



Hereward College

Promoting individual achievement

Student Handbook

2025/26

Your journey towards independence

Outstanding for high needs provision

Useful contacts

To report a student absence, call the number listed below or send an email to **attendance@hereward.ac.uk**.

If you do not contact us, it will be recorded as an unauthorised absence.

- | | |
|-------------------------|----------------------------------|
| Absence | Nurses |
| 024 7642 6089 | 024 7642 6151 |
| Main reception | Therapies |
| 024 7646 1231 | 024 7642 6109 |
| Progress coaches | Counselling |
| 024 7642 6089 | 024 7642 6180 |
| Job coaches | Residential care managers |
| 024 7642 6143 | 024 7642 6148 |
| Mentors | Safeguarding |
| 024 7642 6186 | 024 7642 6176 |

Transport services

- | | |
|--|---------------------------------|
| Coventry City Council | Warwick District Council |
| 024 7697 5466 | 01926 412 929 |
| Solihull Metropolitan Borough Council | |
| 0121 704 6610 | |



Principal's welcome

Hereward College is an excellent place to learn and develop new skills; I hope you find the staff here friendly and supportive.

The college may seem much bigger than you are used to, but we have created a safe, calm and respectful environment where you can grow in confidence. Staff are always available to help, so please let someone know if you're not sure about something or feel anxious.

During your time at Hereward you will most likely make new friends and enjoy some of the social activities that we have on offer. You will also be expected to work hard in your classes and complete the work set by your teachers and follow the College Code of Conduct.

You will be taught much more than just the content of the course you choose. We will ensure you develop the skills you need to be an independent individual able to make your own decisions about education, work and living. We have partnerships with many employers and we will prepare you for the world of work.

I hope you enjoy your time at college and please feel free to chat to me when you see me walking around the campus.

Paul Cook MBE
Principal



Hereward College Calendar

September 2025

M	T	W	T	F	S	S
						31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January 2026

M	T	W	T	F	S	S
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26	27	28	29	30	31	

May 2026

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11	12	13	14	15	16	17
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25	26	27	28	29	30	31

October 2025

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27	28	29	30	31		

February 2026

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23	24	25	26	27	28	

June 2026

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29	30					

November 2025

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March 2026

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23	24	25	26	27	28	29
30	31					

December 2025

M	T	W	T	F	S	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Residential students start college

New students start college

Returning students start college

College holidays

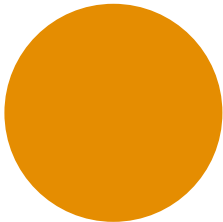
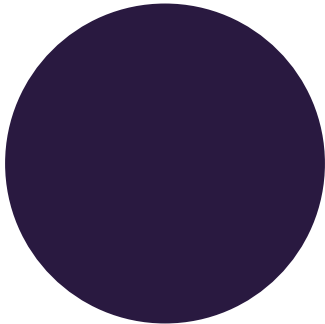
Staff training day (no students in college)

Last day of term

Please note: End of year is Friday 26th June 2026.

Code of conduct

We expect all our learners, both at college and in the workplace, to demonstrate appropriate behaviours that align with our college values.



INDEPENDENCE

Follow instructions, take responsibility for yourself and arrive on time to every session.



RESPECT

Individual differences, care for college and other people’s property, demonstrate good manners.



ACHIEVEMENT

Attend all your sessions, commit to your learning, participate in groups and always try your best.



HONESTY

Ask for help if you need it, tell the truth at all times and tell people how you feel.

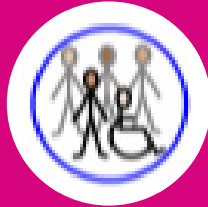


EXCELLENCE

Be the best you can be, wear appropriate clothing and follow the college behaviour guidelines.



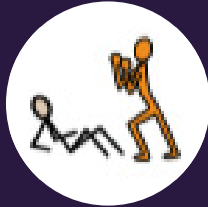
Friends



Social

Learners will:

- Use the local community safely and responsibly while travelling to and from college
- Use the LRC staffed area during non-classroom study time
- Show respect for each other, individual differences and the college environment
- Wear appropriate clothing for study and work
- Listen to staff and follow their directions and requests
- Use social media respectfully at all times



Bully



Music

Learners will not:

- Bully, intimidate, fight or swear at others
- Play loud music that offends others or disrupts learning
- Harass others including sexually, personally or through social media
- Engage in displays of affections with friends or partners

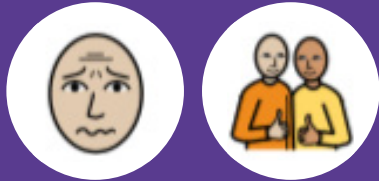


Hold Hands



Personal Space

Be a friend



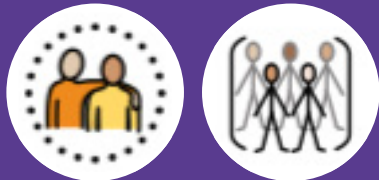
Worried about a friend?

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Talk to a member of staff

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or the safeguarding team

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We're here to help

Safeguarding

Every learner at Hereward College has the right to feel safe and be safe. This not only covers physical safety but your emotional wellbeing. We are committed to making sure you feel safe and supported while at college.

If you have any concerns for yourself or a friend always speak to a member of staff or the safeguarding team on **024 7642 6114** or **024 7642 6164** or email us at **safe@hereward.ac.uk**



Online safety

It is really important to keep yourself safe online and you will be made fully aware of the risks during your time at college.

This could be through social networking, playing online games or using your smartphone. You may be at risk of cyberbullying, grooming, sexual exploitation or emotional abuse.

If you have any worries or concerns you can speak to any member of staff, the safeguarding team or email **safe@hereward.ac.uk** to report this.

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Tips for staying safe online:

- Don't post personal information online.
- Think before putting your picture online. It can be copied, changed and sent to others.
- Check that your privacy settings are correct and that they provide you with protection from other users.
- Don't add people you don't know to your friends list.
- Think before posting something online.
- Don't meet up with anyone you've only met online.
- Don't respond to abusive messages or from people you don't know.
- If you see something online that makes you feel uncomfortable, report it online or tell a trusted adult.

Student privacy notice

Hereward College needs to ensure your privacy is protected and tell you what personal information we keep about you.

Information we keep about you:

- Name, address, date of birth, contact details and photograph
- Post-16 learning information
- Special educational needs and medical information
- College absence and behaviour
- Information so you can have free college meals
- Exam results and information about your progress
- Criminal record information

What we do with your information

We keep your information on the college computer system and use it to:

- Support your learning and progress at college
- Support your health and special educational needs
- Make sure you are safe and well
- Comply with the law about sharing personal information
- Assess the quality of our services

Contact dataprotectionofficer@hereward.ac.uk with any questions.



Sharing your information:

We keep your information for up to ten years after you have left college and may share it with your local authority, Department for Education, health and social care professionals and the police. We will not share your information without your consent unless the law and our policies allow us to do so.

Your rights:

You can ask to see the information we keep about you, change anything you think is wrong or for some of your information to be deleted.

Learner support

Independent learning support

Our independent learning support staff provide help either individually or as part of a group both in and out of the classroom.

They provide practical help and physical support in lessons and for private study. This might include reading, taking notes, helping with research, organising files and coursework and giving hands on assistance.

The staff encourage you to do as much as you can for yourself to take control of your own learning and care, and will support with the development of communication, decision making and team working skills.

Employability

Every learner is allocated a job coach who provides advice and guidance on the types of industry, careers and support services available when you leave college.

This also includes:

- Working with employers to source work placement and taster sessions
- Employability and independence skill development such as money management and travel training
- Organising careers events



Student Services

Our Student Services Team offers support, guidance and information to help you make the most of your time at college. We can support you with:

Bursary funds

Funds are available to support learners who are struggling to finance their access to education. You will need to meet certain eligibility criteria but it can help cover the cost of: essential course items, travel, food while at college and course trips.

Progress evenings

Student Services organise progress evenings throughout the year where your parents/carers can meet with your teaching staff to gain an insight into your college life.

Transport

We have lots of information on different ways you can get to and from college and are able to support you to make applications for transport and bus passes.

Progress coaches

Your progress coach is responsible for monitoring your progress and development and is your first point of contact for course related help and advice during your time at college. They will provide one to one support, set medium and long term goals, provide regular reviews and host parents' evenings throughout the year.

Assistive technology

Before you start college you will be assessed for any technical support you may need. Assistive technology is part of daily life at Hereward and you will be able to access a whole range of support in the classroom, for independent study, on work placements and in the residential accommodation.

Contact the Student Services Team on 024 7642 6101 or email us at student.services@hereward.ac.uk or drop in to see us. We are located next to the main reception area in college.

Health and wellbeing

Emotional wellbeing

We are committed to supporting the mental health and overall wellbeing of our students. We understand that emotional wellbeing is essential for learning, personal growth and independence.

Our dedicated Safeguarding and Mentoring Team offers support and advice, helping students manage stress, anxiety, low mood and other mental health concerns.

In partnership with local mental health services and organisations, we ensure that students have timely access to specialist care when needed and will support with the referral process.

At Hereward College, wellbeing is at the heart of everything we do, empowering students to thrive both personally and academically.



Mentors

A team of mentors offer support with social and personal skill development within the college.

One to one and group sessions are timetabled throughout the year. You will work on developing the skills needed to become more self aware, independent young adults who are able to make informed choices, form good relationships and manage emotional responses positively.

You may be allocated a named mentor or access a drop in service throughout the day depending on the level of support you need.

Mentors work in partnership with you, agreeing goals and targets to get you to where you want to be.

Student voice

At Hereward we encourage all learners to have a student voice and become active citizens.

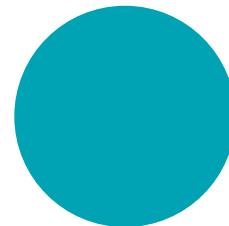
Your opinion counts and is a valuable contribution to decision making in the college.

To find out more contact Mandy Ingram on
024 7642 6084



There are a number of ways the student voice is heard:

- The Student Council representing your views to senior leaders. Student Council members will seek your opinions and views about the day to day student experience in the college.
- The Student Council reps and Peer Support Team meet with senior leaders every half term to share and discuss your views.
- A Student Governor rep attends the College Governors' meetings termly providing them with a vital perspective on the educational experience offered by the college.
- The Student Council represents your views at the NATSPEC Student Voice Parliament termly.
- They also work with the peer support team to promote issues vital to your wellbeing and understanding through targeted awareness events across the college.



Facilities

Personal fitness

Our gym is based in the Sports Hub and includes a range of exercise machines, some of which are adapted to accommodate varying disabilities.

There is also a free weights area and full sized sports hall used for various team games.

To find out more about the gym and personal fitness contact our Sports Centre staff on 024 7642 6157.

Learning Resource Centre

You can borrow a whole range of resources from our Learning Resource Centre including DVDs, CDs, books, laptops, headphones, microphones, cameras and any assistive technology to support your learning.

Loans range from one day to a month depending on the item and you can borrow up to four items at any one time.

There are a number of learning pods and a graphics suite with staff on hand to help, so it's a great space for quiet study or to relax.



Food and drink

Food is available in both Café Mojo and the refectory snack bar during lunch and break times, Monday to Friday during term time.

Hereward actively promotes healthy lifestyles and we prefer that you do not smoke or vape in College.

However where this is essential there is a small student smoking area at the back of the LRC building and a vaping area by the refectory. Please use these areas with respect and only for the intended purpose.

Café Mojo is a popular communal area where you can either get a hot meal or bring a packed lunch and socialise with friends.

Morning break
10.15am - 10.45am

Lunch
12.45pm - 1.45pm

Afternoon break
2.45pm - 3.15pm



Clubs & activities

There are a number of clubs and activities taking place across the college which students are welcome to join.

These vary each year depending on student interests and include things like:

- Fantasy Football
- Music
- Nail Art
- STEM Club
- Music group
- Pool club
- Relaxation
- Lego
- Football
- Basketball
- Cricket
- Dodgeball
- Disco
- Gaming & Anime Club
- Art Club

See noticeboards for details of times and venues.





Peer support

The Peer Support Team are a group of students trained to help you during your transition into and throughout your time at Hereward.

Peer supporters offer help by listening and directing you to the appropriate college staff. Where needed they can act as buddies and they run a wide range of awareness campaigns and peer development opportunities across the college.

The Peer Support Team will help you settle into college life. They will help you to:

- Find your way around college
- Learn the new routines
- Find someone to talk to about worries or concerns

Staying safe

Sexual health and relationships

Relate
www.relate.org.uk | 0300 0030 396

NHS
www.nhs.uk | 0300 311 22 33

Sexuality and gender
Prism LGBTQ: www.prismlgbtq.org

Emotional wellbeing

Young Minds
www.youngminds.org.uk

Mind
www.mind.org.uk

Mencap
www.mencap.org.uk

No Panic - Youth Helpline
www.nopanic.org.uk | 0330 772 9844

Alcohol and drug misuse

Compass
www.compass-uk.org

Talk to Frank
www.talktofrank.com



Online safety

UK Safer Internet Centre
www.saferinternet.org.uk

Child Exploitation & Online Protection
www.ceop.police.uk

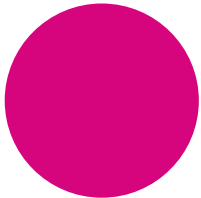
National helplines

Childline
www.childline.org.uk | 0800 1111

Mind
www.mind.org.uk | 0300 123 3393

NSPCC
www.nspcc.org.uk | 0808 800 5000

Samaritans
www.samaritans.org | 116 123





www.hereward.ac.uk

Telephone: **024 7646 1231**

Email: **enquiries@hereward.ac.uk**