



**SWANSEA
COLLEGE**

Building foundations for your future

Building foundations for your future

INTERNATIONAL STUDENTS
HANDBOOK

Welcome to Swansea College

A welcome from the Principal

Welcome to Swansea College, an exceptional institution nestled in the stunning seaside city of Swansea! We are thrilled that you have chosen to embark on this exciting academic journey with us. We are confident that your time here will be nothing short of extraordinary, as you learn, grow, make lasting friendships, and create unforgettable memories.

At Swansea College, we take pride in providing our students with unparalleled expertise and state-of-the-art facilities to ensure your College experience is a resounding success. Whether you are pursuing your passions, seeking new knowledge, or expanding your horizons, we are here to support and guide you every step of the way.

Swansea itself is a charming, vibrant city, brimming with a plethora of shops, cafes, museums, and endless entertainment options. We encourage you to explore our beautiful parks and beaches, which are truly magnificent and offer a perfect escape from the hustle and bustle of student life.

Our dedicated College staff and friendly student community are always here to help, so please do not hesitate to reach out with any questions or concerns. Once again, welcome to Swansea College, where your dreams and aspirations can become a reality!

Aisha Rasul

Principal

Swansea College is more than just a place of learning. **It's a community where students can grow, thrive and discover their true potential.** Our goal is to provide a comprehensive education that not only prepares students for academic success but also for life beyond the campus. **We believe in nurturing the whole person so that each student can leave us as a confident, positive young adult, ready to take on the world.**

Our students are more than just learners; they are global citizens with a sense of responsibility and consideration for others. We encourage them to be outward-looking, courageous and compassionate. We believe that by developing these qualities, our students will be better equipped to make a positive difference in the world.

We offer a supportive and aspirational environment where students can explore their interests and talents. We believe that achieving balance in life is crucial, and we work with our students to help them find that balance.

Leadership skills are a crucial aspect of our educational philosophy. We believe that every student has the potential to be a leader, and we encourage them to contribute to our happy and caring college community. We hope that this emphasis on leadership will inspire our students to make a positive impact on the communities they encounter throughout their lives. We aim to do this by providing:

- an inspiring, challenging and responsive academic curriculum which balances the best of tradition and innovation
 - excellent and motivating teaching designed to encourage our students to become independent, enquiring and critical thinkers
 - a framework of individual support devised to help each student experience and benefit from a full programme of study balanced with a wide variety of cultural, creative, physical and fun activities
 - a culture of encouragement and support designed to develop self-reliance, resilience, confidence and wellbeing
 - the experience of learning to understand other people, working and living together with tolerance and compromise, whilst also offering a wide range of opportunities for leadership
 - careers and higher education guidance designed to help every student achieve their own goals, equipped with professional and life skills for university and beyond
 - A close partnership with parents so that college and home can work together to help every student make the most of their time at Swansea College.
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➔ Values



In all that we do at Swansea College, we aim to foster:

Belief in oneself:

integrity, independence, courage, endeavour, reflection, self-respect and self-confidence

Belief in others: trust, appreciation, consultation, understanding, generosity of spirit, tolerance and respect

Commitment to learning: an enthusiasm and love for learning

Commitment to the community: participation, service, responsibility, leadership, initiative, compassion and commitment to equality.



Visiting Swansea College

Swansea College cherishes its relationship with parents, from the very first moment they consider us as an option to when their child graduates and even beyond.

While our prospectus and website can give you a glimpse of what we have to offer, nothing beats experiencing it for yourself. That's why we highly encourage you to come and visit us in person. By doing so, you'll get to speak with our passionate staff and students, and fully immerse yourself in the unique character of Swansea College.

In addition to our Virtual Open Day in the spring, we also warmly welcome family visits, either after the Open Day or a meeting. This will give you the chance to explore the college once again, and ask any academic or pastoral questions to our knowledgeable staff. Join us and discover what makes Swansea College stand out from the rest.



Entry Assessments

We have a few requirements for our prospective students. If you're a home student, we'll need to see your school report if you're in Year 10. If you're in Year 11, you'll need your year 10 school report and will need you to complete our entry assessments. Entry to Year 12 and 13 you will need to follow the entry requirements of the course.

For our international students, we'll need to see your school reports and IELTS English assessments depending on which country you are arriving from you will also need to complete our English Assessment test.



Students with Disabilities

At Swansea College, we believe that every student deserves an equal opportunity to pursue their academic goals, regardless of any additional learning needs or physical disabilities they may have. We welcome and encourage such students to apply to our institution and rest assured that they will be considered under our comprehensive Equal Opportunities Policy.

We understand that every student has unique requirements, and we are committed to taking all reasonable steps to ensure that each one of them can access all learning, leisure, and extra-curricular opportunities available at our college. We firmly believe in creating an inclusive environment that respects and values the diversity of our student body, in line with the Equality Act (2010).

Getting ready to come

Getting excited or nervous?

Read on to help you prepare for your arrival at Swansea College.

➡ Do you need a visa?



We recommend you check www.gov.uk for up to date guidance.

Tier 4

As a Tier 4 sponsor, Swansea College must fulfil certain duties to ensure compliance with the UK Home Office Sponsor Licence rules.



Important information to note before the Visa Application

Swansea College would like to make students and parents aware that the preparation of documentation for a visa application is extremely important. **The College will only issue ONE CAS number per student and should the visa application fail for any reason, it will not be able to issue another. The student will be deemed withdrawn following a visa refusal.** Please note the following:

- It is imperative that all criteria applicable to your home country and documents are in place at the time of application
- The College will be able to issue ONE CAS unique number only per student OR ONE Offer Letter for a Short Term Study Visa (STSV)
- The CAS which the College issues must be used
- If the visa application is unsuccessful the student will be deemed withdrawn from the admission process/ College and their place will be offered to another student
- Once a CAS or offer letter for STSV is used and visa application is successful, the student must commence their course at Swansea College on the date stated.
- You must send a copy of the visa page to the Admin Team office@swanseacollege.com as soon as it is issued

More information:

Tier 4 (Child) <https://www.gov.uk/child-study-visa/overview>

Tier 4 (General) <https://www.gov.uk/student-visa>

Short Term Study Visa: <https://www.gov.uk/study-visit-visa/overview>



Calculate your living costs

As part of your financial planning, you will also need to consider your living costs.

This is the money that you will need to pay for things such as your accommodation, food, travel, social activities etc.

Leaving home for a long period of study can be daunting. If you forget something, it can be expensive to have it delivered later, or worse, if you forget important documents you may be refused entry to the UK. Below is a handy list to help you make sure you have everything you will need.

➔ [See here](#) for the financial evidence for Student and Child Student route applicants.

Packing



Packing can be a difficult task, especially if you are leaving home for a long period of time.

The important thing to remember is that you should pack the essentials and try not to bring too much.

Remember that you can buy items such as bedding and toiletries when you arrive.

The UK has an enormous range of budget shops which offer good discounts.

Make sure that you check your baggage allowance with the airline you are travelling with.

If you go over your allowance then you may get charged a lot of money at the airport.

The weather in the UK is very unpredictable and it may be very cold one day and warm the next, so make sure that you pack a variety of clothes which will keep you warm or cool appropriately. It may take you some time to adjust to the climate in the UK.



Travel Insurance

It is a good idea to **arrange comprehensive travel insurance before you book your travel, to cover the costs of rebooking your travel if the airline or train company stops trading, or you are unable to travel for personal reasons (e.g. you are very ill or have a family emergency shortly before you are due to travel).**

You should also consider taking out personal possessions insurance, to protect your belongings for the length of your time in the UK.



Health Insurance or NHS?

As a student, you may assume that you have access to free healthcare through the UK's National Health Service (NHS). **However**, this isn't always the case. Depending on your circumstances, you may need to pay the NHS Healthcare Surcharge before applying for your visa. [See here for further details.](#)

Please check carefully that you will be able to access the healthcare you need in the UK. If in any doubt, please arrange private medical healthcare for yourself **BEFORE** travelling to the UK.



Keep us informed

Ensuring we have accurate and current contact information for our students, their parents, and/or legal guardians information is absolutely crucial.

After all, we never know when we might need to get in touch with them regarding urgent matters or important updates.

Therefore, it is imperative that any changes to their address, telephone number, or email address are promptly reported to the College. This way, we can keep our records up-to-date and make sure that we can reach out to them when necessary.

If you need a copy of the contact details form, don't hesitate to request a copy from the College office.

Arriving to the UK

Departure Day



Before you travel to the UK, it is important that you keep your passport, travel documents and tickets in a safe place.

We advise that you take a photocopy of all the necessary pages of your passport and keep it in a separate place in case of emergencies.

You will also need some important documents immediately when you arrive at the UK airport or point of entry to the UK, as you will be interviewed by immigration and health officials.

Prior to arriving at the UK airport, you should prepare the following documents.

Checklist - What you need to bring and do:

- | |
|---|
| <input type="checkbox"/> Enrolment letter from Swansea College |
| <input type="checkbox"/> Have you completed and returned all forms needed by Swansea College? |
| <input type="checkbox"/> Have you paid Swansea College your fees/enrolment fees/enrolment support that will not expire during your course of study in the UK |
| <input type="checkbox"/> Approval of Student Visa / Appropriate Entry Clearance in your passport |
| <input type="checkbox"/> Evidence that you are financially secure during your time in the UK (Bank statement for at least 28 days, certified and stamped by the bank – check the rules for your visa type on the links provided above). |
| <input type="checkbox"/> Have you arranged a transfer of money to the UK? |
| <input type="checkbox"/> Health insurance (with a duration to cover your stay in the UK) |
| <input type="checkbox"/> Airport ticket and travel insurance |
| <input type="checkbox"/> European Health Insurance Card (if applicable) |
| <input type="checkbox"/> Accommodation confirmed before arrival in the UK |
| <input type="checkbox"/> Confirmed airport transfer to your UK accommodation |
| <input type="checkbox"/> Address and contact information for Swansea College |
| <input type="checkbox"/> Make a list of all luggage that has been packed and keep the list in hand luggage in case you need to claim lost luggage |
| <input type="checkbox"/> Bring at least 3 passport-sized photographs with you |
| <input type="checkbox"/> Adaptor for UK, or UK-ready electronic appliances |
| <input type="checkbox"/> Label all luggage with your name and UK address |
| <input type="checkbox"/> Check airline luggage allowance before leaving and weigh luggage. (If you are over the allowance, you will have to pay an extra fee at the airport) |

*What not to bring:



There are strict government controls and guidelines regarding food and plant items that are **not** allowed to be brought into the UK. It is illegal to import (bring with you) banned products. If you do so, you may be prosecuted. It is also illegal to bring any type of drugs into the country – anyone found smuggling drugs will be severely dealt with.

Before and during your journey to the UK, you must pack your bags and always watch your belongings, making sure you never leave your bags unattended.

*The following items are also banned:

- Offensive weapons (e.g. flick knives)
- Self-defence sprays (e.g. pepper spray and CS gas)
- Personal imports of meat and dairy products from most non-EU countries.

For further information please visit:

<https://www.gov.uk/duty-free-goods/banned-and-restricted-goods>

When you arrive

At the airport

When you arrive at a UK airport you will need to go through customs and passport control. Officers will ask to see your passport and the supporting documents e.g. bank statements, health insurance, return ticket and proof of accommodation. You need to carry these documents in your hand luggage ready to produce if asked.

Please keep your boarding card as proof of the date of entry into the UK.



If you have arranged to be met by us, the **greeter** will be waiting in the arrivals hall after you come through passport control. They will help you through the airport and onto the transport. If for any reason you do not see the greeter then please wait at the meeting point. You can call Swansea College at any time if you are concerned or lost. (You should save our number on your phone before you leave home). It is on the back page of this handbook.



Airport collection service

All new international students are encouraged to use the

College's Airport 'Meet-and-Greet' Collection Service

All under-18s arriving unaccompanied are required to use this service. You can choose from the two packages below

- Standard Package
- Premium Package

Once your plane tickets and airport collection are booked, we will arrange for you to be collected from the airport and taken to your accommodation.

If you require this service, please contact a member of staff at office@SwanseaCollege.com.





Your first day

➡ On your first day at Swansea College,

You should arrive at the **College at 9.00 am**, or **30 minutes before your first lesson** in time to start your **induction**.

➡ Please bring with you:

- your **passport** and/or **valid identification**
- **visa documents** (if applicable)

➡ As part of your induction

We will help you register with **the police (if necessary)**, register with a **doctor (G.P.)** and **open a bank account**.

Induction – A Level and GCSE

We will have a period of induction during your first week.

This will be a fun, relaxed time in which you will:

- Get to know Swansea College staff and your new classmates
- Be shown around Swansea
- Be helped to register with the police (if over 16) and with a GP (doctor) and to open a bank account.
- Get to know the safety rules of the College, including a fire drill!

Induction – English, Foundation and summer

We will have a period of induction during your first day.

This will be a fun, relaxed time in which you will:

- Get to know Swansea College staff and your new classmates
- Be shown around Swansea
- Be helped to register with the police (if over 16) and with a GP (doctor) and to open a bank account.
- Get to know the safety rules of the College, including a fire drill!

Collecting your Tier 4 Visa Biometric Residents Permit Card

- ➡ If you have a Tier 4 visa or Short Term Study Visa, you must collect your Biometric Residents Permit card as soon as possible.

The Home Office has introduced BRPs for applicants applying for entry clearance to come to the UK for more than six months.

You will apply for a BRP at the same time as you apply for entry clearance. If your entry clearance application is successful, you will be given a vignette valid for 30 days.

This will allow you to enter the UK. You must then collect your BRP from the Post Office branch you selected as part of your application no later than 10 days after you arrive in the UK.

We recommend you arrange an appointment to collect your BRP from:

The Post Office, 37 The Quadrant Shopping Centre,
Swansea, SA1 3QW



The College must keep a copy of your BRP and you must keep the original.

If you find a mistake on your BRP it must be corrected promptly. You must contact the Home Office immediately with details of the error and provide supporting documentation as required. Instructions on how to do this will be provided to you when you collect your BRP. In exceptional circumstances, you may be required to provide your fingerprints again.

Further details are available on the Home Office pages on the Gov.UK website at:

<https://www.gov.uk/biometric-residence-permits>.

You must also notify the Home Office if there is an error on your visa – for instance that the period of leave is incorrect or it includes a right to work and you are not entitled to work.



Registering with the police

Upon arrival to the UK, you may need to register with the police. There will also be a line on your visa which will confirm this if:

- **your visa is for longer than 6 months**
- **you're 16 or older**
- **you're in the UK and switching to a visa which requires you to register**
- **you're from one of the countries on the following list**

Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan, Yemen.

*You don't need to register if you have dual nationality with a country that is not on the list.

*You may also need to register if:

- you are stateless
- you hold a non-national travel document

Registering with the police costs £34. You can pay at the police station.

You will also need to take the following:

- your passport and UK Identity card
- 2 passport photos
- details of your course and place of study if you are a student

Please note that these are subject to change and an updated list can be found on the Home Office website:

<https://www.gov.uk/register-with-the-police>



Registering with a GP (doctor)

For students **studying for 6 months or longer**, you will need to register with a **local GP**, and you **must take your passport with you**. You will be given registration forms at the GP reception desk. If you are from the European Union (EU) and your studies are for a short time, you will register and bring with you a European Health Insurance Card (EHIC) from your home country. While you are in the UK, your EHIC will cover all of your medical problems while you are here.



Opening a bank account

There are a number of main banks in Swansea (including Barclays, Lloyds, HSBC and NatWest). Main opening hours are **Monday to Friday (09:30 to 17:00)** with shorter opening hours on Saturdays. It is advised that students should visit more than just one bank before opening an account to gather information regarding different account details and required documents. A student account would be the best form of account to open. Swansea College can help with registration.

Keeping the Faith

At Swansea College, we recognize and welcome the importance of faith in our student's lives. There are many places of worship in Swansea. Below is a selection. Most faiths are represented in the city, so if you don't see a representative of your religion, please get in touch and we will endeavour to put you in contact with a group that shares your religious beliefs.

<p>Bethany Baptist Church Bethany Lane West Cross Swansea SA3 5TL</p>	<p>Swansea Mosque & Islamic Community Centre 14-15 St. Helen's Road Swansea SA1 4AW Tel - +44 (0) 1792 654532 Email: info@swanseamosque.org</p>
<p>St Mary's Swansea The Collegiate and Parish Church of St Mary St Mary's Square Swansea SA1 3LP Tel: 01792 655489 Email: info@beneficeofcentralswansea.com</p>	<p>Swansea University Mosque Islamic Students Society c/o Student Union, University of Wales (Swansea), Oystermouth Road Swansea SA2 8PP</p>
<p>City Church Swansea Dyfatty Street Swansea SA1 1QQ info@elimswansea.org.uk Tel: 01792 648927</p>	<p>Life Point Church Ffynone Road, Uplands Swansea, SA1 6BT Telephone: 01792 472828 Email: office@lifepoint.org.uk</p>
<p>Mount Pleasant Baptist Church The Kingsway Swansea SA1 5LF Phone: 01792 081112 info@mountpleasantchurch.org.uk</p>	<p>Ebenezer Baptist Church, Chapel House Ebenezer Street Swansea, WALES, SA1 5BJ</p>
<p>Kingdom Hall of Jehovah's Witnesses Christopher Road Ynys Forgan Swansea SA6 6Q6 Tel: 01792 796010</p>	

Useful information

Emergency



Childline Call: **0800 1111** (for under 18s who need to talk to someone)

The Samaritans Call: **116 123**



(for any age, if you are feeling down/depressed and want to talk to someone)

Visa information:

UKCISA <https://www.ukcisa.org.uk/>

Immigration advice: <https://www.swanseacollege.com/contact-us>

UK visas: <https://www.gov.uk/apply-uk-visa>

Healthcare:

NHS Direct:

0845 4647



<http://www.nhsdirect.wales.nhs.uk/>

> General guidance:

<http://wales.gov.uk/topics/health/nhswales/about/healthinformation/?lang=en> [^]

> Prescriptions:

<http://wales.gov.uk/topics/health/nhswales/about/healthinformation/prescriptions/>

NUS Card:

Check their [website](#) for information, advice and special offers.

As a student at Swansea College, you are entitled to become a member of the National Union of Students (N.U.S.).

NUS members enjoy discounts in many shops and services on over 170 top brands, including National Express coaches, Odeon cinemas, SKY TV passes and much more.

The NUS also provides advice for students and campaigns on matters relating to education in the U.K.

At Swansea College, you can buy your personal NUS Card for a small fee.



Food shopping:



Tesco Marina

Albert Row, Oystermouth Road, Swansea, SA1 3RA

Tesco Express

11-12 De La Beche Street, Swansea, SA1 3EZ

Sainsbury

Quay Parade, Swansea, SA1 8JA

Zam Zam (Halal)

16 St. Helens Road
Swansea, SA1 4AB



Exotica World Foods (Halal)

59-62 St Helen's Road,
Swansea, SA1 4BE



Liqun Chinese

88 Brynymor Rd, Swansea
SA1 4JE

Oriental Express Asian Food Store

89 Brynymor Rd, Swansea
SA1 4JG

Desi Foods

37-39 St Helen's Road,
Swansea, SA1 4AY

Tourist Information Swansea

Swansea Central Library: Civic Centre, Oystermouth Road, Swansea, SA1 3SN

Transport information

Local buses <https://www.firstbus.co.uk/south-west-wales>

Coaches <http://www.nationalexpress.com/home.aspx>

Trains <http://www.nationalrail.co.uk/>



Taxi services

Yellow Cabs 01792644446

Data Cabs 01792474747 / 01792 545454

Cwmbwrla Cabs 01792646666

Station Cabs 01792477477



Money

On arrival in the UK, **we recommend that you bring enough money with you in pounds Sterling to last the first two weeks during which time you should set up a UK bank account.** Many students will bring a mixture of cash and traveller's cheques with them.

Most bank companies have a branch within Swansea city centre. You will need to open a UK bank account within the first few days of arrival for them to process your request. If you have a recognised credit card, check with your bank to ensure you are allowed to use it in the UK. You should also check that you are not liable for additional charges.

Currency

The British currency is the Pound (£) divided into 100 pence (p).

£1 = 1 Euro = 1.25US\$ (approximately)

Notes: £50, £20, £10 and £5

Coins: £2, £1, 50p, 20p, 10p, 5p, 2p, 1p



*Please note that **£50 notes can be difficult to change in cafes and taxis**, so you should ask for smaller notes when changing your money into British currency.

Costs

1/3 L bottled water = 90p	Short taxi journey = £8
Can of coca cola = 70p	Gym membership = from £15 to £40 per month
Takeaway Coffee = £2.50	Cinema Ticket = £8
McHappy meal = £3.50	Return train to London = £100

Medicine

Chemists / Pharmacies



Many medicines and drugs are only available with a prescription from your doctor. However, doctors' surgeries in the UK do NOT give you medicines or drugs. Instead, they give a prescription to take to the local chemist/pharmacy. You do not need an appointment at a chemist/pharmacy, you just walk in and ask for the medicine you need. The chemist/pharmacist will prepare the medicine for you and you will only need to wait a few minutes.

You do not need to pay for medicines in Wales. When a prescription is filled you should sign the section on the back to claim exemption. Any payments made cannot be recovered retrospectively.

Over the counter medicine

Many simple medicines e.g. Headache tablets and cold remedies ARE available without a prescription. You can buy them at the chemist/pharmacy or often at the local supermarket.

Dental and Optical



Dental and optical health services are not covered by the NHS so you will need to take out extra cover. If you need to see a dentist or optician you will need to make an appointment, and pay the full fee for this service.

Smoking



Smoking is one of the most harmful things you can do to yourself and causes harm to others around you. In the UK smoking is NOT permitted in shops, bars, restaurants, offices, taxis or colleges and colleges. Cigarettes and tobacco are also very expensive.

Geography

Swansea's coastal location provides a stunning backdrop for the city and surrounding areas.



Swansea is close to the idyllic Gower Peninsular, an Area of Outstanding Natural Beauty. In total, there are over 32 miles of beautiful beaches, each unique. Here are some of Wales' most picturesque coastal paths, many of which have excellent public transport links.

The area surrounding Swansea offers new and exciting environments to be explored (moorland, parkland and coastal landscapes). Swansea's excellent transport links allow greater travel to further places of natural beauty, such as the Pembrokeshire coastline and the mountains of the Brecon Beacons.

Swansea is just over 3 hours from London by train.

Climate

Swansea has a warm temperate climate and enjoys fairly warm summers, yet the occurrence of rainfall in most months as it is on the western (Atlantic) coastline. However, Swansea's coastal location acts as a barrier, protecting the city from the coldest of British weather. The city and surrounding areas can experience highs of around 25°C during the summer months. Winters, however, are colder, with the possibility of snowfall.

Before departure, several clothing items should be packed to deal with the climate. Layers of clothing layers are highly recommended as the plane journey itself can mean temperature variation. You may find the weather much cooler than you are used to when you arrive in the UK, and sometimes it can be wet and windy. Additionally, bringing spare clothing in your hand luggage can allow to you freshen up on arrival but also if your main luggage case goes missing. A coat and umbrella are also recommended.



British culture



The following list illustrates manners and guidelines regarding customs within the UK.



You are expected to arrive on time for meetings, appointments and classes. If you are going to be late, it is polite to notify the person/people you are meeting.



Women are considered equal in status and rights to men in the UK. Women can and do travel alone and there are few formalities about the dress.



People appreciate basic politeness...saying 'please' and 'thank you' is well regarded and you will find people are generally friendlier if you politely approach them.



People 'queue' (or line up) when waiting for service. It is rude to place yourself in front of those that have already been waiting.



It is unacceptable to spit in the street or throw litter in the street.

Electricity



Electricity power supply in the UK works on 240 Volts (50 Hertz). UK plug sockets are three-pin plugs (picture left), so any electrical item from your home country such as a hair dryer or razor will need a converter plug. If you are unable to get a converter plug and wish to buy electrical items once you've arrived in the UK, many can be found in shops and supermarkets at a lower price.

Toilet Facilities

Toilet facilities in the UK are flushing pedestal toilets. Toilet paper is provided and should always be flushed away after use. It is considered good manners to leave a toilet stall tidy and to wash your hands after using the toilet. Do not flush female hygiene products down a toilet. There are several of public toilets located in and around Swansea.

College rules

Just to make sure we all get along!

Attendance

All Swansea College students are expected to be at the College every day, to register with their tutor and attend all timetabled lessons. For those under 16 years old (GCSE), the two hours of physical development every Wednesday afternoon at the College are also compulsory and must be attended. For 16+ students (A-Level), physical development is optional. The only exception is where students are carrying out work placements which have been organised by the College.

If you are unable to attend on a particular day due to illness or unexpected absence, you or a representative should telephone the College on 01792 53 5000 at least 15 minutes before the start of your lesson to explain your absence. You are expected to phone the College every day until you return.

On your return, you will be asked to complete an **AUTHORISED ABSENCE FORM**.

If you have a pre-arranged absence, you should also complete an Authorised Absence Form.

Absence

All pre-arranged absences must be authorised.

Valid reasons for absence include:

- Hospital appointments
- University open days
- Funerals
- Driving test (but not driving lessons).

Please be aware that it could be detrimental for students to be absent for recreation, social reasons and holidays taken in term time and maybe a contributory factor to missing deadlines or failing courses. If attendance is unsatisfactory, you will be required to attend an interview with the Principal.

If you have a visa to study at Swansea College, please note the additional information below:

Attendance and Visas

If you have a visa, Short Term Study Visa or Tier 4 (General) or Tier 4 (Child), to study at Swansea College, the College is required by law to report to UKVI if your attendance is unsatisfactory. If your attendance is unsatisfactory, you will be required to attend a meeting with the Principal to discuss your attendance. If you continue to have unauthorised absences, Swansea College may report you to UKVI and, in some cases, this can result in your visa being cancelled and you will have to return home. No refund of fees will be paid if you return home as a result of visa cancellation.

Care, Support and Guidance



A Level and GCSE students

Our welfare officer is available for you to discuss any concerns you have. These may be about your education, your safety, your health or any other subject you want to talk about. Your discussions will be treated in confidence.

A 20-minute tutorial will be arranged every fortnight (2 weeks). This tutorial will focus on individual progress to support and address any learning issues.

In addition, the Principal, Admin staff and teachers will give you guidance about your studies, career choices and University preparation.

English and Foundation Course students

Swansea College students are allocated to a class, and tutors are selected based on their previous experience in supporting students in such English courses. Tutors will assist with reference writing and preparation for life beyond College. A 20-minute tutorial will be arranged every fortnight (2 weeks). This tutorial will focus on individual progress to support and address any learning issues.

The Principal can be approached by any student about any matter of concern. The College has strong links with many outside agencies which can support all types of students. Careers and health advice are available on request.

Communication

All students have access to a PC. Please ensure that you check your e-mails daily as important messages are sent out via e-mail. The website will also keep you updated on various events and news.

Swansea College Dress Code / Uniform Policy

- Swansea College branded hoodie
- Swansea College branded polo shirt
- Black full length trousers or jeans
- Black skirt/dress of appropriate length with plain black tights
- Plain black footwear (no contrasting trims or logos)

Jewellery and make-up:

- make-up, if worn, should look natural and be appropriate for the college environment
- jewellery, including earrings, should not be excessive
- one discreet nose stud will be permitted (please note that no other facial piercings will be permitted)

Hair:

- hair should not be dyed in unnatural colours

Please note that the following are not permitted:

- black jeans which are very tight, faded or ripped
- leggings, shorts and sportswear
- flip-flops, open-toed sandals and high heels
- body art should not be displayed

Please note:

Individual students will be asked to go home to change their clothing if it is deemed unsuitable by a member of staff.

Smoking & Vaping



No smoking and/or Vaping is allowed in the College, College garden, directly outside the College including in the immediate residential area surrounding the College.

Food and Drink



Food and drink should not be taken into any classrooms or other work areas. Only bottled water may be consumed in the classroom, or water is made available in the classroom. Strictly no food or drink is allowed near college computers.

Mobile Phones



We do not allow students to make or receive calls, send texts or emails, or check/update social media whilst in the classroom. Please save that for break times and lunch!

Bullying

Bullying means being mean, hurtful or cruel to another person.

Bullying can be:

- Saying rude or hurtful things to another person
- Hitting or frightening another person
- Laughing at another person in a mean way
- Taking or damaging another person's property



Bullying is **NOT allowed** at Swansea College, in person, or online via Facebook, Snapchat, Instagram etc.

Swansea College is a safe, friendly and caring College where everybody can feel happy to visit and study.

If you feel that you are being bullied, you should tell your teacher or another member of staff.

If you think that another person is being bullied, you should tell a teacher or another member of staff. We will help you and we will keep your information confidential.

If you bully another person at Swansea College, we may ask you to leave the College.

Plagiarism



Any work you submit as coursework must be your own. Copying out sections of text from the internet, books, computer programmes such as AI programmes i.e chat GBT, Cactus etc, and the work of other students or members of your family and pretending they are your work is cheating and is known as plagiarism.

Despite what you might think, it is often easy to spot plagiarism as students tend to have quite distinctive writing styles. Teachers, tutors and Examination Boards also have several computer programmes they can use to help them to detect it.

If you are caught plagiarising work, the consequences can be serious and may lead to your final grade being lowered or even your complete disqualification from the course.

Your teachers will give you guidance on how to avoid plagiarism and how to reference any sources you might choose to use properly.



Printing and Photocopying

Any printing and photocopying needed for your academic work is available **on-site and is free of charge.**

All students should note, however, that printing and photocopying can be tracked and amounts individual students print out or copy is monitored carefully. Any student who prints or photocopies material for anything other than academic purposes or who prints or photocopies material excessively is liable to have their account frozen and restrictions to their access to this facility will be applied. A charge will be made for any inappropriate material printed or photocopied.

Private Study

All students will have time on their timetables when they are not taught lessons. This is because students are expected to be able to study independently.

Students who rely on only studying face-to-face lessons will find their chances of success adversely affected. Students will be expected to plan private study time to make sure they stay on top of their work.

Support will be available from members of staff. Students may choose to use the Computer Room (for quiet work only), or free classrooms around the College for a private study where they will be trusted to work without direct supervision.

Students will be monitored closely and should they fall behind with their work, the privilege of making their own decision about when and where they complete private study may be withdrawn. Should this become necessary, students will be directed to attend supervised study sessions.

Private Tuition Policy

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If you wish to have additional support and pay for private tuition, this must be arranged through management staff at the College. No student can approach tutors or teachers seeking tuition outside of College hours, on or off the College campus. If a student does approach staff for private tuition, the College reserves the right to take appropriate action.

Complaints

COMPLAINT

If you are not happy with something, you can speak to your teacher or the Pastoral Care Office if you prefer. We will always try to help you. You can also speak to the Admin staff in reception, or if you feel the problem is very serious you can speak to the Principal.

If you are still not happy, you can make a complaint. There is a detailed description of how to make a complaint on the student drive.

Behaviour

A student may be expelled if the student's behaviour (whether on or off the College premises or in or out of term time) has broken Swansea College rules or has caused danger or distress to others (including bullying) or has caused damage to Swansea's reputation.

You may also be expelled if you repeatedly break Swansea College rules, guidance or requirements.

Any student expelled will not receive a refund.

Disciplinary Procedures

The College expects all students to be aware of and abide by the disciplinary code as detailed in our Student Behaviour Policy.

Please be aware that if the College decides that an offence is sufficiently serious or if police/other authorities are involved, the College reserves the right to expel the student at any stage of the standard disciplinary process.

If you are an international student on sponsorship, then, upon the third warning, the UKVI will be notified within ten working days of your exclusion. If you are expelled, your visa could be revoked by the UKVI.

Staying safe

We want you to have a wonderful time in Swansea, developing both academically and personally. Please read on for some tips of how to stay safe.

Personal Safety

Don't act after the event and wait until you or one of your friends has had something stolen – follow our advice now. Imagine how you would feel if weeks of work on your laptop were lost forever – we all know of situations where that has happened.

Keep your belongings to yourself

Don't make it easy for potential thief to help themselves to your possessions.

- Ensure you have adequate personal belongings insurance – over half the students who fall prey to theft and burglaries are not insured.
 - Mark your possessions with a UV pen – your student registration number plus the initials of the College make a unique number.
 - Do not leave cash or jewellery lying around the house and keep valuables out of sight, and where possible in a secure place.
 - Dial *#06# for your unique mobile registration (IMEI) number – the first thing the police will check for when recovering stolen property.
 - Register your mobile's IMEI and all the serial numbers of your electronic equipment on www.immobilise.com. Immobilise.com is a free UK-wide national property register, supported by the UK police forces and used by them, insurers and the second-hand trade. As well as electronic products, you can also register other valuable items.
 - Avoid using your phone in isolated places. Remember that texting can distract you from what is happening around you. When you are out and about, switch your mobile to vibrate mode rather than a ringtone
 - In the unfortunate event of an item being lost or stolen, you can use register the loss on the Immobilise website – always contact your network provider to block the phone's use or you may be liable for the cost of any calls and, if you know the phone has been stolen, you must inform the police. Mobiles are, by far, the items most stolen from young people.
 - Immobilise your car whenever you leave it even for a few minutes. Think about where you park. Stealing from vehicles is a major problem, and you should routinely remove your satnav and store it in a safe place.
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Over 18s - Take responsibility for yourself on a night out

- Know how you will get home – plan, particularly if you’re going to a part of town you don’t know.
 - Eat before you go out and drink plenty of water. Drinking a glass of water or a soft drink between alcoholic drinks will help you not to get drunk.
 - Do carry a personal alarm with you – many men see these as female accessories and somehow not macho. But figures show that male students stand a much higher risk of being attacked in the street.
 - Let someone know where you’re going and what time you expect to be back.
 - Ensure your mobile phone is charged and is in credit. Keep the money you need to get home separate so that you don’t spend it.
 - Watch how much you drink. It is much easier to do something risky or foolish when you’re drunk; and you’re much more likely to lose your keys, cash or phone when you’ve had too much to drink.
 - Keep track of what you’re drinking, as well as how much. Drinks do get spiked with drugs, so do not leave your drink unattended or accept a drink from a stranger.
 - Always leave a club or pub with a friend or a group of friends.
 - If you use public transport to get home, sit near the driver on a bus or a tram, and in an occupied carriage on the train.
 - Pre-book a licensed taxi, or know the locations of official taxi ranks. The College can give you a list of recommended taxi companies.
 - Walking may not be the best option but, if you have to, do not walk home alone in the dark. Keep to well-lit, busy streets, main roads and footpaths. Avoid badly lit areas, parks, alleyways and underpasses.
 - Please remember to stay safe in both the real and the virtual world – see more advice about your personal information below.
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Keep your personal information personal

Don't leave yourself vulnerable to identity theft or be casual with your personal details.

- Be very suspicious of emails, texts or phone calls requesting personal information, passwords, PIN numbers or account details. Do not give out such information unless you are 100% sure of the validity of the request. Banks and other organisations will not ask you to confirm personal information online or via text.
 - Carefully destroy (shred) papers carrying bank or credit card details. Always keep your receipts and destroy them too.
 - When you move house or flat, take the trouble to inform all the organisations you deal with of your new address and arrange for the post office to forward your mail. You don't want a bank statement, new credit card or any other personal mail to be sent to an address you no longer live at, where anyone could take and open your post.
 - Keep a record somewhere safe of plastic card, driving licence and passport details. Some banks and credit card companies offer a registration service but it is often chargeable. If you lose your card or suspect it has been stolen, contact the bank or credit card company immediately. When destroying old cards, cut through the chip and magnetic strip.
 - Always check a cash machine for signs of interference before you use it. Never accept a stranger's offer of help when using a cash machine. Do be aware of people crowding around you when using a cash machine and preferably take out money during the day.
 - Never let your bank or credit card out of your sight in shops and restaurants to prevent copying or cloning.
 - When shopping on the Internet, check that the website shows a padlock or unbroken key icon. When you check out make sure that 'https:' starts the web address; this means that a secure, encrypted connection is in place between your computer's browser and the website. If you don't see the final 's' when you come to checkout, stop the transaction immediately. The VeriSign Trust seal means that the website company's identity has been verified and that the website has passed a daily malware scan.
 - Install security software on your laptop (and desktop computer) and always carry it hidden inside a sports bag rather than in its own obvious case.
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Stay safe online

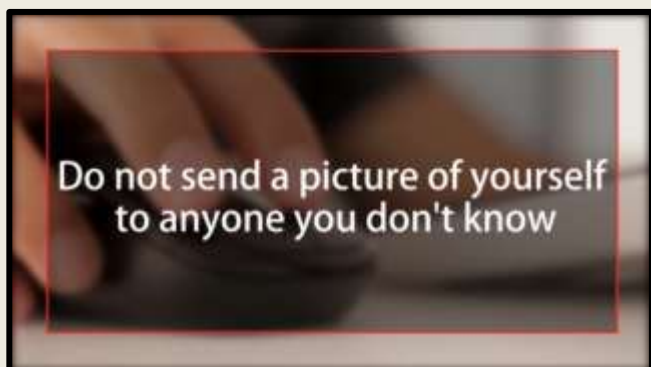
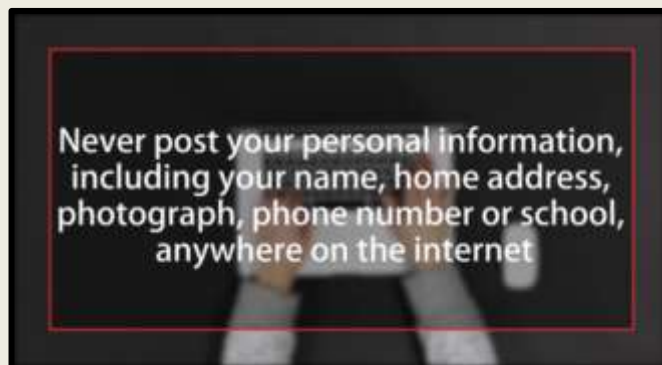
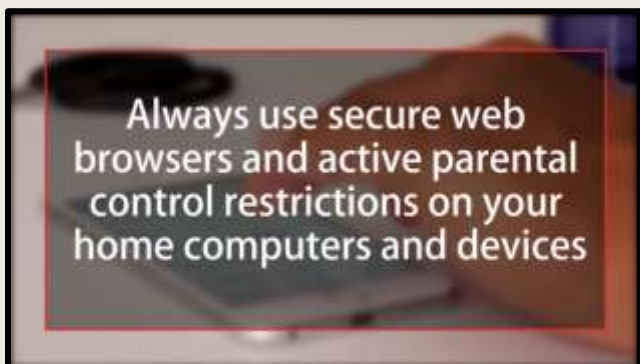
There are many sources of information to help you stay safe online, including:

- [Get Safe Online](#), which offers free expert advice including, for example, how to avoid rogue apps.
- The think-know website is a guide to internet safety and safe surfing.
- [CEOP](#), the Child Exploitation and Online Protection Centre is the national centre dedicated to eradicating the sexual abuse of children and young people.
- [Hwb Wales](#), keeping safe online, student and parent resources available.

The following advice is for all students. You may be over 18 and not need to tell your parents where you are going or what you are doing, but it is good to be wise, be smart and stay safe online!

- Always use a combination of letters, numbers, and you can even use some symbols such as ! \$ % & *. Don't use the same password on multiple sites/devices!
 - Trust your instincts – if you feel uncomfortable or even just 'weird', stay safe and block them. Check the FAQs of the site you are using to find out how to block someone.
 - Never arrange a face-to-face meeting with someone you met online without telling your parents or carers.
 - If you really must meet that person and you are over 18, why not take a friend? And always meet in a public place.
 - People on the internet are not always who they claim to be.
 - Find out how to set up secure web browsers on your devices
 - Always tell your parents or another adult you know if you come into contact with anyone online that makes you feel uncomfortable.
 - Be smart about what you say to people you don't know, and what you send them.
 - Or anyone who gets hold of your device! Always keep passwords secure, don't give them to ANYONE!
 - Never post your personal information, including your name, home address, photograph, phone number or school, anywhere on the internet.
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You want your child to be safe, happy and do well.
Here's some information to set your mind at rest.



Parents and Homestay Families at the College

Swansea College is not just for your child! Parents are always warmly encouraged to visit Swansea College and take part in College life. Parents and their guests are invited to attend our termly programme of cultural events, including our lecture programme, workshops and our many sporting events.

Once a month, there is an evening of fun and games for all students and their parents, homestay families and Swansea College staff. Events include board games evenings, barbecues on the beach (in good weather!), treasure hunts around Swansea City Centre and more.

We welcome suggestions and recommendations for events from parents and homestay providers, as well as from the students themselves – please get in touch if you have any ideas and we will do our best to incorporate them!

College Worship – Chaplaincy

Faith and morality are vital aspects of human life. At Swansea College, we welcome students of all faiths and none. At Swansea College, your child we gain a rounded, inclusive education where they will learn about other faiths and belief systems. At the same time, each student will be supported to develop their spirituality, whether that be religious or not, through a varied and exciting Personal, Social and Health Education (PSHE) programme.

Swansea College has fantastic links with mosques, churches and temples of faith in Swansea, and we can help to direct students to appropriate places of worship if required, many of which are within a short walking distance of the Swansea College.

Guardianship

Swansea College has a duty of care towards all its students and staff. In the case of students joining Swansea College before their 18th birthday, this duty is enhanced as such students are regarded as children under UK law.

The College is not *in loco parentis* i.e. it is not in the same position as a parent and does not accept that level of responsibility for its students. For this reason, if a student's parents are not residents in the UK will be necessary for them to appoint a Guardian in the UK and provide contact details for this person and their informed consent to acting in this capacity.

Being a Guardian involves carrying out the tasks and responsibilities of the parent as delegated by the child's parents. As such, it is a private arrangement between the parent and the Guardian. The College is not able to assist parents in finding a suitable Guardian but for those families who do not have friends or relatives in the UK, a list of accredited agencies can be obtained from:

The Wheelhouse, Bond's Mill Estate, Bristol Road, Stonehouse, Gloucestershire, GL10 3RF
Tel: +44 (0) 1453 821293 | Email: info@aegisuk.net

Swansea College requires all parents of under-18s to inform us of their child's chosen Guardian (friend, relative or via a Guardianship company), if neither parent lives in the UK. A form to register your chosen Guardian with us is available by email at office@swanseacollege.com or can be sent to you on request.



**SWANSEA
COLLEGE**

Building foundations for your future

www.swanseacollege.com

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General: +44 (0)1792 535000

office@swanseacollege.com

Emergency / Out of hours: +44 (0) 7815737588

Out of hours GP: 0330 1239180

Out of hours NHS: 0845 46 47