

Community Learning with Morley College London



Student Handbook 2020/ 2021

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Lambeth Adult Learning Provision

Statement to Learners

Your course is funded and quality assured by Lambeth Council's Adult Learning Service who receive funding from the Greater London Authority.

This guide provides information about our courses and the support we offer.



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Welcome

A very warm welcome to Morley College in the Community.
We hope that you enjoy your course and that it inspires you to
achieve great things in your personal, educational and
working life.



Back row from left: Richard Mason, Olawumi Olanrewaju, Marianne Fenney, Nicola Halliday
Front row from left: Michael Turkheim, Marc Jordan (Head of School), Jo Dempsey

About Morley College London

Morley College is an adult education college with sites in Lambeth North, Stockwell, Rotherhithe, Chelsea and North Kensington.

Morley College in the Community provides courses throughout Lambeth and is based at our main site in Lambeth North:

61 Westminster Bridge Road
London SE1 7HS



The new college entrance from September 2020

About Morley College in the Community

Morley College in the Community seeks to enrich lives by engaging with, and providing courses and progression for people who may not otherwise take up learning for whatever reason.



We provide many different courses to local adults throughout the borough of Lambeth.

The courses take place in venues such as community centres, children's centres, housing organisations and hostels; some are also based at Morley College.

Information about our range of courses is available from our community venues or you could contact Nicola Halliday on 020 7450 1831/ 073 9533 6234.

Most courses are suitable for all, but for some courses you will need to be confident with written and spoken English.

Our courses are free or low-cost.

Who we are

Our courses are taught by qualified and experienced tutors who are professionals in their areas. The support team is led by Marc Jordan, Head of School for Community and Foundation Learning, and are based at Morley College's Lambeth North site. Their details are as follows:

Name and role:	Contact if:	Contact Number:
Marianne Fenney Community Learning Manager	You are not happy about something, and your tutor has not been able to help you.	020 7450 1968 073 9561 5056
Olawumi Olanrewaju Curriculum and Quality Manager	You need support with your learning, have concerns about your own or another learner's safety and/ or behaviour.	020 7450 1954 073 9314 7403
Michael Turkheim Lambeth Programme Co-ordinator	You would like to suggest ideas for new courses.	020 7450 1929
Jo Dempsey Systems and Funding Co-ordinator	You want to tell us what you are doing next, and to possibly be entered into our prize draw.	020 7450 1841
Nicola Halliday Centre Administrator	You want to tell us you are going to be absent or late.	020 7450 1831 073 9533 6234
Richard Mason Careers and Education Officer	You want to know what you can do after your course ends, different learning opportunities or career pathways.	020 7450 1921 073 9539 7487

Getting the most from your course

Attendance

You should attend every lesson, so you can get the most from your learning. Even though missing a class is sometimes unavoidable, it will mean that you miss out on important information that will make it harder to join in.

If you are going to be absent or are running late, please contact the venue, or our administrator, Nicola on 020 7450 1831/ 073 9533 6234.

If you miss two classes in a row without contacting us, you will be automatically withdrawn from the course.



Your responsibilities and commitment to your learning



Our courses are free or at a low cost, and so we can continue to provide courses in that way, we ask you to:

- Only take up a place on a course if you intend to complete it;
- Only take up a place on a course if you can attend every session;
- Arrive on time to all your sessions;
- Let us know if you need to miss a session;
- Respect our staff, other students and volunteers;
- Complete the work set by your tutor;
- Respect the property of the training room, of staff and other students.
- At the end of the course, let us know how we have met your needs and improved your confidence in finding work;

Our responsibilities and commitment to your learning

To enable you to achieve and succeed you can expect us to provide:

- A welcoming learning environment
- Clear information on our services and courses
- Well-planned opportunities for you to learn
- Respect for equality and diversity
- Good quality teaching that we regularly check to ensure high standards
- Feedback on your progress
- Opportunities for you to be involved in development of new courses
- Confidentiality
- Opportunities to talk about learning and employment goals
- Support with developing the skills you need to prepare for work
- Support with your wellbeing
- Meeting with Richard, our Careers and Education advisor, who will give you specialist careers and employment advice (long courses only)



Support for students

Support with learning difficulties and disabilities

Letting us know about any disabilities you have will help you to work with your tutor to ensure you receive the best support.

Disabilities include physical disabilities such as those that affect mobility, sight or hearing; or learning disabilities such as Down's syndrome.

Difficulties include dyslexia, mental health issues or other conditions that may affect your learning.

If you have any difficulties or disabilities that affect your learning, please let us know and we will try to arrange support. Please speak to your tutor about this or call Olawumi Olanrewaju, the Curriculum and Quality Manager on 020 7450 1954 or 073 9314 7403.

Welfare support

If you need assistance with housing, finance, debt, immigration or legal matters, the Learner Services team at Morley College may be able to refer you to appropriate external services. Please contact Luke Howson on 020 7450 1845 or email advice@morley.ac.uk

Financial support

If you want to progress from a community course, to a course at our main site at Morley College, but cannot because of your personal financial difficulties, the College may be able to help you. For more information, please contact Richard Mason on 020 7450 1821 / 073 9539 7487 or Morley College Learner Services on 020 7450 1845.

Equality and diversity

Everyone should feel safe, respected and valued, regardless of gender, ethnicity, sexual orientation, age and abilities.

We all come from different backgrounds and it is important that no one feels left out, offended or ignored. Everyone has a right to their opinion but we also have a responsibility to listen to other people's opinions, even if we disagree. It is also important that we all share and respect the same values.



Our values are:

- Democracy: the right to be heard;
- Individual liberty: freedom to be ourselves without fear of prejudice;
- Respect and tolerance for diversity: listening to and respecting other views and lifestyles, even if we disagree.

If you have any concerns about any behaviour or remarks which show lack of respect and tolerance or represent a threat to liberty and/or democracy, please speak to your tutor or contact Olawumi Olanrewaju on 020 7540 1954/ 073 9314 7403.

Learning and feeling safe



Support for your health, safety and security

All our community venues have Health and Safety policies and procedures. It is important you comply with these for your own safety and that of others. If you see any hazards, please report them to your tutor or the venue manager. Should you have further concerns, please contact Marianne Fenney on 020 7450 1968/ 073 9561 5056.

Safeguarding

We are committed to achieving an environment where everyone feels safe, healthy and protected from abuse. Abuse includes physical, sexual, financial and emotional harm.

Government Prevent Strategy: Protection against Radicalisation and Extremism

It is our responsibility to make sure you are protected from harm, including radicalisation, extremism and terrorism.

We do not tolerate extremist views on any of our courses.

We want our classes to be safe, welcoming and a place where you can discuss and listen to the views of other people.

We will do everything we can to prevent extremism and radicalisation and to promote respect for diversity.

Learning safely online

We want you to feel safe, whether you are learning in class or online. This helps to ensure that everyone feels comfortable and has an equal opportunity to participate in learning. When taking part in live online classes please do the following:

- Keep your camera on during live classes. It is important for your tutor to see you, and it will also help you work with others if you are visible to the group. (If you do not feel comfortable with your camera on, speak to your tutor before the class).
- Set your microphone to mute, and unmute when you want to say something.
- Avoid sharing any personal or contact details you wouldn't usually share in a physical setting.
- Sit in a place that does not share any of your personal information.
- Wear appropriate clothes as you would for a face-to-face class.
- Do not record the live session, take screenshots or photos – unless you are given express permission by the tutor
- Be patient, if the technology doesn't always work.
- Be punctual to live sessions.

Keeping safe online

The internet is a valuable resource but it's also constantly changing. It can be hard to keep up with the latest apps and social media trends, especially when children start doing more online, becoming more independent and using different devices.

It's also important to be aware of how to raise your child's awareness of online bullying, grooming and radicalisation. See the link below for a comprehensive guide to keeping your child safe online.

<http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

Internet safety is just as important for adults as it is for children and young people. For tips on keeping yourself safe from online hazards such as identity theft, fraud and cyber bullying, see the link below:

http://safety.lovetoknow.com/Internet_Safety_Adult



If you do not feel safe or are concerned about someone else's safety please tell your tutor and contact Olawumi Olanrewaju on 020 7450 1954/ 073 9314 7403. You can also contact the designated safeguarding officers at Morley College:

- **Luke Howson, Student Services Manager: 020 7450 1845**
luke.howson@morleycollege.ac.uk or **Marco Macchitella, Deputy CEO: 020 7450 1975** marco.macchitella@morleycollege.ac.uk

Looking after your health and wellbeing

We want you to enjoy and get the very best out of your time with us, so you can be inspired to go on to greater things.

Looking after your health and wellbeing is an important part of your learning and can help build your confidence.

Below are some examples of how you can improve your health and wellbeing.

Connect with others

Feeling close to and valued by other people makes us feel better. Try:

Taking time to find out how someone is really feeling

Taking an active part in your lesson or course project

Be active

Being physically active is a great way of lifting your mood, increasing your energy and feeling more positive about yourself: Try:

Getting off the bus two stops earlier than usual and walking the rest of the way

Learn something new

Gaining a new skill or finding out more about something that interests you gives you a real sense of achievement.

Try:

Having a go at something you find challenging

Teaching your new skills to someone new

Give to others

The act of helping or being kind to someone has a positive impact on our wellbeing. Try:

Helping a classmate who needs help

Welcoming and including a quieter member of the class during group work

Your next steps learning journey

If you are on a course of 10 weeks or more, you will meet Richard Mason, our specialist careers advisor. He will give you information, advice and guidance on a range of different learning opportunities or career pathways.

Richard is also available for one-to-one consultations. To arrange a meeting with Richard, please phone 020 7450 1921/ 073 9539 7487, or email Richard.Mason@morleycollege.ac.uk .



Richard Mason – IAG Officer

Stepping Stones scheme

If you have at least 90% attendance on a course of 20 hours or more, you will be entitled to a Stepping Stones voucher.

The voucher entitles you to enrol on a Morley College course of your choice for a much reduced fee for the entire course.

You cannot use the Stepping Stones voucher to enrol on courses that require tutor approval, lead to a qualification or ones exceeding £360.



Not happy about something?

If you are not happy with any aspect of the course, please tell us so that we can resolve it:

- First, speak to your teacher. She or he will do their best to help.
- If your teacher cannot help, she or he will pass your concern on to Marianne Fenney, the Community Learning Manager, based at Morley College.
- If you feel you cannot talk openly to your teacher, please contact Marianne Fenney, the Community Learning Manager, based at Morley College on 020 7450 1968/ 073 9561 5056.
- In the rare event that you are dissatisfied with the outcome, please then contact Lambeth Council's Adult Learning Service direct:
adultlearning@lambeth.gov.uk

We hope you enjoy studying with the Community Learning
Team in Morley College