



Queen Mary's College

Student Guide 2019-2020



Welcome to Queen Mary's College!

Deciding what to do after school can be a difficult decision but I am very pleased that you have chosen QMC, and confident that you have made the right choice.

Starting at College will be exciting but may also seem a little daunting. At QMC you will need to adjust to new routines and ways of doing things, but we will support you every step of the way. You will find that everyone at College is very friendly and happy to help; should you ever need some assistance all you have to do is ask.

You will probably have a lot of questions about starting College, and I recommend that you take some time to read this guide as you will find it has many of the answers you are looking for. It will provide you with information about the College, the services and support available to you, term dates and useful contacts, as well as advice on how to get the most out of your time at College.

While you are with us at QMC we all want you to have an enjoyable and successful time. I urge you to enjoy the wide range of opportunities that present themselves to you, and to work as hard as you can in order to achieve the best grades that you can. I guarantee that all members of staff will support your efforts, enabling you to make the most out of your time here.

I would like to take this opportunity of wishing you a happy and rewarding time with us at QMC, and I look forward to hearing about your successes in the coming years.

Ali Foss
Principal

A

Access Arrangements for Exams

If you have previously been given additional access arrangements, for example, extra time in exams, it is important that you make this known to us at enrolment. The arrangement should be your normal way of working in class so we will need to make sure tutors are made aware and that adequate support is in place for you. If you have paperwork to support your arrangement please ask at the Help Desk for directions to hand this in at the Spectrum. If you need an assessment please book an appointment on Firefly (your tutor will explain how to use Firefly when you join us).

Activities

There are a wealth of opportunities and activities that you can get involved with at College. We have fantastic facilities that you can use, and there are many clubs and societies that you can join.

We have our very own Sports Centre and swimming pool for you to use and our own theatre and performance/rehearsal rooms (see 'Central Studio'). We also have numerous clubs, sporting activities and societies which fall under our Enhancement, Extension and Enrichment programme.

Attendance and Absence Reporting

Full attendance at College is vital. Lessons are never cancelled because each and every one is important. Your punctuality and attendance at all lessons are recorded and your parents/guardians are likely to be contacted by text about any that you miss, so make sure you are punctual and have full attendance. If it is impossible for you to attend, or you are ill and need to go home, it is essential that you follow the absence procedures outlined below.

Planned absences: This may be an important appointment that will prevent you from attending college (i.e. a medical appointment). It is your responsibility to provide evidence to the Helpdesk, in the form of an appointment card, letter or text, **before your absence**. Alternatively, your parent or guardian can inform the Help Desk, by phone or email, on your behalf. If we are not informed prior to the absence your parent/guardian will receive a text message stating that you are missing from lessons.

Unplanned absences: An unplanned absence is something out of your control, preventing you from being at College. (i.e. illness or an emergency)

If you are ill:

- Please ensure your parent or guardian notifies the College Helpdesk of your absence **on a daily basis**. This can be done by telephone on 01256 417500 or email help.desk@gmc.ac.uk (messages can be left prior to 8.30am). Teachers will be informed via the registration system.
- When you return to College it is your responsibility to discuss the work you have missed with your teachers and devise a strategy for catching up.

If your absence due to illness becomes long term (i.e. more than one week) you or your parents should get in touch with your Personal Tutor to discuss your situation.

If you are taken ill or have an accident/emergency during the College day please do not leave the site but report to the Help Desk, and they will:

- Find somewhere for you to rest, and undertake any first aid as necessary
- Inform one of your emergency contacts – please see below*
- Record your reason for absence on the registration system

***It is very important that your emergency contact numbers and medical details are kept up to date as we may need them in an emergency. If they change please inform Central Registry or the Helpdesk.**

B

Bus Passes

There are a variety of Stagecoach and College bus passes available. To apply for a Stagecoach bus pass, applications are made online at www.buymyunirider.com. The College also runs a bus service from the Andover, Burghfield, Fleet, Hook, Newbury and Whitchurch/Overton areas respectively. An annual College bus pass costs £450. If you have any queries about the Stagecoach or College bus services please go to the Help Desk.

C

Careers Advice and the Careers Library

The College has an extensive Careers Library to assist you in planning for the future. This is located in the Library Annexe and has books, leaflets, DVDs and computer programmes available for you to use. The Careers Administrator can help you find your way around the information. Throughout the year you can book a [careers appointment](#) or drop into the Careers Office for advice and guidance. We also have a very good careers site on Firefly under 'Student Support'.

Catering - Café QM, Coffee Shop & Spectrum Counter

All the catering outlets serve a wide range of food, freshly prepared on-site and to meet all budgets, including: breakfast, hot lunches, hot and cold snacks, sandwiches and salads, cold drinks and confectionery. The main Café is open from 8.15am – 1.30pm. The Coffee Shop, open from 8.30-4.30pm, is the perfect place to catch up with friends, relax, or study over a Costa coffee. There is a food outlet on the ground floor of the Spectrum Building which opens 9.45-1.30pm. You will also find vending machines around College. Download the Caterlink App from the App Store to keep up to date with the latest offers and discounts.

Central Registry

Central Registry is located between the Help Desk and Staffroom off 'The Street'. This is where you can obtain advice, or update us, on issues which involve your formal College record and timetable.

Central Studio

Central Studio is our very own state of the art theatre. Complete with recording studio, dance studio and rehearsal rooms it is used extensively by our performing arts students and is also open to the public.

Charity Events

QMC runs a range of different charity events which are advertised all round College – so please get involved. Every year the Student Union chooses one charity to promote and also supports Children in Need, Sport Relief and other local charities. If you would like to set up a charity event please ask for Caroline Watson via the Helpdesk.

Child Protection & Safeguarding

Our Child Protection & Safeguarding Policy is available from your Personal Tutor, in Resources or on Firefly. If you have any safeguarding concerns please talk to your tutor or to the Help Desk.

Clubs and Societies

There are a wide range of clubs and societies at QMC that you can get involved with that fall under our Enhancement, Extension and Enrichment programme. If you would like help promoting or setting up a new club or society please ask to see Caroline Watson via the Helpdesk.

College News

The College News is published every week and posted on Firefly. You can access our website via the desktop from all College PCs. It has a teaching and learning focus with important information regarding careers events, activities, deadlines, College trips and news. It is your responsibility to make sure you check the College News each week so you know what's happening.

Counselling

If you have a personal problem, which you do not want to talk to your Personal Tutor about, you may want to use our confidential counselling service. You will be warmly welcomed, whatever your concerns, and members of staff will not be told anything about your use of the service. The Counselling Room (603) is in the Maths block, near the Help Desk and you can access the service by:

- Filling in a referral form - available from outside the Counselling Room or from the Help Desk- and posting the completed form in the confidential mailbox outside the counselling room. (Further information can be found via the Counselling link under Firefly.)
- Texting 07789 958410, or phoning 01256 417500 ext. 6400, or emailing counselling@qmc.ac.uk.
- Asking your Personal Tutor or any teacher to make an appointment for you.
- You can also email, in confidence, someone totalkto@qmc.ac.uk (please note this service is only monitored in college hours).

The Counsellors will get in touch with you by your preferred method of contact.

If you are worried about anything else please talk to your Personal Tutor or our Student Support Advisor. If we are unable to support you directly we can refer you to agencies that can help with absolutely anything including housing, benefits, exam stress, family crises, stopping smoking, pregnancy and all aspects of health.

Contraception and Sexual Health Clinic

There is a friendly, free and confidential Contraception and Sexual Health Clinic at QMC, by appointment, (located in the Spectrum First Aid room) – details at the Helpdesk. Incidents of sexually transmitted diseases are high in 16-20 year olds, so take advantage of our regular Chlamydia screening events and free condoms, pregnancy and Chlamydia tests given by our Student Support Advisor.

Coursework

Coursework is assessed by exam boards and contributes towards your results. For some courses it is the **only** form of assessment and in others it makes up a significant proportion of your final grade and can therefore make the difference between getting a university/job offer or not. The deadlines are set by the exam boards and cannot be changed. Therefore it is **vital that you treat coursework as you would an exam**. You should carry out all coursework to the best of your ability and it is essential that it is handed in on time. Listen to your teachers' advice - they will help you to improve your marks, if you give them the time to do so by handing coursework in early. Coursework must be your own work. This means that if you copy sections from someone else, the internet, or from textbooks, without acknowledging these sections as "quotes" and referencing them properly, you could fail the whole course. Copying like this is called plagiarism and is banned by exam boards and by College (see 'Plagiarism').

D

Driving Lessons

Please do not book driving lessons during class time. If you miss or are late to a class due to a driving lesson it will be recorded as an absence. Please note that driving school cars are not permitted on the College site. If they are picking you up/dropping you off they must do so from Cliddesden Road.

Drugs and Alcohol Policy

The College operates a zero tolerance policy towards drugs and alcohol. Any student found in possession of drugs or alcohol in College will face serious repercussions. The Drugs and Alcohol Policy is available from your Personal Tutor, in Resources or on Firefly.

E

Email

You will have your own College email account and we recommend that you use this as much as possible. Personal Tutors and subject teachers will contact you using this system, as will other staff. You will receive instructions on Induction Day so log on as soon as possible after this, and get in the habit of checking it regularly. The system has lots of other useful features including a calendar, shared Word documents and document storage. Students can get started by visiting <https://www.qmc.ac.uk/students> and following the login instructions provided.

Equality, Diversity and Inclusion

QMC recognises that all individuals are different and have different needs, and all students should respect the value of diversity brought by individuals. If you want to talk to someone about any issues to do with equality and diversity, please see the Equality and Diversity Lead Teacher, Lisa Hotten, in the Law Department. Our Equality and Diversity Policy is available from your Personal Tutor, in Resources or on Firefly.

Enhancement, Extension and Enrichment Programme

At QMC there are a wealth of enrichment opportunities available to you. Our enrichment programme provides you with the chance to gain additional qualifications, develop skills or try something new. As well as enhancing your programme of study they are also a great way to meet new people and make new friends.

Depending on your main programme of study, you will be able to take one or two accredited or non-accredited enrichment courses, and join any clubs or societies.

<p>Art</p> <ul style="list-style-type: none"> - Life Drawing - Professional Practice <p>Atheist Union Book Club Chess Club Childcare Christian Union Cinema Society (for Film Studies students) Competitive Biology (Oxbridge/Olympiad students) Competitive Chemistry (Oxbridge/Olympiad students) Competitive Physics (Oxbridge/Olympiad students) Conservative Students Group Creative Writing Critical Thinking Dance Performance Skills Debating Society Duke of Edinburgh's Award Equality & Diversity Group Experimental Science Forensic Psychology Fundraising/College Charity Further English Helping Skills Infection Control Instrumental and Singing Lessons Labour Students Group</p>	<p>Language Courses for Absolute Beginners Latin for Beginners Law & Legal Issues Learning to Support Learning with Children Maths STEP AEA Preparation Music at QMC</p> <ul style="list-style-type: none"> - Choral Society - Function Band - Ensembles <p>Music Performance One Club Perspectives on Science Playwriting (National Theatre Project) Politics, Philosophy and Economics Academy (PPE) Robotics Club Science – STEM Sellers Short Film Making Sports at QMC</p> <ul style="list-style-type: none"> - Community Sports Leadership Award (CSLA) - Higher Sports Leadership Award (HSLA) - Fitness Instructors - Sports, Team Games and Coaching <p>Student Union Video Games Development Volunteering and Work Experience</p> <p>(Subject to change)</p>
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Enrichment Fair

Enrichment Fair will take place during the first few weeks of term, and will provide you with information and activities designed to help you settle into College life.

Environment

We are very proud of our environment at QMC and do everything we can to ensure it is always at its best. We ask that you respect the environment and help us to maintain it by not dropping litter, only smoking in the smoking area and switching both lights and computers off when not in use. There are recycling bins throughout the site and we ask that you use these wherever possible. At QMC we are

committed to sustainability and reducing our carbon footprint. Our Environmental and Energy Policy is available from your Personal Tutor, in Resources or on Firefly.

E-Safety

When using the internet and other technologies it is vital that you are safe. Cyber bullying is when one person or a group of people try to threaten, tease or embarrass someone else by using a mobile phone or the internet and it can be just as harmful as bullying in person. Cyber bullying could take the form of emails, instant messenger, internet chat rooms, text or photo messages, social networking sites (see Social Media) or interactive gaming. Make sure you protect yourself online:

- Never give out your personal details, passwords or login details.
- Treat your email address exactly the same as your home telephone or mobile number and think carefully before you pass it on to anyone.
- Never use your real name as a username or as part of your email address, and don't use a photo of yourself on discussion forums.
- If you find yourself being victimised on a message board, contact the moderator and tell your tutor who will be able to delete or block the account of the person who is bullying you.
- It can be a good idea to only add people you know well to your instant messenger and social networking sites.
- On social media sites restrict what people can see by editing your privacy settings. Don't forget that you can choose to "ignore" the people you do not want to be friends with.
- If you receive abusive or bullying emails, texts or messages keep a record of them and tell someone you trust.
- If anything that you see or read on the internet makes you feel uncomfortable, tell a parent, your tutor or someone else you trust.

Evacuation Procedure

The fire and emergency evacuation procedure will be explained to you by your Personal Tutor. If you discover a fire you should operate the nearest fire alarm and/or report to the Help Desk if possible. Around the College you will see evacuation notices indicating which assembly point you should go to should an evacuation occur. The three assembly zones are: 1 – The Rugby Pitch, 2 – The Allen Lawn, 3 – The Kiln Theatre. You will be notified of an evacuation by the sounding of the fire alarm.

Exam Instructions

Please check your exam timetable for the location and start time of your exam, and bring it to each exam. If you lose your timetable you can print another copy from Vista.

It is important that you arrive on time at the correct location. Please assemble outside the Hall, Gym or other location, and wait to be called in by exam staff. **You must be there no later than 8.50am for all morning exams and 1.15pm for afternoon exams.** We will not wait for late candidates. If you are late please go immediately to the Help Desk, but be aware you may not be allowed to sit your exam. If you know you are going to be unavoidably late please telephone the Help Desk on 01256 417500. If you are unwell and unable to attend an exam please telephone the College before 8.50am.

Please remember to bring the following items with you to each exam:

- Exam timetable,
- Photo ID,
- Black pens, pencils and any other equipment required in a transparent pencil case.

Please note you must write in **BLACK INK** or **BLACK BALLPOINT PEN** only, unless the question paper states otherwise. Correcting pens, fluid or tape are not permitted, and you must not use highlighter pens or pale coloured gel pens in your answers. You must write your name, candidate and centre number on all exam stationery used including additional answer books.

The following items are **NOT** permitted in the exam room and must be left outside:

- Mobile phones
- Electronic devices
- Bags/handbags
- Coats, hats, scarves, gloves etc
- Calculator lids
- Fizzy drinks or food, labels must be removed from water bottles before entering the exam room
- Unauthorised material (notes/books)

Please note the College cannot be held responsible for the loss or damage of any items left outside the exam venues. Please do not bring any valuables, including mobile phones, to exams. Invigilators are not permitted to look after these items during any exam and you will be asked to remove them from the room at the start of the exam.

If you are found to have any unauthorised items in your possession during the exam you will be reported to the Exam Board and it is highly likely you will be disqualified.

Once you have entered the exam room you must not attempt to talk or communicate with any other candidates. You must face the front at all times. If you need anything, please raise your hand and an invigilator will come to you.

If you feel unwell during the exam please tell an invigilator. If you feel that your performance during the exam has been affected by this or any other circumstances, you will need to come to the Exams Office after the exam.

You will be required to stay for the full length of the exam. Please note that exams finish at varying times; you must remain silent when leaving the Hall and whilst collecting your belongings. Please be aware that exams may still be in progress in other parts of the College.

Please also read JCQ Information for Candidates available on Firefly in the Student Exam Area under Exam Regulations.

Please note that Examination boards have a new timetable feature – a **contingency day on 24 June 2020**. This will be used if a significant, unexpected event arises nationally which means that no students are able to take a planned examination. You must keep this date free if you are taking examinations in the May/June of 2020.

Exams Office

You will need to go to the Exams Office (room 463) for anything concerned with examination arrangements, including special consideration or extra time. Exam timetables are available on Vista and your teachers will give you lots of help on how to succeed in exams.

F

Finance Office

Please ask for directions from the Help Desk.

Financial Support

Please see the Financial Support Policy on the College website (www.qmc.ac.uk/financial-support) for information about the support available. If you have a financial problem which is making it difficult for you to study at QMC you should talk to your Personal Tutor or Denise Valler (via Helpdesk). College has a variety of funds which can help in specific cases of need.

QMC students may also be eligible to apply to the QMC Foundation (Reg. Charity 307257) for additional funding. Please see the website for further information www.qmcfoundation.org.uk

Firefly

Firefly is the online College portal where you will find a wealth of information and resources. Each department has an area where you will find teaching and learning materials that will be specific to the courses you take. There is also information about further study opportunities and links to the Careers and Higher Education sites.

First Aid

If you become unwell or are in need of medical attention, please go to the Help Desk. If you are incapacitated call 321 from any internal phone to summon a first aider. Please be aware that First Aid is a primary response to any injury/illness that has **occurred in or around College**, and during College hours. Our first aid team are unable to provide any medication.

G

Gifted and Talented Education

See High Achievers

Governing Body

The Governing Body at Queen Mary's includes two Student Governors, who are elected directly from the student body. Student Governors attend Governors' meetings throughout the year, as well as other planning events. At these meetings, Student Governors are able to put forward views from a student perspective, to ensure that their best interests are reflected in the decision making processes that take place. The Student Governors also liaise with the Student Parliament and Student Union members, and report back on meetings through these routes to ensure that students are aware of the decisions that are being made.

H

Harassment and Bullying

Harassment and bullying at QMC between any members of the College (students and staff) is unacceptable and will not be tolerated. All members of the College should respect each other and this extends to online platforms/social media too. The College is fully committed to eliminating bullying and harassment and will act decisively to do so. Our Harassment and Bullying Policy is available from your Personal Tutor, in Resources or on Firefly.

Health and Safety

Your health and safety while at College is of great importance and we do our utmost to ensure that you are in a safe environment. If you notice anything that you believe to be unsafe, please report it to the Help Desk. Our Health and Safety Policy is available from your Personal Tutor, in Resources or on Firefly.

Help Desk

The Help Desk is your first point of call for any query that you may have while at College. The Help Desk is located by the main College entrance on the The Street. You should contact the Help Desk for:

- Absence reporting
- First aid / emergency assistance
- UCAS Team (application checks/queries/information)
- Travel issues, including bus and train pass information
- Parking permits
- General enquiries, advice and guidance
- Lost property

You can call the Help Desk on 01256 417500 or email helpdesk@gmc.ac.uk.

High Achievers

If you are a high achieving student (7s+ at GCSE) you should be looking to enhance your programme of study. This could be with additional complementary qualifications such as an Extended Project Qualification (EPQ) or a specialist course (for example, Perspectives on Science or Fine Art). If you are a talented sportsman/woman, musician, performer or artist your timetable can be worked around your commitments. Personal Tutors and teachers will advise you about opportunities and will provide you with support. High achieving students may wish to consider applying to Oxford or Cambridge Universities, commonly known as 'Oxbridge'. Your Personal Tutor will talk to you about this and about specialist sessions for Oxbridge entrants.

Holidays

We ask that you do not arrange holidays during College term time. We will not authorise holidays during term time as group work, continuous assessment, regular exams and coursework are a feature of many courses and absences can have serious consequences.

There are times you will be permitted on site during College holidays (i.e for revision classes, Library use, and supervised rehearsals). When attending site during holidays you must sign in and out daily at the Helpdesk. Details of these dates will be made available on Firefly, in College News or by subject tutors nearer the time.

Homework

Homework is a crucial part of your course. It is not optional. If you do not do the tasks teachers ask of you, you won't understand the next lesson and you will fall behind. If you do not understand your homework, or need more explanation of how to start, your teachers are always happy to talk to you and help. See them after lessons to arrange a time. Whenever you get a piece of homework make a note of it in a diary, on your phone or your Google calendar, but try and do it immediately so that you do not fall behind. You need to use your study periods wisely to keep up to date with homework, coursework and revision deadlines. There are plenty of computer work stations around the campus for you to use.

I

Illness

If you are ill, at the start or at any point during the College day, you need to let us know - Please see 'Absence Reporting'

Insurance

You are responsible at ALL times for the safe keeping of your personal property and the College is not responsible for losses that arise. For official activities on education sites and for many off-site activities, the risks involved do not differ appreciably from those which occur within the family situation and therefore the College has not taken out insurance cover for these. However, for certain field trips and activities which may be regarded as hazardous, the College has arranged insurance, the details of which may be obtained from the College Finance Office.

IT Support

We have excellent IT facilities around the College so please take full advantage of these. The IT Support Team are located in room 511 next to the Library and can assist you with things like changing your password, student email, printing, or if your log-in does not work.

J

Jobs

We acknowledge that many students do have a part-time job but it should not interfere with your College work. We recommend that students do no more than one full day's work during a weekend and one evening during the week. If you do this amount of part-time work, you must be prepared to devote the other evenings and part of the weekend to your studies.

If you feel that you are under unfair pressure from your employer to extend your hours, please feel free to discuss your concerns with us. Very often employers have been extremely sympathetic once the College has explained the situation to them.

K

Keeping in Touch

We are always very interested to hear how our students have progressed after studying at QMC. Ex-students are often invited back to talk to current and potential students to share their success stories, tips and ideas regarding the career paths they have followed. Upon leaving QMC we hope you will keep in touch via tutors, our Alumni Facebook page, LinkedIn or by emailing marketing@qmc.ac.uk

L

Learning Support

We are committed to offering a quality learning experience to all students, regardless of learning difficulties and/or disabilities and we have a wealth of support available. Additional revision and study skills workshops are arranged by departments. In the first instance, speak to your Tutor, or ask at the Help Desk. Other means of support are also available and are listed separately throughout this guide e.g. counselling, library etc.

Library

The Library (room 510) provides a wide range of resources to support your learning and is a pleasant, quiet environment for study. Staff are very friendly and they can help you with searches for materials and information. From any computer in College or at home you can check the Library's Firefly page to see what resources are available. Log into Firefly then click on the 'Library Services' icon. You can also contact the Library staff on 01256 418306, or by email at library_staff@qmc.ac.uk. The Library opening hours are as follows:

Monday	8.30am – 5.00pm
Tuesday	8.30am – 5.00 pm
Wednesday	8.30am – 5.00pm
Thursday	8.30am – 5.00pm
Friday	8.30am – 4.20pm

The Library is open during most holidays and will organise late openings throughout busy exam periods. Times will be displayed on the Firefly page and College News.

Lockers

Lockers are available in College and are issued by the Resources Team (room 659) which is located on The Street. Further information will be available shortly after enrolment via College News.

Lost Property

If you lose anything please advise the Help Desk. We will note it and contact you should it be handed in, likewise if you find any lost property then please bring it to the Help Desk. Remember to add ID files to memory sticks, and any work, folders etc., it will increase the chance of them being returned to you.

M

Media Centre

We have Macs with Final Cut Pro editing software and DSLR and AV cameras which are available for Media projects. Please give 24 hours notice in advance of needing equipment to ensure it is available. To access the Media Centre and equipment please contact the Creative Arts Technician.

Multi-Faith Prayer Room

Our Multi-Faith Prayer Room is located in the white space near the library and can be booked by anyone for prayer, small religious meetings and reflection. The key and guidelines for use are available from the library.

N

NUS (National Union of Students)

The College is affiliated to the National Union of Students (NUS) and you are entitled to join (for a fee) the NUS when you enrol at the College, at www.nus.org.uk (see also 'Students Union')

P

Parents' Evenings (Meet the Tutor (early September) and Making the Grade Parents' Evenings)

In September your parents/guardians, will have an opportunity to meet with your Personal Tutor at our Meet the Tutor Parents' Evening on Thursday 26 September 2019. Parents/Guardians meet the tutor as a group for a prompt start. The time will be confirmed early in September and is dependent upon your Curriculum Division. Later in the year, we offer 'Invitation Only' consultation evenings with specific subject teachers for you to attend with your parents/guardians. The first of these is provisionally scheduled for 3rd December 2019. Letters for these evenings will be sent to parents and include instructions for booking appointments online. Parents are also welcome to contact the Personal Tutor and/or teachers at any time to discuss your progress.

Parking and Parking Permits

Parking spaces at College are limited and priority is given to students who:

- Have completed at least one full year at the college
- Need to use their own transport for reasons of disability
- Live in an area where access to public transport, or College run transport, is unavailable
- Have attendance greater than 85%
- Have paid their Course Resource Costs.

Holding a permit does not necessarily guarantee that a space will be available. Students who do not hold permits are not authorised to park anywhere on site. All students must comply with the student car parking regulations issued with permits. Failure to do so will lead to the loss of their permit. The permit costs £120 for the whole academic year, or £40 per term. Application forms for parking permits are available from the Help Desk.

Payment Point

The Payment Point is on The Street (the window to the side of the Resources Centre door). Any course charges, exam fees, sports kit, trips, parking permits or music lessons should be paid for here. Cheques should be made payable to 'Queen Mary's College'. Cash and credit card payments (excluding American Express) are also accepted and it is possible to make card payments by phone calling direct on 01256 417518. If you prefer, payment can be made securely online using our internet payment service. This can be accessed via the College website at www.qmc.ac.uk a password is required for this online system which will be sent to parents and guardians during your first term.

Personal Tutor

Your Personal Tutor is your main point of contact in College and will combine this role alongside their role as one of your subject teachers. Tutor time is timetabled (11:20 – 12.15 on Tuesday) and attendance is compulsory.

In addition you will have regular one to one consultations with your Personal Tutor and they are the person you should go to for any help you need. Consultations with your Personal Tutor are an opportunity to review your progress and to help you get the most out of your time at College. It will be

your Personal Tutor who writes any references for you. A record of your consultation meetings, the outcomes and any agreed actions, will be recorded on Vista.

Plagiarism

Plagiarism is copying sections from other people's work, from the internet, or from textbooks and not acknowledging that this is not your own work by putting it in quotes and referencing it correctly. Plagiarism is always discovered by examiners, and can mean that you fail your entire course.

The official exam board regulations state that:

- The work which you submit for assessment must be your own.
- You must not copy from someone else or allow another candidate to copy from you.
- If you copy the words or ideas of others and do not show your sources in references and a bibliography, you will be committing plagiarism – and that is cheating.
- If your teachers suspect you of committing plagiarism they cannot accept your work.
- If your work is submitted and it is discovered by the Awarding Body that you have broken the regulations, as a minimum you will be awarded zero marks for the work, and you could lose all your marks from all your exams that year.

Of course we want you to research your coursework and homework, and draw on other people's ideas, so your subject teachers will show you how to do this correctly for each of your subjects. They will show you how to reference, and how to produce a bibliography at the end of your work which lists the full details of publications you have used in your research.

Prayer Room (See M)

Progress Days

Progression Days are an opportunity to review your progress and learning at one to one appointments with your Personal Tutor. You may well be required to attend for the whole day (8.50am - 4.20pm) and undertake critical tasks that help you to reflect on the past and plan for the future. The first will take place on Tuesday 15th October 2019. There will be further Progression Days as the year unfolds.

Q

QM card

You will be given your QM card within the first few weeks of joining College - don't lose it, you need it!
Your QM card is your:

- Exam ID card
- Library card
- Photocopying card
- Food card
- QM Sports Centre Membership card
- Car parking pass (if granted a space)
- Identification for Stagecoach bus passes

If you lose your QM card you will need to purchase a new one at the cost of £10 from the Resources Centre.

R

Resources Centre

The Resources Centre (room 659), located in The Street, is your one stop shop for: photocopying, printing, binding, stationery and the Payment Point. The Resources Centre sells an extensive range of

stationery from the basic pens and pencils, to USB memory sticks, CDs, DVDs and all examination equipment at cost price. They also stock and produce course-specific materials for many subjects, administer college trips and issue replacement ID cards.

S

Social Media

Follow us on Twitter @qmcollege or like the QMC Facebook page at www.facebook.com/QMCBasingstoke to keep up to date with all the latest news and events at the College.

QMC advises you to think carefully when posting on social media platforms. Comments can never truly be deleted and negative posts can have a detrimental impact when applying to university and/or employment. It is common practice for universities, employers and work placement providers to carry out extensive online searches on individuals, and to reject applicants based on their findings on such platforms. Any cyber bullying on such platforms is taken extremely seriously.

Sports and Activities

At QMC we have a wide range of sporting opportunities and activities for you to get involved in regardless of ability. Whether sport is a big part of your life, or you want to try something new, you can do it at QMC! We have specific College sport team trials alongside participation sports that are open to all. From athletics to table tennis, football to trampolining, there is a sport to suit everyone. Pop along to the PE Office to find out more.

Sports Centre and Swimming Pool

Our on site Sports Centre with swimming pool is available for free during College hours to all QMC students, subject to completing a personal induction for which there is a one-off fee*. Outside College hours it may be used by students for a discounted rate. The Sports Centre also offers personal training sessions, exercise classes, badminton lessons, a children's holiday activity club and much more. Pop up to the Sports Centre to arrange your induction or contact them at sports.centre@qmc.ac.uk or on 01256 418301.

*Please talk to the Sports Centre Manager if you require financial support. In such cases the fee can be waived.

Students' Union

Elected by the student body in the spring of each year, the QMC Students' Union represents all students at the College. At least one member of the SU will also take up the position of Student Governor and attend Governor Meetings on behalf of the student body. The SU aims to make your time at QMC as enjoyable as possible and, in addition to organising fun events, they also run monthly Student Voice meetings. Student Voice gives students the opportunity to have their say about the learning environment and to discuss their College experience with people such as the Catering Manager, ICT Director and Senior Management. If you want to get in touch with the SU you can find them in the SU Office, which you will find at the end of The Street. You can also contact them at su@student.qmc.ac.uk or on Facebook: www.facebook.com/qmcstudentsunion

Getting involved- If you would like to make a real difference to student life at QMC, you can put yourself forward for a role within the SU. Positions include President, Vice President, Secretary, Student Welfare, Equality and Diversity Officer, Environment Officer, Finance Officer, Charity Officer, Events and Marketing Officer and Sports Officer. All roles offer fantastic opportunities to enhance your CV and/or Personal Statement. See Simon Barnard in the Music Department for more information or email simon.barnard@qmc.ac.uk.

Study Periods

You won't have five lessons every day of the week. The gaps in between lessons are study periods and these should be spent studying in the library, doing coursework, group work, revision, sports or activities. You need to use your study periods wisely to keep up to date with homework, coursework and revision deadlines. There are plenty of computer work stations and quiet study spaces around College for your use during study periods.

T

Term Dates

See below

Timetable

The College day starts at 8.50am and ends at 4.25pm, with a lunch break from 12.20pm – 1.15pm.

This is an example timetable:

0850	A1	0850	E2	0850	B2	0850	D3	0850	C4
	Biology		Rugby Training		Psychology				Maths
0950		0950		0950		0950		0950	
0950	1:1	0950	1:1	0950	1:1	0950	1:1	0950	1:1
1000	break	1000	break	1000	break	1000	break	1000	break
1015	A2	1015	E3	1015	B3	1015	D4	1015	C5
	Biology		Rugby Training		Psychology		Forensic Psychology		Maths
1115		1115		1115		1115	Enrichment	1115	
1120	B1	1120		1120	A3	1120	C3	1120	D5
	Psychology		Tutorial Group and 1:1s		Biology		Maths		
1220		1220		1220		1220		1220	
1220	Lunch	1220	Lunch	1220	Lunch	1220	Lunch	1220	Lunch
1315	C1	1315	D2	1315	E4	1315	B4	1315	A5
	Maths				Rugby Match		Psychology		Biology
1415		1415		1415		1415		1415	
1420	E1	1420	C2	1420	E5	1420	A4	1420	B5
			Maths		Rugby Match		Biology		Psychology
1520		1520		1520		1520		1520	
1525	D1	1525		1525		1525		1525	
1625		1625		1625		1625		1625	

You will not always have taught lessons in every session. Any gaps in your timetable are study periods.

If you are at College after 4.25pm you will need to sign in at the Help Desk so that we know you are on site.

Transport and Travel

In line with our Environment and Safety Policies we would rather you didn't drive to College if at all possible and car parking spaces available to students are limited (see 'Parking Permits') . You should also be aware that accident rates for young drivers are statistically high. We encourage you to come by public transport (see Bus Passes), bike, or walk. If you cycle to College there are lots of cycle racks around the site and showers to freshen up. In the interests of safety, skateboards and roller skates are not allowed to be used in College.

For students who are driven to College please ensure that you are dropped off outside the College site at the far end of Cliddesden Road. Vehicles dropping you off/picking you up, including driving school cars, are not permitted on the site. For all queries regarding transport and travel please ask at the Help Desk.

U

UCAS

UCAS is the 'Universities and Colleges Admission Service'. You apply for a place at university through UCAS as a student of QMC. We will help you with your UCAS application every step of the way. If you choose to go to university you will need to **start your application in June of your first year** and submit it between September and mid November of your second year at QMC.

Unifrog

Unifrog is the main careers tool we use where you can carry out extensive careers or university research and record any activities or work experience you undertake. You will be given a Unifrog login by your tutor in your first few weeks at QMC.

University and Beyond

When you are considering progression within and beyond the College you will have access to effective, independent and impartial careers education and guidance (see 'Careers Advice and the Careers Library'). We work with you throughout your time with us to ensure that you get all the support you need with researching your career options and university choices, and applying successfully. Every year around 85% of our students gain places at university. There will be opportunities to attend Higher Education events and to undertake work experience. One of the most important careers talks we attend is the Surrey University UCAS fair which gives students the opportunity to meet a wide range of universities and to decide whether Higher Education is the correct route for them. It is absolutely essential for students to keep an open mind about their future at this stage in their education. The fair is an easy way to find out more about university life and the prospects it opens up. Regardless of whether a student ultimately goes, the experience affords them a chance to speak to professionals, network with like-minded people, expand their knowledge about the choice that is out there and, ultimately, assists in arriving at an informed decision. There is lots of help and support available at QMC and this is a vital component to the decision-making process that is not to be missed.

VISTA

Vista is our online system which allows you to easily monitor your progress at College. It helps you track your attendance, progress, consultations, marks, predicted grades, exam timetable and much more. You should familiarise yourself with Vista because your teachers will use it all the time, and will expect you to do the same. You can access Vista at www.qmc.ac.uk/vista or through Firefly. You will need your username and password to login. If you have any problems with this please contact IT Support. Your parents/guardians can also access Vista and we will write to them with their login and password details.

Volunteering and Work Placements

Teachers and Personal Tutors will highlight opportunities for you to take up voluntary work shadowing or work experience placements. To enquire about volunteering or work placements contact the Work Experience Team in the Careers Library for help in finding employers, example letters of application, CVs and Health and Safety checks. Should you wish arrange your own work experience/placement then please discuss this with your Personal Tutor. In order for your placement to be authorised and

not affect your attendance record all of your subject tutors and the Work Experience Team must authorise the placement.

W

Website

The College website address is www.qmc.ac.uk. The website has a wealth of information about your College: things to see, do, participate in and achievements.

Wellbeing Hub

It is important to get the most out of college, and try new courses or hobbies which will help keep your mind and body active and healthy. Pop along to the Wellbeing Hub to find out what's on offer, or get support with any issue which is bothering you. You will be warmly welcomed at any time, whatever the problem might be.

Work Experience

See 'Volunteering and Work Placements.'

Y

Your Courses

This is your chance to excel and be inspired by the course choices you have made. Your courses may involve: examined coursework (for which strict deadlines apply), mock exams, additional revision classes and almost all courses involve external exams in June. You should expect to offer continued commitment and hard work throughout your time here.

The content of each course is described in the course directory at www.qmc.uk/courses.

How to succeed and get the most out of your College experience

Transition from School to College

The transition from school to College is new and exciting, but can be a little daunting as well. Socially and academically you are embarking on something new and moving a step closer to independence. You have nothing to worry about, this will be the best thing you have ever done and there are lots of people at QMC to help you settle in and enjoy your time at College. The way to succeed is to:

1. Work hard at your subjects, talk to your tutors and attend all your lessons.
2. Eat well, exercise and get plenty of sleep.
3. Do everything in moderation; balance your studies with other commitments and socialising.

The first part is the hardest, but also the most important. People do not get good at something by magic, they have to work at it so have a think about the following...

Establishing Good Habits

1. **Make sure you attend all lessons, on time.** You cannot learn if you're not there!
2. **Make sure you get all relevant notes for each of your subjects.** You may occasionally and unavoidably miss a lesson, so to catch up straight away obtain the appropriate notes from the class you missed. Equally if you do not understand the notes you have been given ensure you

ask your teacher to go over the subject with you. Your teacher can provide, or point you, in the direction of resources to help increase your knowledge and understanding.

3. **Make the most of lesson time.** Get into the habit of taking notes throughout lessons; remember it is not only your teacher who may make interesting points, your peers will too. If you do not write something down you are likely to forget it. If you struggle with note-taking ask for help.
4. **It is important that you do all homework and hand it in on time.** Have a system for recording deadlines and homework that works for you. The work you are set to do at home is a good way for you to make sure you really understand the topic and texts. Some subjects will require lots of handwritten work (some in a short time frame) – this skill will only improve with practice. If you fall behind in your work schedule things can quickly build to a point where it becomes increasingly difficult to get back on track. Do not let yourself get into this situation, if you do, seek help sooner rather than later and your Personal Tutor should be the first point of call. Find a good balance of College work whilst making the most of extra-curricular College activities.
5. **Make sure you take notice of the targets set and suggestions made by your teacher for improvement in your work, be they discussions with you or notes on VISTA.** Everyone has different strengths and weaknesses; it is important that you can identify those relevant to you and focus on what you need to improve. If you do not understand anything your teacher has said, you cannot remember, or you are not sure, ask them again. They will be happy to ensure you reach an understanding and identify specific areas for improvement (but you then have to go off and do it).
6. **Make sure you are proactive in the improvement of your work.** If there is no work set, or you're up to date, make use of the Library, Firefly or other resources to increase your subject knowledge. Make good use of your study periods to improve your understanding of a text or topic: do some additional reading, look at what critics have said, discuss with your peers. Make notes on everything; they will come in handy when you are writing essays or revising for exams.
7. **Make sure you get into the habit of using terminology appropriate for your course.** Knowing and understanding the right words will enable you to make points concisely and in a sophisticated manner. It shows that you are knowledgeable in the subject you are studying and writing about.
8. **Do not worry about exams.** Remain focused on your studies and remember there will be lots of support along the way.

Finally, think about the following:

- **Manage your time** effectively so that your focus is on College work – meeting deadlines for homework, assignments, coursework and revision is critical.
- Create yourself a comfortable and **effective space to work at home** and do not forget that during your Study Periods you can use the computer drop-in facilities at College and in the Library.
- Remember that you are moving on to a **higher level of study** at College. Give yourself the time you need and use all the advice and guidance available to you as you make the necessary adjustments and raise your game.
- Make sure you **balance College life** with time for family, friends, hobbies and work.
- There are lots of extra-curricular activities, clubs and societies taking place at College. Make sure you take advantage of all the opportunities available to **have fun at College**.

Should you need any help or support during your time at College all you have to do is ask! Keep talking to your Personal Tutor and teachers, they are best placed to review your progress and help you with what you need to do to succeed - but remember that only you can actually do it.

You are key in making the most of your time and utilising your skills to ensure you have the best experience possible at QMC.

Useful contacts

Queen Mary's College

Help Desk/Reception: 01256 417500 helpdesk@qmc.ac.uk

Someone to talk to: Email: [someoneotalkto@qmc.ac.uk](mailto:someonetotalkto@qmc.ac.uk) Text: 07624 805400

Basingstoke YPI Counselling Service	01256 423878	
British Pregnancy Advisory Service	03457 304030	www.bpas.org
Beat Helpline	Over 18 0808 801 0677 Under 18 0808 801 0711	help@beateatingdisorders.org.uk fyp@beateatingdisorders.org.uk
Beat Youthline (Mon – Fri, 4pm – 6.30pm)	0808 801 0811	studentline@beateatingdisorders.org.uk
Catch 22: 24/7 Drugs and Alcohol misuse	0800 599 9591 (24hr line) 0845 459 9405 (Basingstoke)	www.catch-22.org.uk Email: 247hants@catch-22.org.uk
ChildLine	0800 1111	www.childline.org.uk
Hope Line UK	0800 068 4141	
Mermaids (gender support)	0344 334 0550	
Options (free gambling support)	0238 063 0219 0808 802 0133	
Police	101 or 999 in emergency	
Pregnancy Crisis Centre	01256 460100	https://the-safe.org.uk
Rape and Sexual Abuse Crisis Line	01256 423890	www.brasacc.com
Relate Children and Young People's Counselling	01256 338 624	www.relate.org.uk
The Samaritans (National Helpline) Basingstoke Samaritans	116 123	www.samaritans.org/basingstoke
Sexual Health	01256 300430 0300 300 2016 Option 6	www.letstalkaboutit.nhs.uk
Talk to Frank (National Drugs Helpline)	0300 123 6600	www.talktofrank.com
24 hour national domestic violence helpline	0808 2000 247	www.refuge.org.uk

Term dates

Autumn Term 2019	*Tues 27 th August – Fri 20 th December
Half Term	Mon 28 th October – Fri 1 st November
Spring Term 2020	Mon 6 th January – Fri 3 rd April
Half Term	Mon 17 th February – Fri 21 st February
Summer Term 2020	Mon 20 th April – Fri 10 th July
Half Term	Mon 25 th May – Fri 29 th May

*Enrolment week commences 27th August 2019 – First year induction day is 10th September, all students on timetabled lessons from 11th September 2019.

Inset Days will be scheduled throughout the year.

You will find important dates on our website at <https://www.gmc.ac.uk/college-calendar>. Please check the College Calendar regularly to ensure you know what is going on when.