a representative who will convey your concerns and thoughts – positive as well as negative – to the College. Class reps are invited to two meetings each term, one with the head of your subject area where you can share concerns relevant to your particular class, and the other at the Class Representatives' Forum which meets with Senior Management to discuss cross-College matters.

The Student Council has directly elected members as well as representatives from the CRF and Morley clubs and societies. It works with College management to make sure the student identity voice is heard. If you want any further information you can contact us at cra@morleycollege.ac.uk.

Martin Bamford, Chair of Student Council and Student Governor
Mustafa Korel, Student Governor

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Your course at Morley College London is supported by funding from the Education & Skills Funding Agency (ESFA)'s Adult Education Budget. Our courses are also part-funded by the European Social Fund.



European Union
European
Social Fund



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Agency**

An introduction to MORLEY COLLEGE LONDON



FACILITIES AND SERVICES

Studying at Morley provides you with access to a wide range of facilities and services. These include:

- spacious, well equipped classrooms
- specialist facilities for music, art and design, dance, science and drama
- our Library and Learning Centre with hundreds of resources, plus computer and internet access
- the Refectory, our College cafeteria
- supportive, friendly staff and tutors.

STUDENT SERVICES

Student Services are located in the main entrance to the College. Staff will be happy to answer any questions you may have. In the Student Services area you will find:

- course guides and enrolment forms
- up-to-date course information
- information screens with course rooms and times
- a range of information leaflets.

ENROLMENT

Enrolment is open during the following times:

Monday-Friday, 11:00-19:00 (16:00 outside of term-time) and Saturday, 09:30-15:30.

You can also enrol:

- online - www.morleycollege.ac.uk
- by phone - call **020 7450 1889**
(Monday-Friday, 09:30-17:00)

LIBRARY AND LEARNING CENTRE

The Library is available to all current Morley students and offers facilities for quiet study as well as support materials for our courses.

It stocks books, music scores, journals, newspapers, music and language CDs, DVDs and CD-ROMs. You may borrow up to six books, journals or music scores, and three CDs, DVDs or CD-ROMs at any one time.

To join the Library you will need to fill out a membership form at the desk. Your membership is valid for the academic year and all items must be returned at the end of the year.

You can contact the **Library** on **020 7450 1828** or at **library@morleycollege.ac.uk**.

The Learning Centre in the Lower Library provides 11 computers for use by students. There are A3 and A4 scanners, colour and black and white printing facilities, and a small photocopier available. Software includes Microsoft Office, Publisher, Adobe Creative Suite, Sibelius, Earmaster and Supanova. Computers may be booked in advance, either personally or by telephone.

For more information contact the **Learning Centre** on **020 7450 1827**.

Library opening hours:

Monday-Thursday, 09:30-20:00, (Learning Centre, 09:30-19:30) and Friday, 09:30-19:00, (Learning Centre, 09:30-18:30).

The Library and Learning Centre are closed during the holidays and at weekends.

MOODLE

Many of our tutors provide resources via the College's Virtual Learning Environment (Moodle).

To access **Moodle**, visit <http://vle.morleycollege.ac.uk>.

The login details are the same as for the Learning Centre computers and Wi-Fi. The Library catalogue can also be accessed via Moodle.

THE REFRATORY

The College provides a Refectory in conjunction with The Brookwood Partnership. It offers a wide choice of high-quality, nutritious meals, snacks and refreshments at reasonable prices.

Refectory opening times:

Monday-Friday, 08:00-20:30 (breakfast 9:00-11:30, lunch served 12:00-14:30, evening meal served 16.30-19:30) and Saturday, 10:00-15.30.

We are able to accept card payments during opening hours.

The Refectory is closed during holidays but vending machines are available for snacks and drinks throughout the year.

Students who bring their own refreshments are welcome to consume them in the Refectory.

Catering for meetings and events run by clubs and other student bodies can be arranged. Please contact the **Catering Manager** on **020 7450 1821** to discuss your requirements.

SECURITY

Security staff are present during opening hours and the College is monitored by 24-hour CCTV. Whilst the College endeavours to ensure all students, staff and visitors and their possessions are safe and secure, personal items should be kept with you at all times and are brought into the College at your own risk. For more information on safety and security, see page 12.

IT SERVICES

As a student at Morley College London, you have access to a range of IT services to support your learning:

- Microsoft Office365 including email, OneDrive and Microsoft Office for Windows or Mac
- Use of the College Wi-Fi and eduroam
- Access to our virtual learning environment, Moodle
- Use of the computers in our Learning Centre
- Printing and photocopying facilities

To access these services, you will be sent a welcome email with the following information:

- User name: this is your student reference number
- Email address: this will be in the format of username@morley.ac.uk
- Password: this will be included in the email we send you.

Your welcome email will be sent to the same email address that you provided when enrolling.

If you did not provide an email address, please contact the Library desk in the main building, during Library opening hours.

Microsoft Office365

To login to **Microsoft Office365**:

- Go to <http://www.office.com> and click Sign In
- Enter your Morley College London email address
- Enter your current password (the same one you use to access the computers and Wi-Fi when at Morley)
- Click Sign In.

Once you have logged in, explore the online apps available to you including Outlook, Word, PowerPoint, Excel or OneDrive. There are also apps available for your Apple, Android or Windows mobile or tablet device.

You can also download Microsoft Office to use on a compatible Windows or Mac computer. Go to <https://portal.office.com/OLS/MySoftware.aspx>, select the language and version then click Install and follow the on screen prompts.

Remember to sign out from Office365 when you have finished by clicking your name at the top right of the page and selecting Sign Out.

Wi-Fi

eduroam (education roaming) is the secure, worldwide roaming wireless network developed for the international research and education community. As a student at Morley College London you can connect to the eduroam service whilst you are at Morley, or when you visit another participating organisation. You can see a list of participating organisations at www.eduroam.org/where/

To connect to eduroam you will need your College email address and current password (these are included in your welcome email).

- From the list of available wireless network connections, select eduroam.
- Enter your Morley College email address (this will be in the format your-student-reference@morley.ac.uk)
- Enter your current password
- Trust the certificate if prompted.

If you have an Android device, please use the following additional settings:

- EAP method = PEAP
- Phase 2 authentication = MSCHAPv2
- Server CA certificate = Use system certificates
- Domain = radius.morleycollege.ac.uk

- Identity = (college email address)
- Anonymous identity = [leave blank].

You are now connected to eduroam and can continue to access the internet.

For more information on connecting to eduroam, please visit <https://servicedesk.morleycollege.ac.uk/>

MOBILE PHONES

We expect students to switch phones off in class, at performances and presentations, and in the Library and Learning Centre. If you use a mobile phone around the College, please be considerate to students and staff around you and minimise noise and disruption.

PHOTOCOPYING

There is a photocopier for student use in the Lower Library, which can copy up to A3 in colour as well as black and white. You can also use the photocopier to scan and print documents.

Library staff can advise on the costs of using College photocopiers and printers – prices are displayed in the Lower Library.

ACCEPTABLE USE

Use of College IT Services is subject to the IT Systems Acceptable Use Policy for Learners, a copy of which is available from the Policies and Reports section of the College website.

MUSIC PRACTICE ROOMS

Practice rooms are available for hire to enrolled students. There is a hire charge per hour, plus a key deposit. Keys can be collected from Student Services.

Practice rooms are not available at all times during the day, as they are used for classes and for ad hoc events such as exams. The schedule of times for each room is posted in the practice room corridor and near the music teaching rooms. Rooms are not bookable in advance. If you are coming in especially to use a practice room, check availability beforehand with **Student Services** on **020 7450 1865**.

Pianos within the College are not normally available outside class times and students may not practise in classrooms without prior agreement.

For more information contact **Student Services** on **020 7450 1865**, or the **Music Department** on **020 7450 1838**.

CHANGING ROOMS

There are changing rooms with showers and lockers in the basement of the main building. Lockers are coin operated (£1 refunded) and must be emptied at the end of each day. Any belongings left overnight may be removed and placed in lost property. In this case the £1 deposit will not be refunded. Lost property will be disposed of within two weeks. A few lockers can be hired by the term for a refundable £10 deposit. Please ask at Student Services for an application form. The College can accept no liability for any loss or damage to property left in lockers or changing rooms.

CYCLE FACILITIES

Cycle racks are available outside the College's main entrance and in the car park. Bikes are left at the owner's risk.

There is also a London cycle hire scheme docking station in King Edward Walk, next to the main College building. Bikes, skates and scooters are not allowed within the College buildings.

PRAYER FACILITIES

Whilst we don't have designated prayer facilities, we are happy to accommodate requests at Reception and will work to find you a suitable space.

PARKING

The College is unable to guarantee parking for students.

Blue Badge holders have priority and can use the College car park in order to gain easy access to the College buildings. As these spaces are limited, parking will need to be booked in/agreed with Security prior to arrival.

CHILDREN ON COLLEGE PREMISES

Children under the age of 18 are only permitted on the College premises when

accompanied by an adult at all times and are not permitted into the classroom setting. This excludes those who attend the Centre for Young Musicians (CYM), social events such as family fun days, and specific family courses.

DOGS ON COLLEGE PREMISES

Dogs, with the exception of assistance dogs, are not permitted on the College premises.

SMOKING

All Morley College buildings (including the internal courtyard) are 100% non-smoking premises, including electronic cigarettes. We ask that all students who wish to smoke do so outside, away from all entrances, and use the bins provided to dispose of rubbish.

WASTE MANAGEMENT

Morley is a zero waste 'to landfill' site with the majority of the College's waste being recycled and the rest being turned into energy. Please help us maintain this by using the appropriate bins provided.

ENERGY MANAGEMENT

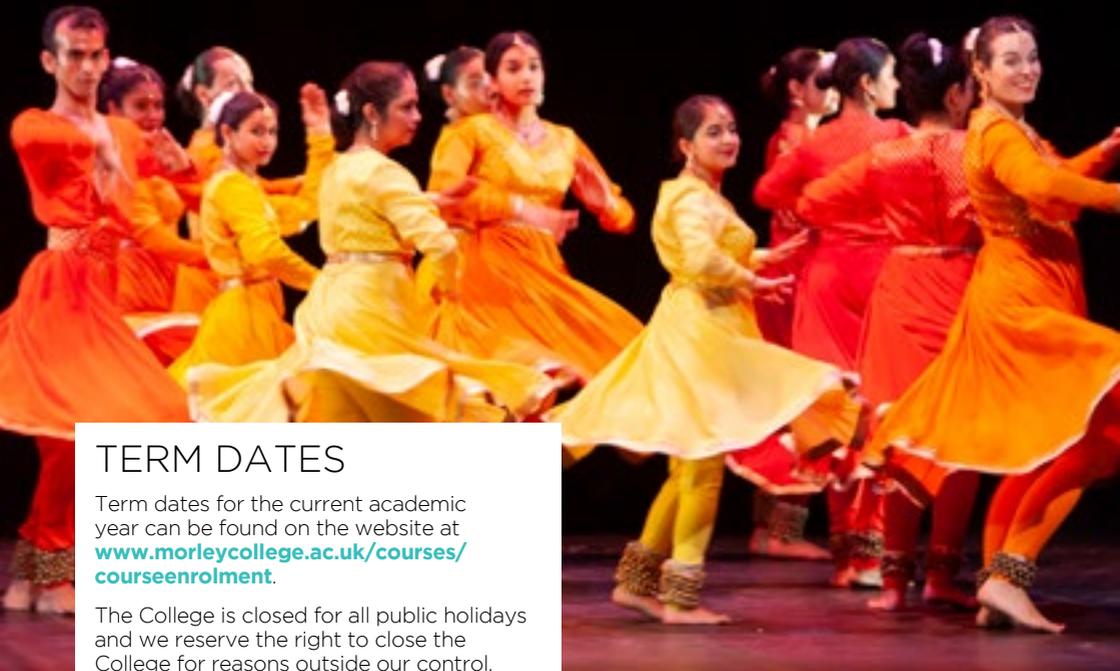
Please help to save energy by closing doors and windows in classrooms when air conditioning or heating is being used, turning lights and electrical equipment off, and turning water taps off when not needed.

Due to previous incidents students should not plug their own electronic items into the College's electrical supply outside of the designated area in the library. Such electrical items should not be left unattended.

EATING AND DRINKING

We ask that students do not consume food or drink in classrooms, corridors or other communal areas (other than the refectory), with the exception of bottled water. No liquids are permitted at all within the digital design and fashion studios.





TERM DATES

Term dates for the current academic year can be found on the website at www.morleycollege.ac.uk/courses/courseenrolment.

The College is closed for all public holidays and we reserve the right to close the College for reasons outside our control, for example because of bad weather conditions or a security alert. We regret that refunds will not be payable and extra sessions will not normally be provided if such a closure should take place.

ACCESSIBILITY

WHEELCHAIR ACCESS

Wheelchair access is available to most parts of the College and we are working to improve access even further. There are step-free entrances at the front and rear of the main site, which provide access to most classrooms, the Library, and toilets (second floor via lifts).

If you require wheelchair access we can issue you with an entry fob to open the rear entrance door for a small, refundable on return charge.

We regret that currently some art and design workshops and the drama studio are inaccessible by wheelchair. Step-free access to the second floor of the Nancy Seear building is by stair lift only.

For further information contact the **Premises Manager** on **020 7450 1920**.

PERFORMANCES AND EVENTS

The College is proud of the wide range of concerts, exhibitions and student performances that are held throughout the year and we hope you find time to enjoy them.

Events include:

- regular, free, Tuesday lunchtime concerts
- music performances by the College choirs, ensembles, opera school and orchestras who perform here and at other venues around London
- exhibitions in Morley Gallery and throughout the College
- an annual summer dance concert
- drama productions
- Penny Lecture series – A termly programme of lectures covering a diverse range of topics.

Event listings and information can be found on our website at www.morleycollege.ac.uk/events, on information screens and displays in Student Services, and on noticeboards around the College.

MORLEY GALLERY

Morley Gallery presents an inspiring and diverse range of displays, exhibitions and events each term, both in the Gallery and across the main College building. Our programme highlights the dynamic work produced by students at Morley alongside exhibitions by emerging and established artists.

VISITING THE GALLERY

The gallery is free to enter and both students and members of the public are welcome to visit. The entrance is located on King Edward Walk and step-free access is also available.

Opening times:

Monday–Friday, 11:00–18:00,
Saturday, 12:00–16:00.

Please check our website for opening times for specific exhibitions as times do vary outside of term time.

VISITING DISPLAYS AND EXHIBITIONS IN THE COLLEGE

We have four designated spaces in the College that display student work ranging from jewellery, ceramics, fashion, sculpture, painting and drawing, and textiles.

Bawden Cases: Refectory, First Floor
Cardew Space: Lower Ground Floor
Barry Till Gallery: Second Floor
Foyer Cases: First Floor Entrance Area

For more information about upcoming exhibitions and events please visit our website: www.morleycollege.ac.uk/gallery.

COLLEGE ART COLLECTION

The College has an exceptional art collection which is displayed throughout the College. It includes work by prominent artists including Bridget Riley, Edward Bawden, John Piper and Maggi Hambling.

To find out more about the collection and the location of works within the College please visit www.morleycollege.ac.uk/the-gallery/Morley-Collection.

GET INVOLVED

We are looking for enthusiastic and friendly volunteers to support the gallery's busy programme. If you're interested in finding out more then please get in touch with us via email: galleries@morleycollege.ac.uk.



Joining a course and MAKING THE MOST OF IT



ADVICE AND GUIDANCE ON OUR COURSES

Advice and information about our courses is available from the Student Services team or by contacting the department directly. Departmental contact details can be found on page 18.

COURSE OUTLINES

Course outlines are designed to give you more information about the course you intend to study and will help you fully understand the topics to be covered, the level of the course, what you may need to take with you to class and the next step when the course ends.

Course outlines can be found online when you search for a course at www.morleycollege.ac.uk or you can request a copy from Student Services when you are in the College.

WAITING LISTS FOR FULL COURSES

Morley uses a waiting list system for full courses to capture expressions of interest from students who may wish to join if there is a cancellation. If a place becomes available we will contact those on the waiting list on a first-come, first-served basis to offer the additional place on the course.

Adding your name to the waiting list also allows us to see where there is additional demand for courses and we may arrange extra dates, if possible, to meet demand.

ATTENDANCE

You will gain the most from your course if you attend every session. Missing a class may mean missing out on information that makes it harder to participate fully later on.

Course outlines detail what you should achieve on your course, assuming

that you are present for every class. Some classes may have a minimum attendance requirement.

ABSENCE AND RUNNING LATE FOR CLASS

We understand that absence is occasionally unavoidable. If you are going to be absent or are running late for your class please contact the relevant department. Contact details are on page 18.

You may not be able to join dance or certain health classes if you are more than 15 minutes late as you will have missed the warm-up session and be at risk of injury.

REFUNDS AND CHANGES

The College will only refund fees in certain, limited circumstances, if:

- We receive a written request at least 10 working days before the start of the course. You will receive a refund of the course fee paid, less a cancellation fee. Please see our Fees and Refunds policy for further information.
- The College cancels a course and cannot offer a suitable alternative, or changes the date or time of a course. In this case you can obtain a full refund, or a partial refund in proportion to the number of classes held, as compensation for your disappointment.

We are only able to grant refunds which are in accordance with our Refund Policy. Refunds will not be payable nor extra sessions provided if parts of a course are cancelled for reasons outside of the control of the College. Exam fees are non-refundable. You can view the full Refund Policy on our website at www.morleycollege.ac.uk or request a copy from Student Services.

TRANSFERS

Transfers may be permitted onto a different course within the same School up until but not including when the third scheduled session is held. You may only transfer once per course fee. Please contact your department for availability on transfers.

CHANGES TO PERSONAL DETAILS

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

EXAMINATIONS AND ASSESSMENTS

Some courses at Morley are accredited through external awarding organisations. Accredited courses are marked in the course guide with the name of the awarding organisation through which the qualification is offered. Fees for examinations are usually collected with the enrolment fee.

Specific information for each examination or assessment will be available from your course tutor.

Please note that requests for support or extra time in examinations are very welcome but must be made as soon as possible after your course starts. Results and certificates are sent as soon as possible after we receive them. Certificates are sent by recorded delivery and Royal Mail will require a signature upon receipt. Please ensure that you keep the College informed of any changes to your address.

If you are dissatisfied with any aspect of the examination process, please contact examinationsoffice@morleycollege.ac.uk.



Support for STUDENTS



FINANCIAL SUPPORT

The College offers a limited amount of financial support to students experiencing difficulties through our Student Support funds.

We may be able to help you with childcare and travel costs on some accredited programmes of study. You will be expected to pay a contribution towards these costs. The College may also be able to provide help with fees through its Bursary Fund for those students in extreme financial hardship.

Applications for fee assistance must be made and assessed prior to enrolment. You cannot claim for assistance after you have enrolled.

For further information on these funds please contact the **Student Finance Officer** on **020 7450 1855** or drop in during term-time from 9:00-16.30.

SUPPORT FOR STUDENTS WITH LEARNING DIFFICULTIES AND DISABILITIES

Morley is an open and friendly college and we encourage all our students to let us know about their disabilities so that we can arrange the best possible support. Working closely with tutors, we believe we can make the most appropriate arrangements to support students with disabilities.

Under the law, disabilities include physical disabilities such as those that affect mobility, sight or hearing; learning disabilities such as Down's Syndrome; learning difficulties such as dyslexia; health conditions such as epilepsy and arthritis; and mental health issues such as depression.

All students with disabilities and learning difficulties at Morley are invited to come to Student Support for an initial assessment. This is an opportunity to talk to one of our team about any difficulties you have with learning and how the College could support you in the classroom and around the College buildings.

EQUIPMENT

If you are visually-impaired we have enlarging equipment for use in class. If you are hearing-impaired we have hearing loops that can help magnify sound for students with hearing aids. To discuss how we may be able to help you in the classroom contact the **Student Support team** on **020 7450 1972/1914**.

DYSLEXIA

If you have a dyslexia assessment and are on an accredited course in English, Maths, ESOL, Health, or Access to HE we may be able to offer you specialist one-to-one support or support in a small workshop to help you keep up with your work.

If you are on an Advanced Learning or HND course and feel that, despite hard work, your literacy is holding you back, we may be able to arrange for a specialist dyslexia tutor to support you.

Please contact the **Student Support team** on **020 7450 1914** to arrange an appointment.

CAREERS SUPPORT

If you are considering your next steps and need some careers advice, the Student Services team can assist you. It provides support with going for interviews, completing application forms, compiling CVs and covering letters, and planning for your future career.

To make an appointment, call **020 7450 1845** or enquire with the **Student Services team**.

WELFARE SUPPORT

COUNSELLING

At times of crisis we all need someone to talk to and sometimes we need a professional. If you feel your College work is suffering because of something in your life going wrong, we may be able to help. We have established links with a local counselling service that may be able to see you for a limited period. Please contact **Learning Support** to discuss this either in person or on **020 7450 1972**.

SIGNPOSTING TO EXTERNAL SOURCES OF SUPPORT

If you need assistance with housing, finance or debt, immigration, or legal matters, the Student Services team may be able to signpost you to a specialist external service. Please speak to a member of the **Student Services team** or pop in and pick up a leaflet of local services.

YOUR SAFETY AND SECURITY

We ask that while on Morley premises all students observe our Health and Safety Policy and procedures.

DUTY MANAGER

There is a Duty Manager available in the College from Monday–Friday, 09:00–20:00, during term-time.

The **Duty Manager's** mobile phone number is **07956 504 266**. It is clearly displayed in every classroom so that students can

make contact in the event of an accident or incident. In the absence of the Duty Manager, please contact Security or the staff in Student Services or Reception.

REPORTING ACCIDENTS

Morley has a policy of fully investigating all incidents and accidents in order to reduce any possible risks or possibility of reoccurrences. If you have something to report please speak to your tutor, the relevant department, or speak to Reception and ask for the Duty Manager.

FIRST AID AND EMERGENCIES

If someone is taken ill or requires first aid for an injury or accident whilst at the College you should contact a member of staff or the Duty Manager. We have trained first aiders on site who will take appropriate action, depending on the nature of the incident.

FIRE ALARMS AND DRILLS

In the event of a fire alarm it is essential that everyone evacuates the building as quickly as possible via the safest route and the nearest fire exit.

The evacuation points for all staff and students are outside the College on Westminster Bridge Road and King Edward Walk. Please do not leave the evacuation point until you are told it is safe to do so.

Please ask your tutor for directions to the evacuation points if you are unsure.

The alarms are tested once a week on Wednesdays and there will be regular fire evacuation drills.

SAFEGUARDING VULNERABLE ADULTS

The College has procedures and policies in place to ensure it fulfils its duty to safeguard vulnerable adults. This includes safeguarding learners against violent and non-violent extremism. The Safeguarding Policy provides further information on what to do should a fellow student disclose a safeguarding matter to you. Our policies and procedures are available on the website at www.morleycollege.ac.uk/about/policies-report.

LOST OR DAMAGED PROPERTY

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

Meeting your EXPECTATIONS



STUDENT CHARTER

Our Student Charter outlines what you can expect from the College and what the College expects from you.

WHAT YOU CAN EXPECT FROM US:

- a welcoming learning environment that is clean and safe
- clear information on our services and courses
- fair and efficient enrolment procedures
- clear course outlines that explain what you will learn on our courses
- well-planned opportunities for you to learn
- classes that start on time
- opportunities for you to be successful throughout your course
- consistent support for you to gain qualifications
- courses which fulfil the requirements of the relevant examination bodies
- respect for equality and diversity
- additional help if you have a disability and, on appropriate courses, learning support when needed
- good-quality teaching that we regularly check to ensure high standards
- up-to-date teaching methods and courses
- prompt and helpful feedback on your progress (we will mark and return work within 15 working days)
- good-quality learning resources to support your studies
- fair and impartial assessments
- opportunities for you to raise your comments and suggestions and be involved in planning the future of the College
- a clear and fair complaints procedure
- being kept informed about our performance
- confidentiality.



WHAT THE COLLEGE EXPECTS OF YOU

So that you can make the most of your time with us we expect that you will make a full commitment to your course by:

- obtaining information about your course before joining, by consulting the relevant course outline or talking to the relevant programme area
- accurately and honestly completing your enrolment form, including the disclosure of any information about your health or circumstances that we need to know to support you (privacy can be arranged for this disclosure if you require)
- sharing in our efforts to keep the College a welcoming, clean, tidy and safe environment by respecting the property of the College, of staff and other students
- completing student evaluation forms telling us how well or otherwise you have learned
- commenting on the quality of our service to help us maintain high standards
- sharing your opinions about the College with us – attendance at Student Focus Groups is strongly welcomed.

STUDENT CODE OF CONDUCT

In addition to the Student Charter, there are a number of requirements that students must comply with, such as:

- coming prepared for your course and carrying your enrolment card when on the College premises
- attending regularly and punctually and letting us know when you can't attend
- respecting all College staff and students, volunteers or members of the public, particularly in relation to the College Equality and Diversity Policy
- abiding by all the College policies which relate to student behaviour in a way which

respects the needs of others to learn, teach and work

- while the College recognises the right to freedom of speech, it does not accept the expression of violent and non-violent extremist views
- completing the work set by tutors and respecting all deadlines for submission
- refraining from using mobile phones or from taking photographs or video recordings in class without permission
- refraining from eating and drinking in class, with the exception of bottled water
- respecting the property of the College, of staff and other students
- helping keep the building clean and tidy.

These requirements are in place to ensure that all students and staff can carry out their activities in a safe learning environment. Where there are breaches of this Code of Conduct, or where behaviour is considered by the College to constitute Gross Misconduct, this may result in action being taken in accordance with the Student Disciplinary Procedures.

All College policies can be found on our website at www.morleycollege.ac.uk/about/policies-reports.

HOW WE ENSURE QUALITY

We set standards and monitor the quality of courses and all our services in a number of ways, including:

- provision of clear, accurate information and advice to help you make the right choice of course
- monitoring of attendance and punctuality
- electronic course evaluations completed by students
- classroom observations
- appraisal of staff
- development for all our staff.

EQUALITY AND DIVERSITY

Equality and diversity are core to the mission, values and strategic aims of Morley College. We are committed to the provision of an inclusive environment in which everyone is able to learn, achieve and work to the best of their ability. We seek to create an environment of respect and understanding for all and a community in which everyone feels supported and valued.

We will not tolerate any form of discrimination, bullying or harassment. Staff are responsible for reporting complaints of discrimination, bullying and harassment from both staff and students.

In October 2010 the Equality Act became law and outlined our responsibilities to:

- eliminate unlawful discrimination
- advance equality of opportunity
- foster good relations.

Morley's governing body approved a revised Equality and Diversity Policy in 2015. It outlines the College's commitment to social justice and community cohesion.

The scheme in line with the Equality Act widens the number of protected groups to include:

- race
- gender
- disability
- age
- sexual orientation
- religion and belief
- maternity and pregnancy
- marriage and civil partnership
- gender reassignment.

At Morley we also include people whose life chances may be affected by their social identity, in particular those from disadvantaged socio-economic backgrounds.

To support our equality and diversity agenda:

- We have an Equality and Diversity Steering Group, led by the Principal, which meets regularly and advises the Leadership team and Governors.
- We publish an annual Equality and Diversity Report, which can be viewed online at: www.morleycollege.ac.uk/about/policies-reports.
- We have a comprehensive action plan to help us promote and celebrate equality and diversity.
- We welcome all comments on the promotion and celebration of equality and diversity and suggestions for improvement.

Copies of all policies are available from the Library or the Morley website.



Your voice and GETTING INVOLVED

STUDENT FEEDBACK AND REPRESENTATION

Listening to and learning from our student body is important at Morley. It is well established, and represents strong democratic traditions at the College where the input of students to our development is highly valued. Our Learner Involvement Strategy covers all aspects of College activities relating to and affecting students and their role as active partners in College development.

STUDENT REPRESENTATION

Students are represented on many Morley College committees and groups. The Class Representatives' Forum (CRF) and the Student Council are amongst the most important of these groups. They work very hard to represent students' interests and concerns and have formal links to College management.

Each class can nominate its own class representative. Class reps are invited to two meetings each term, one with the head of your subject area where you can share concerns relevant to your particular class and the other at the Class Representatives' Forum which meets with Senior Management to discuss cross-College matters.

To find out what representatives do and who is involved visit our website: www.morleycollege.ac.uk/student_life.

Students also influence the governance and strategic direction of the College. Two students sit on the Governing Body, where all important decisions about Morley's future direction are taken, and play a full part in its work.

STUDENT NOTICEBOARD

A student noticeboard is available for use in the corridor adjacent to the Refectory. Please have items stamped at Student Services before placing on the board.

STUDENT FEEDBACK FORMS/EMAIL

The College welcomes your feedback and comments in order to know what is working and where improvements could be made.

Please use the Student Feedback Form available from Student Services to let us know what you think and include your name so that we can respond to what you have to say. Your confidentiality will be respected at all times. In addition to this, you can also email your comments, suggestions and compliments to feedback@morleycollege.ac.uk.

COMPLAINTS

Morley College London's Complaints Procedure enables students to make a complaint to the College when they are dissatisfied with its service and, when appropriate, to request action. The procedure states that in the first instance a student who has a complaint should seek to resolve it informally with the person(s) involved. If this does not produce a satisfactory outcome, or the student is not comfortable approaching the complaint in this manner, or if it is of a more serious nature, he or she can make a formal complaint.

A formal complaint must be written down, preferably by you, but if not, with the assistance of a member of College staff. Formal complaints can be made by email or letter. The complaint should explain the problem that has arisen and set out what you wish the College to do to correct the situation. For further information, please contact the **Quality and Standards Manager, Morley College, 61 Westminster Bridge Road, London SE1 7HT**, or email feedback@morleycollege.ac.uk.

MORLEY CLUBS AND SOCIETIES

Morley has a range of clubs and societies that students can join, depending on their area of interest. These are managed by students and are open to all members and associate members of the College, though a few clubs require prospective members to have some prior skill in a relevant area.

Current clubs include: Accordions at Morley; Ceramics Circle; Chess; Choral Conducting; Complementary Therapies; Folk Dance; Guitar; Intermediate Accordion; Morley Medieval; and Morley Ramblers.

Details of how to contact the clubs, and how to start a new club, can be found on our website at www.morleycollege.ac.uk/student_life.

FRIENDS OF MORLEY

Learning is lifelong. All students and staff are offered free membership of the Friends of Morley so we can stay in touch regarding future learning opportunities and offer exclusive benefits.

You are automatically added to the Friends of Morley mailing list when you enrol, unless you opt out by ticking the box on the enrolment form. If you did not tick this box and would prefer to opt out, please contact Reception.

HOW YOU CAN HELP US

DONATIONS

We welcome financial contributions from students who would like to give a little bit more than the costs of their courses. This can help us to improve our facilities and support other students who have financial difficulties through our Bursary Scheme.



Contacts

GENERAL COLLEGE MATTERS

Enrolment and Enquiries

T: 020 7450 1889

E: enquiries@morleycollege.ac.uk

Student Services

T: 020 7450 1865

Financial Support

T: 020 7450 1855

Exam Enquiries

T: 020 7450 1802

Library

T: 020 7450 1828

E: library@morleycollege.ac.uk

Learning Support

T: 020 7450 1914

Advice and Guidance

T: 020 7450 1845

Premises Team

(Building Management)

T: 020 7450 1920

Security

(Based at Reception)

T: 020 7450 1944

SENIOR MANAGEMENT

Principal

E: principal@morleycollege.ac.uk

Deputy Principal, Curriculum and Quality

E: deputyprincipal@morleycollege.ac.uk

Vice Principal, Finance and Resources

E: viceprincipal@morleycollege.ac.uk

Director of Finance

E: finance@morleycollege.ac.uk

CURRICULUM AREAS

Higher Education

T: 020 7450 1805

E: Highereducation@morleycollege.ac.uk

Access to Higher Education

T: 020 7450 1817

E: access@morleycollege.ac.uk

Art and Design

T: 020 7450 1934

E: artdesign@morleycollege.ac.uk

Community Learning

T: 020 7450 1841

E: community@morleycollege.ac.uk

Dance

T: 020 7450 1832

E: dance@morleycollege.ac.uk

Digital Design, Film and Photography

T: 020 7450 1934

E: digitaldesign@morleycollege.ac.uk

Drama

T: 020 7450 1832

E: drama@morleycollege.ac.uk

Fashion

T: 020 7450 1844

E: fashion@morleycollege.ac.uk

Health

T: 020 7450 1861

E: health@morleycollege.ac.uk

Humanities

T: 020 7450 1836

E: humanities@morleycollege.ac.uk

Languages

T: 020 7450 1932

E: languages@morleycollege.ac.uk

Music

T: 020 7450 1838

E: music@morleycollege.ac.uk

English, Maths, ESOL and EFL

T: 020 7450 1834

E: essentialskills@morleycollege.ac.uk



MORLEY COLLEGE LONDON

61 Westminster Bridge Road
London, SE1 7HT

T: 020 7450 1889

W: www.morleycollege.ac.uk

E: enquiries@morleycollege.ac.uk

HOW TO FIND US

BY BUS

The following bus routes pass close to the College:

1, 3, C10, 12, 45, 53, 59, 68, 159, 168, 171, 172, 176, 188, 344, 360, 453.

BY TUBE

We are located 100 metres from Lambeth North tube station and approximately 10 minutes' walk from either Elephant & Castle or Waterloo stations.

BY RAIL

Waterloo, Waterloo East and Elephant & Castle railway stations are all within 10 minutes' walking distance of the College.