

### Induction Details

**Date:**

**Time:**

**Room:**

Here's some key  
information we  
think you need  
to know before  
starting with us...

# ENROLMENT GUIDE

**Thanks for choosing the  
Heart of Yorkshire Education Group**  
*We can't wait to see you in September!*

# From the Principal



Dear Student,

Thank you for choosing the Heart of Yorkshire Education Group. You are now a student at one of our 3 colleges, whether that be Castleford College, Selby College or Wakefield College. We aim to give you a fantastic experience with excellent teaching and learning, state of the art facilities and access to support services and exciting enrichment opportunities.

**You have enrolled onto one of our study programmes** and it's important that you understand what that means as attendance to all elements of your study programme is compulsory. Your study programme includes:

- Your core subject, for example Sport, Media, Art, Engineering or Health & Social Care, or a mixture of A Levels. Your core subject will determine which department you belong to.
- GOALS - Group Tutorial
- Individual Tutorial - A chance to keep track of your progress and your learner journey
- Navigate - A programme of enrichment activities to support your skills development
- Work Experience - To help you develop your work readiness
- Online Learning - An opportunity to work towards Inspiring Digital Enterprise Awards
- Dependant on the level of your study programme, you may also study GCSE Maths, GCSE English and/or Employability and Enterprise

Our study programmes are all about preparing you for life after college and a key part of that is making sure you attend all lessons. This will allow you to achieve your full potential. If anything stands in the way of that, we have excellent support services at our Colleges and if there is anything you need support with, please ask, or you can always drop us an email at [studentcentral@heartofyorkshire.ac.uk](mailto:studentcentral@heartofyorkshire.ac.uk)

All of our staff are here to help you and we hope you have a positive and successful year with us!

A handwritten signature in black ink, appearing to read 'Sam Wright', with a horizontal line underneath.

**Sam Wright**  
Principal and CEO

# Student Code of Conduct

## Student Code of Conduct

The Heart of Yorkshire Education Group is an excellent place to complete your studies and College staff will do everything they can to support you to achieve your goals. Studying at Castleford, Selby or Wakefield College is a partnership; we ask for 100% commitment to your studies, 100% attendance and consistently considerate behaviour whether travelling to College, being on a College campus or representing College in any off-site activity. When enrolling at the College, you agree to accept the regulations outlined within this Code of Conduct.

## We expect you to be ready to learn

1. Meet College expectations and follow rules and standards for all areas in College being compliant and responsive to requests by members of staff.
2. Attend all lessons, on time and be active in all components of your study programme.
3. Inform the College if you can't attend for any reason, following the Student Attendance Policy, and inform your employer if you are an apprentice.
4. Complete all exams and assessments which you are entered for.
5. Bring your equipment for classes and wear any uniform that is required including any Personal Protective Equipment.
6. Do not eat or drink in the classroom environment (except for bottled water).
7. Take responsibility for your studies and complete all your homework, coursework and assignments to deadlines, whilst also making the necessary arrangements to complete any work missed.

## We expect you to adhere to British Values and have respect for everyone

1. Be courteous, considerate and respectful to everyone, including staff and other students and regardless of any difference in culture, ability, race, religion, gender, age or sexual orientation.
2. Do not participate or accept bullying, or jokes that degrade or upset others including any inappropriate behaviour online and on College devices.
3. Smoke or vape only in designated areas around the College premises.
4. Respect the College buildings, equipment and other people's property.
5. Wear suitable clothing for a College and studying environment to avoid causing offence to any individuals or groups.

## We expect you to act and be safe

1. Always display your student ID card whilst on College premises by wearing your lanyard.
2. Behave in a way to not endanger yourself or others and take reasonable care for the health and safety of everyone.
3. Do not bring any other person on to College premises that does not have permission to be there.
4. Ensure you are not in possession of or under the influence of alcohol, drugs, psychoactive substances or have possession of any weapons.
5. Do not display, participate in or tolerate any extremist behaviour or act, or the exploitation or radicalisation of others.
6. Be vigilant and report inappropriate activity to a member of College staff.



**Heart of Yorkshire**  
Education Group

# ARE YOU **READY TO LEARN?**

## Be responsible



Join in discussion, ask questions and take responsibility for your own learning.

## Dress for College



Wear suitable clothing for College. Remove hats, hoods and coats.

## Attendance counts!



Attending all lessons and arriving at College on time supports your success.

## Focus on learning



Switch your mobile phone to silent and leave it in your bag, unless your tutor asks you to use it for a task.

## Be respectful



During class discussions, be polite when speaking, take your turn and listen carefully to others.

## Keep hydrated



Only drink water in the classroom. No other food or drinks allowed.

## Aim high



When you work hard on your course, you have the best chance of being successful.

## Be safe



Always wear your ID badge; it needs to be seen to ensure we safeguard one another.

## Be prepared



Bring all the equipment you need for your practical session. For example, specialist clothing and tools.

## Work safely



Follow health and safety instructions and ask questions if you are unsure.

# The Heart of Yorkshire Education Group Industry Skills & Employment Behaviours Commitment

How we prepare you for successful adult life through the delivery of our  
Industry Skills & Employment Behaviours Commitment

## Curriculum

- Curriculum fit for industry purpose
- Teaching relevant to careers and the workplace
- Curriculum linked to skills ladders
- 'Live briefs' and projects set by employers
- Realistic working environments
- 'Your Future' week
- Progression activities
- Online resources

## Careers Education & Events

- High quality impartial advice and guidance
- Fully supported UCAS process
- Mock interview events
- Careers events
- STEM events
- Employment application events
- Enrichment themed weeks
- Business and Enterprise activity
- Mentoring for Excellence

## Employment Commitment

- Work placements
- Industry placements
- Employer forums
- Workplace and site visits
- Industry experience exposure
- Guest speakers from industry
- Master classes
- Curriculum design
- Employer partnership projects
- Employer delivered workshops
- Supported internships

## You

- Personal tailored advice
- One-to-one guidance
- Online resource access (Moodle)
- Transition programme
- Target setting
- Personal targets
- Development – interview skills, work place behaviours, job search, CVs, professionalism, sociability, motivation, resilience, organisation, initiative





# Make the most of your time with us

**We want you to make the most of your time whilst you're with us and there are lots of activities that you can get involved with.**

These activities will support you in meeting new people from different courses but also give you the opportunity to learn new skills. You will find out more information on what you can get involved in, during Freshers Week, but please also email us if there's something you'd like to get involved with.

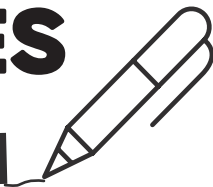
As well as the weekly activities, you will also have the chance to get involved in themed weeks throughout the year. We are particularly keen to see our students getting involved in sustainability activities as we work towards our plan of reaching net zero. As a student you are integral to our sustainability journey and our college community, so we hope you get involved with projects that improve our environment and raise awareness on how we can all support the climate emergency.



## ACTIVITIES

EMAIL TO SIGN UP FOR ACTIVITIES

[activities@heartofyorkshire.ac.uk](mailto:activities@heartofyorkshire.ac.uk)



2023  
2024

BASKETBALL	EQUALITY AND DIVERSITY GROUP		ART SKILLS	POOL	DEBATING	LEARN TO SKI/ SNOWBOARD
	STUDENTS' UNION- MAKE CHANGES TO STUDENT LIFE		VOLLEYBALL	KNITTING & CROCHET CLUB	WELLBEING WEDNESDAY	LGBTQIA+
	GYM		CLIMATE COUNCIL	SOCIAL ACTION CLUB	INDOOR CLIMBING	PHOTOGRAPHY
DARTS CLUB	VIDEO GAMES CLUB		COLLEGE NEWSLETTER	FOOTBALL	DEVELOP DIGITAL ENTERPRISE AND EMPLOYABILITY SKILLS	TABLE TENNIS CLUB
C-CARD DROP IN	DRIVING THEORY		DUKE OF EDINBURGH AWARD			

### COLLEGE TRIPS 2023/24

Grand Final (Rugby) - 14 October  
Alton Towers - 21 October  
Ski Trip - 27 Jan to 1 Feb  
Ice Skating - 13 December  
Paintballing - 1 May



@HOYactivities

# Student Central

**Castleford College** – Basement, next to the Library

**Selby College** – Jubilee Building, J0.73/Academy Building A0.04

**Wakefield College** – Harrison Building, 2nd Floor



Our Student Experience and support teams located in Student Central are here to see that you adapt well to College life and receive the support that you need to make the most of your studies. If you have any questions, queries or would like to speak to someone about anything to do with your time at College, contact us by visiting Student Central, [studentcentral@heartofyorkshire.ac.uk](mailto:studentcentral@heartofyorkshire.ac.uk)

## Safeguarding Support

If you feel unsafe in any way tell a member of staff. You can talk to or get in touch with our staff in Student Central or contact Carol Price, our Safeguarding Lead for the College Group or Michelle Jones, our Deputy Safeguarding Lead

Email:

[cprice@heartofyorkshire.ac.uk](mailto:cprice@heartofyorkshire.ac.uk)

[mjones@heartofyorkshire.ac.uk](mailto:mjones@heartofyorkshire.ac.uk)

Tel: **01924 789755**



## Feel Safe, Be Safe

**You can talk to us about anything....**

Bullying, harassment, violent or coercive relationships, abuse, drugs, home issues, homelessness, sexual harassment or violence, exploitation, mental health.



We're here to help and support you.

## Young Adult Carers

If you are caring for a family member at home, our Carer Lead, Carol Price, can work with you to make adjustments to support you in College to ensure you succeed with us.



Email: [cprice@heartofyorkshire.ac.uk](mailto:cprice@heartofyorkshire.ac.uk)

Tel: **01924 789755**

## Attendance Matters

We expect **100% attendance** to all lessons on your timetable and this will give you the best chance of success on your course. You can discuss your attendance with your Personal Tutor and if you need support speak to a tutor or a member of **Student Central**.



## Report an absence

Use our web form to report a student absence



## Financial Support

We can provide information and confidential advice on student financial support in Further and Higher Education. This includes information on the 16-18 Bursaries, Discretionary Learner Support (for students aged 19+ including childcare costs), Advanced Learning Loans and Bursaries, Care to Learn and free College meals.



## Counselling Support

The College offers a confidential counselling service which provides a safe space for students to discuss their concerns non judgementally.

As part of this a College Counsellor will work with you to find solutions to issues or offer a service for you simply to talk.

## Careers Information and Guidance

For advice on these questions and/or your future options, the Careers Information and Guidance team is available to support you.

Contact [careers@heartofyorkshire.ac.uk](mailto:careers@heartofyorkshire.ac.uk) or call in to Student Central

## Quiet Contemplation

Rooms are available for personal reflection for individuals.





## Student Experience Team Support Leaders



We're here to see that you adapt well to College life and receive the support that you need to make the most of your studies. If you have any questions, queries or would like to speak to someone about anything to do with your time at College, contact us directly or in Student Central.

**Rachel Walker**  
Castleford College  
[rwalker@heartofyorkshire.ac.uk](mailto:rwalker@heartofyorkshire.ac.uk)  
01924 789417

**Debbie Godwin**  
Selby College  
[dgodwin@heartofyorkshire.ac.uk](mailto:dgodwin@heartofyorkshire.ac.uk)  
01757 211176

**Rachel Allen**  
Wakefield College  
[rallen@heartofyorkshire.ac.uk](mailto:rallen@heartofyorkshire.ac.uk)  
01924 789333

**Rebecca Batchelor**  
Wakefield College  
[rbatchelor@heartofyorkshire.ac.uk](mailto:rbatchelor@heartofyorkshire.ac.uk)  
01924 789333

## Work Experience

Every Student has the opportunity to undertake work experience that is relevant to their studies. We have a dedicated work placement team who have excellent links with local employers. Some students will also complete a work placement too!



## Student Wellbeing Officers



If you need support at College, feel overwhelmed or need help due to problems in or outside of College, whatever the reason, our Student Wellbeing Officers are here to help. Our team work closely with students and other services both in and outside of College. The team can support via 1:1 meetings, small groups, drop-ins and through other wellbeing activities.

These staff are located in Student Central,  
[studentcentral@heartofyorkshire.ac.uk](mailto:studentcentral@heartofyorkshire.ac.uk)

## DofE - Duke of Edinburgh Award



The Duke of Edinburgh award is universally recognised as one of the best programmes for the personal development of young people. The Award provides an enjoyable, challenging and rewarding programme of personal development, giving you the opportunity to develop skills and take part in overnight residential.

To register your interest, email  
[activities@heartofyorkshire.ac.uk](mailto:activities@heartofyorkshire.ac.uk)

## Student Voice Council

Each group at College has a class rep so that your voice is always heard and your opinions shared. If you're a class rep, you'll be a member of the student voice council (SVC) and will meet regularly with staff to help inform change and improve things for students.

## Students' Union

As a student you're automatically a member of the Students' Union. Democratic elections are held annually for an executive committee of students. Any student can apply. Save money on the high street and get free access to our gym by buying a Student Union Totum Card: [cards.nusextra.co.uk](https://cards.nusextra.co.uk)

## Activity Leaders

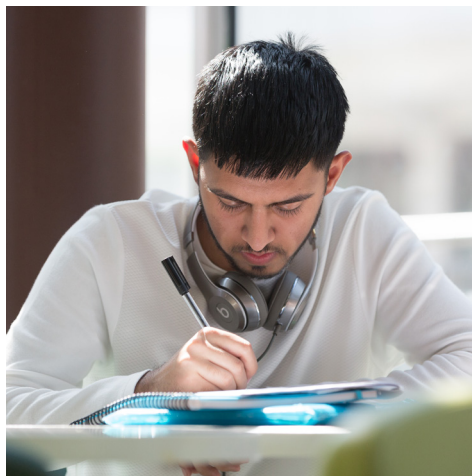
During your time at College you will get the chance to take part in enrichment activities and we have lots that you can get involved in. Our Activity Leaders organise clubs, social trips and visits as well as supporting the Students' Union. Take advantage of your timetable-free Wednesday afternoons!

[activities@heartofyorkshire.ac.uk](mailto:activities@heartofyorkshire.ac.uk)

# Next Steps

**Thank you for enrolling with us, you are now part of our College community and we are sure you will have a great experience with us.**

- Your enrolment form will now be processed.
- You will receive an email asking you to electronically sign your Learning Agreement. This is a formal agreement between you and the College, agreeing your course and confirming that your details are correct. **You must complete this step to be a fully enrolled student. Failure to return your Learning Agreement may result in your access to College buildings being removed.** Remember to keep checking your junk folder also in your email, in case it lands there.
- You will also receive a text message and a further email providing you with log in details for our College VLE – Moodle **moodle.heartofyorkshire.ac.uk** where you'll be able to find out further information on your course and can view your personal details and attendance record.
- You will also be introduced to the Navigate recording system and your Individual Learning Plan 'My Journey' at your induction and throughout your time at College you will use this to record activities you have taken part in through the programme. At Induction you will also be added to a Microsoft Teams page for your course, which will have your course content uploaded for you to review at any stage during your studies.
- You should attend your induction day which will be on either be on **6th, 7th or 8th September** as it will be an opportunity to take part in activities to help you become familiar with the College and your group. During your induction day you will also receive further details on your course as well as your timetable and how to access it.
- Classes will start **w/c 11th September**. All classes on your timetable are mandatory and you must attend.
- Before you attend your induction day you should read the contents of this pack as well as accessing our Student Welcome information which can be found on our website **www.heartofyorkshire.ac.uk/welcome**
- You will be issued with a College ID badge which must be worn at all times when you are on campus. Arrangements will be made during your first week to collect your ID badge.
- If you do not receive a text message or emails from us (which could take a few days after your enrolment appointment) please contact us on **01924 789110** – or the enrolment helpline on **01924 789444**.





# Term Dates 2023/24

## Autumn Term 2023

Classes	Wednesday 6 September to Friday 27 October
Half Term	Monday 30 October to Friday 3 November
Classes	Monday 6 November to Friday 22 December

## Spring Term 2024

Classes	Monday 8 January to Friday 9 February
Half Term	Monday 12 February to Friday 16 February
Classes	Monday 19 February to Friday 22 March

## Summer Term 2024

Classes	Monday 8 April to Friday 24 May
Half Term	Monday 27 May to Friday 31 May
Classes	Monday 3 June to Tuesday 2 July

## College will be closed on the following development days / national holidays

CLOSED	Wednesday 25 October 2023
CLOSED	Wednesday 20 March 2024
CLOSED	Monday 6 May 2024

**Please Note** – as GCSE Exam dates are confirmed these will be shared as classes will not take place and students will complete independent study if not in examinations.

Progress Review Week will take place during week commencing **Monday 11 March**. During this week, there will be an alteration to students' timetables and in-depth reviews will take place with students and teachers.



t: 01924 789789  
[www.castleford.ac.uk](http://www.castleford.ac.uk)



t: 01757 211000  
[www.selby.ac.uk](http://www.selby.ac.uk)



t: 01924 789789  
[www.wakefield.ac.uk](http://www.wakefield.ac.uk)



e: [info@heartofyorkshire.ac.uk](mailto:info@heartofyorkshire.ac.uk) w: [www.heartofyorkshire.ac.uk](http://www.heartofyorkshire.ac.uk)