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WE
ARE
CRC

STUDENT HANDBOOK
2018-19

Cambridge
Regional College 
first for training & skills

MESSAGE FROM THE PRINCIPAL

**Welcome to Cambridge Regional College.
We are delighted you are joining us and we
wish you every success on your programme.**

Whether you are studying at our Cambridge or Huntingdon Campus, we hope you will have a wonderful time at CRC, developing skills that will help you build a great career and to have an exciting future.

We are very proud to be one of the top further education Colleges in the country. CRC students progress on to great jobs, Apprenticeships and Higher Education programmes. Over 90% of students would recommend CRC to their friends thanks to our inspirational teachers and outstanding facilities.

Everyone at Cambridge Regional College is totally committed to your success. It is a great place to learn, with the education, training and work experience you need to help you prepare for a successful, rewarding and enjoyable career. College life is not all about study, of course. Many of our students make life-long friends, and take the opportunity to participate in the life of the College through our extensive range of activities and sport teams.

Your learning and success are the reason CRC exists and every member of staff is working to enable you to succeed. We hope you enjoy your time at the College.

Please help us to maintain our College community as a place where everyone respects each other and where everyone can be successful.

We look forward to helping you achieve your career dreams.



Mark Robertson

Mark Robertson
Principal and CEO



GET INVOLVED
WITH THE SU

A WELCOME MESSAGE

FROM YOUR STUDENTS' UNION PRESIDENT



Welcome to Cambridge Regional College.

Here we aspire to be successful with everything we do and encourage you to get involved in as many opportunities as you can during your time here. As your Students' Union President I would like to welcome you to the new Academic Year.

I am proud to be representing the views of students at both campuses and welcome any ideas about how the Student Union Team can improve your College experience. We will be holding regular meetings and be available to meet with you in the Hubs at both campuses – please see the Student Union page of the VLE or T-Mail for news and information about how you can get involved.

Sophie Day



of students would recommend CRC to their friends.



Transforming lives and creating prosperity.



One of the top further education Colleges in the country.



YOUR

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ONE GREAT COLLEGE TWO GREAT CAMPUSES

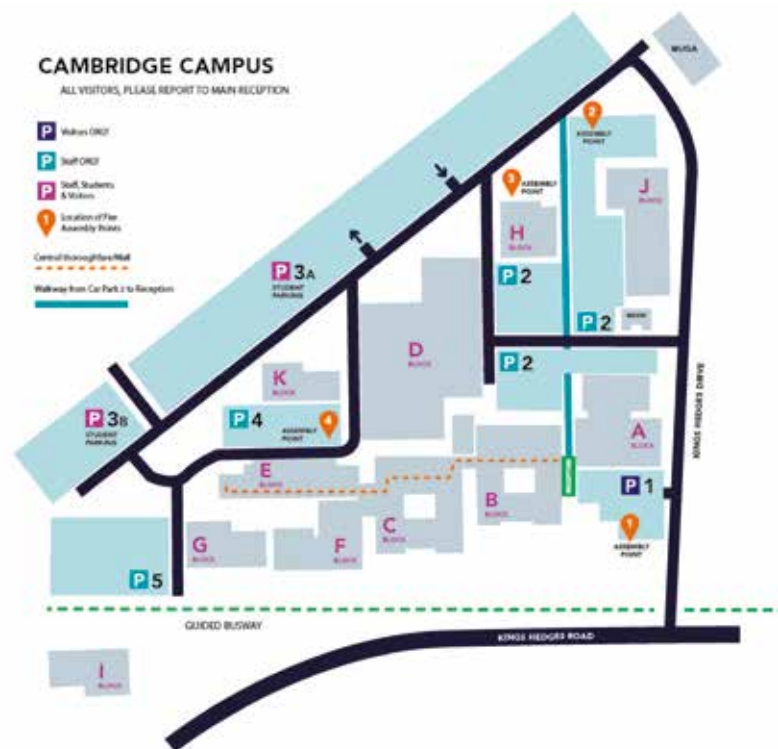


Cambridge Campus

Kings Hedges Road,
Cambridge, CB4 2QT

Tel:
01223 418200

Email:
enquiry@camre.ac.uk



Huntingdon Campus

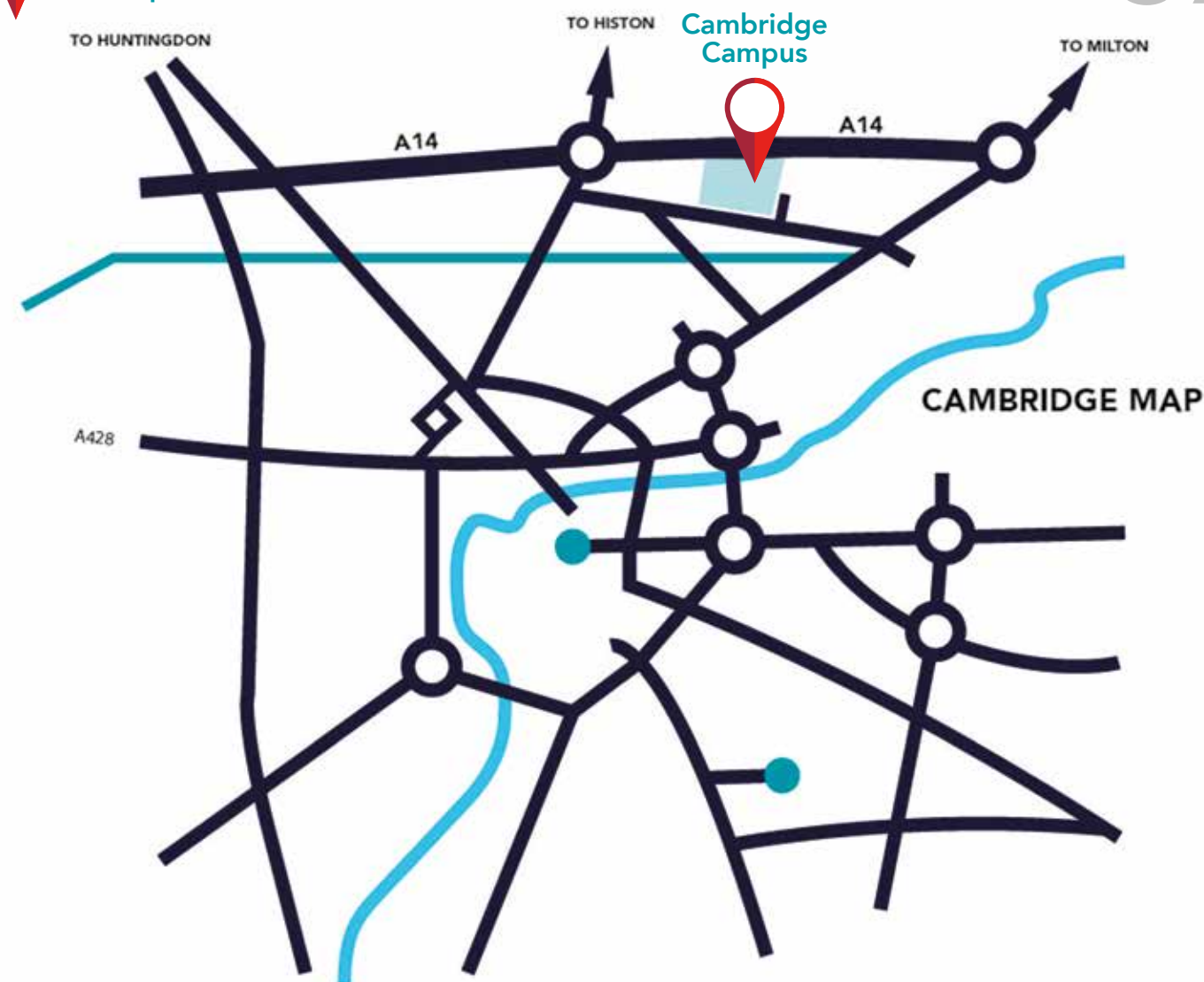
California Road,
Huntingdon, PE29 1BL

Tel:
01480 379100

Email:
huntingdon@camre.ac.uk



Huntingdon Campus



DIRECTIONS

Cambridge Campus

Cambridge Regional College is situated to the north of Cambridge City Centre, just off the A14. If you are using a Sat Nav, please use the postcode CB4 2QT

Access from the A14

Exit the A14 at junction 33 signposted for Ely/Cambridge and, at the roundabout, take the exit onto the A1309/Milton Rd signposted for Cambridge City Centre. At the second junction, turn right onto Kings Hedges Road. Turn right at the traffic lights into Kings Hedges Drive. You will find Cambridge Regional College and our Visitor Car Park clearly signposted at the front of the College.

Access from Cambridge City Centre

From the Ring Road/Cambridge City Centre, turn onto Milton Road and travel towards the A14. Turn left onto Kings Hedges Road. Turn right at the traffic lights into Kings Hedges Drive. You will find Cambridge Regional College and our Visitor Car Park clearly signposted at the front of the College.

Public Transport

Taxis are available from outside Cambridge Train Station. The journey time is approximately 15 minutes. A new train station in North Cambridge is about a 25-minute walk away from the College. The Cambridgeshire Guided Busway provides a direct route to the College from Huntingdon and St.Ives, Cambridge City Centre, Cambridge Railway Station and Trumpington Park & Ride. There are two Busway stops immediately next to the College: "Cambridge Regional College" and "Orchard Park East".

Huntingdon Campus

From A14 Westbound

- 1) Leave at Junction 23 signposted Midlands/March, staying in right hand lane
- 2) At roundabout take 3rd exit to A141/March
- 3) Pass through 2 roundabouts remaining on A141
- 4) At roundabout take 3rd exit towards St Peters Road
- 5) Pass through 2 roundabouts
- 6) Turn left onto Redwings Way
- 7) Turn right onto Sallowbush Road
- 8) Follow road through traffic lights onto California Road, College on right

From St Ives

- 1) A1123 Houghton Road
- 2) At roundabout take 2nd exit onto A141
- 3) At roundabout take 1st exit towards St Peters Road
- 4) Pass through 2 roundabouts
- 5) Turn left onto Redwings Way
- 6) Turn right onto Sallowbush Road
- 7) Follow road through traffic lights onto California Road, College on right

From A141 Chatteris to Warboys

- 1) Take 2nd exit at Warboys roundabout staying on A11
- 2) Pass through two roundabouts
- 3) Take 3rd exit staying on A141
- 4) At roundabout take 1st exit towards St Peters Road
- 5) Pass through 2 roundabouts
- 6) Turn left onto Redwings Way
- 7) Turn right onto Sallowbush Road
- 8) Follow road through traffic lights onto California Road, College on right

OUR MISSION

To transform lives and create prosperity by delivering technical and professional education that meets the needs of students, employers and communities in Cambridgeshire.

OUR VISION

To be outstanding in enabling students to excel and for serving employers and communities.

OUR VALUES

The following values, which were developed in consultation with student and staff development groups, underpin the way we conduct ourselves in seeking to achieve our vision and mission:

Values	For CRC this means...
Welcoming	We are friendly and open to everyone
Empowering	We work to unlock the potential in everyone
Aspirational	We believe that, with hard work and support, everyone can achieve anything
Resilient	We support everyone to overcome hurdles and to turn challenges into opportunities
Excellent	We set high standards, and support and challenge everyone to achieve them
Courageous	We encourage everyone to step outside their comfort zone, to seek better results
Respectful	We recognise that everyone is different and is a valued individual
Collaborative	We work together to share ideas and resources



OUR BEHAVIOURS

We have high expectations for the behaviour of our students, staff and managers. These behaviours help everyone to understand the way we do things at CRC to ensure that we deliver an outstanding experience for all.

VALUE: RESPECTFUL – WE RECOGNISE THAT EVERYONE IS DIFFERENT AND IS A VALUED INDIVIDUAL

- Students are expected to:**
- Treat all fellow students, staff and customers with care and consideration
 - Be on time
 - Treat the environment with respect
 - Wear an ID badge at all times

VALUE: RESILIENT – WE SUPPORT EVERYONE TO OVERCOME HURDLES AND TO TURN CHALLENGES INTO OPPORTUNITIES

- Students are expected to:**
- Never give up
 - Ask for help when they need it
 - Bounce back
 - Seek support to develop their skills and for anything interfering with their learning or personal welfare

VALUE: COLLABORATIVE – WE WORK TOGETHER TO SHARE IDEAS AND RESOURCES

- Students are expected to:**
- Be positive about working together to learn
 - Engage in activities inside and outside the College or workplace to enhance breadth of learning and contribution to the community
 - Develop employability skills

VALUE: COURAGEOUS – WE ENCOURAGE EVERYONE TO STEP OUTSIDE THEIR COMFORT ZONE, TO SEEK BETTER RESULTS

- Students are expected to:**
- Participate in giving feedback
 - Try new things in enrichment
 - Challenge inappropriate behaviours
 - Ask for help

VALUE: EXCELLENT – WE SET HIGH STANDARDS, AND SUPPORT AND CHALLENGE EVERYONE TO ACHIEVE THEM

Students are expected to:

- Attend regularly and punctually
- Participate in providing feedback to help the College improve
- Escalate issues until they are resolved
- Always try their best in everything they do

VALUE: ASPIRATIONAL – WE BELIEVE THAT, WITH HARD WORK AND SUPPORT, EVERYONE CAN ACHIEVE ANYTHING

Students are expected to:

- Have a high expectation of themselves and others
- Work to exceed targets
- Seek information to plan a great career
- Get involved in the life of the College

VALUE: WELCOMING – WE ARE FRIENDLY AND OPEN TO EVERYONE

Students are expected to:

- Be polite to visitors, fellow students and staff
- Maintain a high level of personal behaviour at all times
- Contribute to maintaining our College so it looks and feels welcoming

VALUE: EMPOWERING – WE WORK TO UNLOCK THE POTENTIAL IN EVERYONE

Students are expected to:

- Set stretching yet achievable targets
- Seek support where needed
- Be ready to learn
- Meet deadlines

THE College

ORGANISATION

You will come across and work with a number of different staff members during your time at CRC. Here is a brief description of what each of them does.

DIRECTOR

This person has overall responsibility for a number of departments.

HEAD OF DEPARTMENT

This person is the Head of your Department and is responsible for all the staff and students within that area. Their role is to ensure that you are progressing and having an excellent student experience.

TEAM LEADER

Team Leaders support the Head of Department to ensure the smooth running of the area.

SUBJECT TUTORS

This person will be teaching a project/ unit or module on your course. They are responsible for planning and marking your work.

PERSONAL TUTORS

This person will support you through the course. They will hold 1:1 tutorials with you to discuss progress. They will work with you to help you succeed by setting targets and developing skills you need to complete assessments. Your Personal Tutor may also be one of your subject tutors.






STUDENT 101...


THE WHAT, WHERE & WHEN



The Hub Online



24 hour Advice and support at your fingertips on computer, mobile or tablet via The Hub Online



Feeling hungry? As well as The Kitchen, we have a Costa Coffee (Cambridge) and Starbucks (Huntingdon).



Remember to wear your student ID card at all times. As well as keeping you safe, you'll also need it to access the LRC and food outlets!





88 DATES FOR YOUR DIARY! 88

TERM DATES

Autumn Term 2018
3 September – 18 December 2018
Autumn Half Term
22-26 October 2018

Spring Term 2019
2 January – 5 April 2019
Spring Half Term
18-22 February 2019

Summer Term 2019
24 April – 27 June 2019
Summer Half Term
27-31 May 2019



Travel to College on the College Bus (or other means)



8.40 Arrive at College



09:00 College day starts, lessons



12:00 Lunch in The Kitchen and relax in the social areas with friends



13:00 Afternoon lessons start



16:15 Travel home, on College Buses, train, public buses, car or bike.



THE HUB

The Hub is the place in College to support you as individuals whilst you are here at CRC.

The Hub provides wraparound support to all students and apprentices at CRC and is provided by a group of support teams including:

- Careers and IAG
- Student Bursary
- Welfare and Support
- Safeguarding
- Apprenticeship Recruitment
- Student Engagement and Student Union
- Progression Coaches - If you need anything, visit The Hub and they will help you or point you in the right direction.

THE HUB ONLINE

At CRC we pledge to provide outstanding support to students. The Hub Online offer 24 hour information, advice and support at your fingertips on a computer, mobile or tablet. To visit The Hub Online sign into the CRC VLE.

ID CARDS

ID cards are issued to all staff and students and **must** be worn at all times whilst on College premises or on College trips and visits.

Your ID entitles you to access the College premises and use it's resources like the LRC and food outlets. If you have a College bus pass you must also show your ID badge when you get on the bus to and from College.

Daily ID badge checks take place at both Campuses. We do this in order to ensure the safety of all students and staff at CRC.

College is a safe environment but it is important that we all remain vigilant. If you see someone in College without a badge or something suspicious, please report it immediately to a member of staff.

College CLOSURES

The College website indicates the current status of the College.

There are three stages to the College's accessibility:

- Green - The College is fully open to all users.
- Amber - The College will have a delayed opening for commercial activities and to local students and all staff who can make the journey safely. The exact time of opening will be communicated on the day by text, social media and College websites. The College is closed for students who would normally attend on the College's contract buses.
- Red - The College is closed to all staff and students.

WHAT TO DO IF... YOU ARE ABSENT

If you are going to be absent for any reason you must call the college on **01480 379100** for Huntingdon, or **01223 418551** for Cambridge, before 9am to report it.

This number has voicemail for use inside and outside of college hours.

We will need your name, student ID number and the reason for your absence.

YOU FEEL UNWELL WHILST AT COLLEGE

If you start to feel unwell whilst at college please let a member of staff know immediately.

If you need to go home you must speak to your tutor or subject lecturer to let them know. They will ask you to complete a sign-out form, which they must also sign. This form must be taken to Reception before you leave the college.

If you are under the age of 18 at the start of the academic year your parent/carer will be informed.



STUDENT BEHAVIOUR AND CONDUCT

As in any community it is important that College members, students and staff behave in a respectful and cooperative manner to make the best use of the facilities and opportunities at CRC. Students who do not observe these behaviours or demonstrate the College values will be subject to the College's disciplinary procedures. If you are unclear about any aspect of the behaviour code please speak to your Personal Tutor.



MOBILE PHONES

Students are reminded that mobile phones brought onto College premises must be on silent during any teaching sessions and at all times when in the Learning Resource Centres and all computer rooms.

Students should not record, share or distribute images and videos recorded on any electronic recording device (e.g. mobile phone, MP3 player, tablet) whilst on College premises (including College transport) or College trips, which may cause offence to others or bring the College into disrepute.

VEHICLE PARKING

For Cambridge Campus, parking is charged at £2 per visit and enforced by number plate recognition. Parking outside of these restrictions will result in a fixed penalty notice charge to the address the car is registered at. Please note that enforcement is carried out by an external company. Any concerns about penalty notices should be directed to the issuing company. There is currently no charge to park at Huntingdon Campus.

FOOD AND DRINK

Both Campuses have a number of food outlets, from the popular Costa Coffee (Cambridge) and Starbucks (Huntingdon) to The Kitchen, serving everything from sandwiches and pastries to hot lunches cooked breakfasts and lunches.

At Cambridge Campus the College shop also serves hot and cold drinks and sandwiches, as well as sweets, cards and a range of everyday goods. Students can also eat in the College's Brasserie at The Park. This is open to all members of the public, with meals cooked by catering students, and provides delicious, great-value food, whether it's a quick snack, a coffee or lunch.

FIRE AND LOCKDOWN PROCEDURES

As part of CRC's commitment to keeping all students, staff and visitors safe, we do hold regular fire and lockdown practices across both Campuses. It is important that you know what these are and what to do during a drill. To find out the full procedures, please visit the Hub Online and read the Fire, First Aid and Health & Safety Procedures.

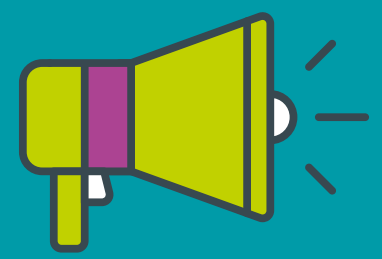


SIT BACK AND RELAX

STUDENT SOCIAL SPACES

Both sites have designated areas for students to relax in during gaps between lessons. The furniture for these areas has been provided for you by your Student Union. Please treat these areas with respect and have the courage to challenge or report poor behaviour if you see it, to ensure that all learners feel happy, safe and welcome in these spaces.

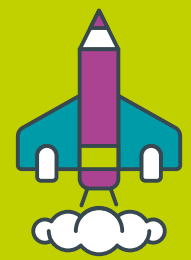




Many local employers contact our Employer Engagement Team with job opportunities in the local area that could be suitable for you.



At CRC you will achieve more than just qualifications. Every full-time Study Programme will help you to develop the skills necessary for successful progression and employment.



Our expert careers and IAG service is based in The Hub and can help you make informed decisions about your next steps.



#WEARECRC

MAKING THE MOST OF YOUR TIME AT College



STARTING YOUR GREAT CAREER AT CRC...

WORK EXPERIENCE AND RELATED ACTIVITY

Engaging with employers for work experience or special projects will give you valuable skills for your future chosen careers. During your time at CRC you will have many opportunities to undertake work experience and we have a team of experienced Industry Placement Coordinators who are available to give advice and support on sourcing and undertaking work related activity. To speak with them visit The Hub or ask your Personal Tutor.

Some courses require intensive work experience called Industry Placements. There is a team of people on hand to help and support you with this. Drop in to The Hub or ask your Personal Tutor if you need anything.

(PDP) YOUR PERSONAL DEVELOPMENT PLAN

At CRC you will achieve more than just qualifications. Each full-time study programme will help you to develop the skills necessary for successful progression and employment. Your Personal Development Plan (PDP) is a record of your skills and areas for development and provides you with a certificate that demonstrates what you have completed at CRC outside of your normal timetabled sessions. Your PDP is also linked to the #WeAreCRC values.

(ILP) YOUR INDIVIDUAL LEARNING PLAN

All students on full-time courses, and those part-time students who have timetabled lessons of 180 hours or more during the year, will be given opportunities to discuss and complete an Electronic Individual Learning Plan (E-ILP) with their tutor.

Full-time students can expect to have a minimum of 3 x 30 minute 1:1 Tutorial meetings with their Tutor at which you will complete and update an E-ILP.

These electronic Individual Learning Plans help you identify your strengths and areas for improvement, and by agreeing SMART (Specific, Measurable, Achievable, Realistic, Timebound) targets they will give you a focus and help you to overcome any difficulties you may have with your course.

These 1:1 Tutorials also give you the opportunity to review your progress and record your achievements, helping you to make choices about future educational options and employment opportunities.

INDUSTRY PLACEMENTS

There is a team of people on hand to help and support you with this. Drop in to The Hub or ask your Personal Tutor if you need anything.



SUPPORT WITH
NEXT STEPS

CAREERS AND IAG

Our expert careers and IAG service is based in The Hub and can provide you with impartial information, advice and guidance to help you make informed decisions about your next steps.

They can offer you a range of support including:

- 1:1 appointments with a fully qualified careers adviser
- Drop in services at both campuses
- Careers information and advice on The Hub Online
- Job searching which is tailored to your careers goals
- Help with creating and updating your CV
- Help with choosing what to do after you programme finishes
- Support with writing university applications and personal statements
- Online course information via Live Chat on the CRC website

APPRENTICESHIP RECRUITMENT

The Apprenticeship Recruitment Team is based in the The Hub and work closely with the Careers and IAG Team to:

- Advise you on how to apply for an apprenticeship
- Offer information on a range of apprenticeship opportunities in up to 52 subject areas.
- Assist with accessing maths and English programmes to study alongside your apprenticeship.
- Provide advice and guidance on your employment as well as support throughout.
- Assist with interview and employability skills.

JOB SHOP

Many local employers contact our Employer Engagement Team with opportunities in the local area that could be suitable for you. These are uploaded to The Hub Online and also at various points around the College. If you require support in applying for these positions, please visit the Careers and IAG Team in The Hub.

(LRC) LEARNING RESOURCES CENTRE

The LRC is a vibrant learning area at the heart of the College. The LRC holds an extensive range of materials and information relating to your studies, as well as a variety of study facilities and spaces. LRC staff can provide a lot of help with assignments. There are study areas in our LRC designed for both individual and group study and the LRC staff are more than willing to provide help and training in study and research skills.

Your College ID card allows you to borrow materials and login to the 24/7 learning materials available on the website. LRC staff are happy to help you use the centre and assist you in your information and study needs.





#WEARECRC

GET INVOLVED



When you enrol at CRC, you'll automatically become a member of the CRC Students' Union. Run by students, for students the SU will enhance your time at College!



Become a Student Ambassador and enjoy a range of unique opportunities and experiences! We have Ambassador of the Month and Year Awards up for grabs too.



Want to start your own club or society? You could receive a £25 start up grant!

ENRICHMENT

College life should be a good balance between hard work and fun. We strive to give you lots of opportunities to access free enrichment activities that will broaden your horizons, develop your skills and contribute to the CRC and wider communities. You will have an Enrichment slot in your timetable every week. There will be activities to sign up for including sport, debating, creative groups and volunteering opportunities.

STUDENT AMBASSADOR SCHEME

The CRC Student Ambassador Scheme provides students with a wide range of opportunities to develop their skills and demonstrate the College values by acting as an Ambassador for the College. Activities include supporting at College open events, attending learner voice meetings, supporting with staff interviews, speaking at locals schools, promoting the College to prospective students and writing student blogs for the College website.

Student Ambassador opportunities are advertised weekly in TMail and training is provided when required.

For every hour you volunteer as a Student Ambassador you will receive 1 Ambassador point. All Ambassador points will be totalled at the end of the year and you will receive a Bronze, Silver or Gold Award. There are also Ambassador of the Month and Year Awards up for grabs too.

TMAIL

TMail is your way to keep up to date with the latest goings on in the College. It advertises opportunities for you to get involved with CRC life and broaden your horizons and skills to make the most of your time at CRC. Your tutors will deliver Tmail each week in Tutorials. If you have anything you would like to add please visit The Hub.

STUDENT UNION

All students 16+ who enrol on a course at CRC automatically become members of the CRC Students' Union. The Students' Union is run by students, for students, and aims to enhance the student experience as well as being a representative body for students. Each year new Students' Union committee members are elected and hold office for one year. Elections for President and Vice President happen in June each year and the remaining positions are voted in by you during the first half term.

Positions include:

- President
- Vice President (Cambridge Campus)
- Vice President (Huntingdon Campus)
- 16 – 19 Study Programmes Officer
- Adult Learning Officer
- Apprenticeships Officer
- SEND Officer
- International Officer

To find out more about getting involved please visit The Hub at either site or visit the Student Voice page on The Hub Online.

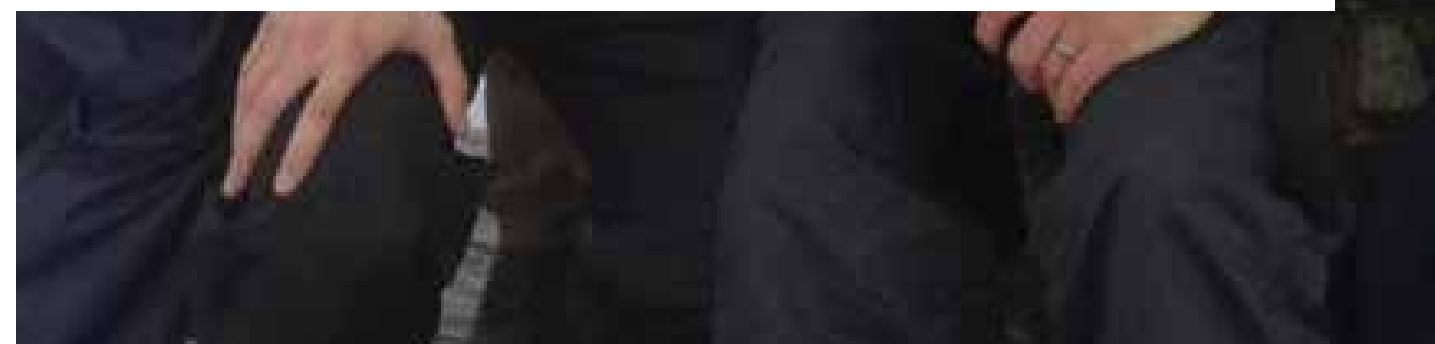
CLUBS AND SOCIETIES

There are still lots of opportunities to get involved in College life outside of your enrichment slot. The College offers opportunities for students who are interested in starting their own clubs or societies to do so with the support of College staff. Each club or society will also receive a £25 start up grant. If you are interested in starting a Club or Society or finding out about ones that are already happening, then visit the The Hub at either Campus or download the information from The Hub Online.

CRC VOICE

"College Voice" is the umbrella name for a group of students made up of Student Course Representatives, Department Representatives, Student Union Exec Team and Student Governors. If you decide to put yourself forward for one of these roles, you will have the opportunity to represent your fellow students in order to support the College in providing an outstanding student experience.

You will receive a Welcome to CRC Voice Presentation within your first weeks at College but, if you would like to find out more about getting involved, please visit The Hub at either site or download an information pack from The Hub Online.





We also provide a range of study workshops and intensive learning support sessions to help you prepare for examinations and assessments.



At Cambridge Regional College we treat everyone with respect. We believe that everyone has a right to be valued and have equal of opportunities.



We know that money matters. If you need help with bursary support, speak to our dedicated bursary and finance team!

#WEARECRC



SUPPORT FOR YOU



WELFARE AND WELLBEING

Your physical and mental wellbeing can affect your learning. Should you ever need to talk to someone confidentially about issues that may be creating barriers to success, our Welfare and Support Team, based in The Hub is here to help.

The team can offer support and advice on a number of areas including:

- Safeguarding yourself and others whilst at CRC
- Mental Health
- Sexual health
- Drugs and alcohol
- Sexuality and identity
- Healthy Relationships
- And being a young carer or young parent.

The team also works with a large amount of outside agencies and charities that support the service that is already provided. If we can't support you fully or we identify that you may need some extra support, we will work with you to refer or signpost you to one of our partner services.

LEARNING SUPPORT

The College offers a range of learning support to make you more independent in your studies. You can access learning support sessions on a 1:1 basis, in small groups and through in-class support.

We also provide a range of study workshops and intensive learning support sessions to help you prepare for examinations and assessments. All of our learning support team are specialists in a range of different fields and will help you to achieve your ambitions. We support students with dyslexia, English and maths skills. We also offer ESOL study support sessions for students to develop their language competency.

For more information about study support contact your Personal Tutor or the Head of Learning Support.

BURSARY SUPPORT

Money matters shouldn't stop you from coming to College which is why our Bursary and Finance Team is available to advise you on sources of financial help including any bursaries or support funds that may be available to you.

The College can financially support students whose household income is lower than £28,000.

You will need to fill out a form and submit supportive evidence, but when the application is approved it can support with:

- Meals,
- Kit, uniform, equipment
- Transport to and from College
- Trips
- Childcare

You can collect forms from our reception desk in The Hub or talk further in the bursary office.

If you are not eligible for bursary support but would like advice and tips on how to manage your money then please visit The Hub.

PROGRESSION COACHES

We understand that you may face some barriers to success whilst at College or you may need some extra support in your studies. In order to help support we have a team of progression coaches.

Progression coaches help in many areas:

- Helping you overcome boundaries to learning
- Advocate where appropriate on your behalf
- Challenge and motivate you to achieve outstanding attendance
- Mentor you to demonstrate the College values and behaviours
- Working with you to look at your actions and their consequences to support you come up with more positive outcomes.



STAYING SAFE ONLINE

“Online activity” is the use of the Internet on any device: Facebook on your laptop, Snapchat on your mobile, gaming on your tablet. It also includes texting and is not just about your safety, but that of others’.

Some key points to remember:

- Don’t post any personal information online – for example your home or email address, or mobile number.
- Think before posting pictures or videos of yourself. Once it’s posted, it’s not yours anymore.
- Consider everything you post – if you wouldn’t say it to someone’s face, don’t make a permanent record of it online
- Check your privacy settings on all the sites you use, and keep them as high as possible.
- Never give out your passwords and think about the combinations you use.
- Don’t make friends with people you don’t know – anyone can hide behind another profile online. Remember that not everyone online is who they say they are.
- Don’t meet up with people you’ve met online, and speak to someone you trust if anyone suggests that you do.
- Respect other people’s views.
- If you see something online that makes you feel uncomfortable, unsafe or worried, leave the website and speak to someone immediately. If it happens in College, you can talk to any member of teaching staff or visit The Hub.
- Take online safety seriously.

SAFEGUARDING

Staying Safe in College is called Safeguarding.

In practice Safeguarding means:

- Protecting children, young people and vulnerable adults from abuse and maltreatment
- Preventing harm to their health and development
- Ensuring they grow up in the provision of safe and effective care
- Taking action to ensure all children, young people and vulnerable adults have the best outcomes.

The safety and wellbeing of everyone who works and studies at CRC is our top priority. All College staff are trained in safeguarding and there is also a team of specialist Designated Safeguarding Officers. This means that if you need help, there will always be a member of staff in College who can help - and if they can’t, they will know someone who can.

There are also always a Safeguarding Officer in The Hub.

If you are experiencing any type of harm at College or in your personal life, please speak to any member of staff.



PREVENT

Another aspect of Safeguarding is the Prevent Duty, a Government strategy that requires schools and Further Education Colleges to have “due regard to the need to prevent people from being drawn into terrorism”, supporting terrorism or being drawn into non-violent extremism.

Extremism is defined as “vocal or active opposition to fundamental British Values.” Prevent is safeguarding students to keep them both safe and within the law. The Prevent Duty is not about stopping students from having political and religious views and concerns but about supporting them to use those concerns or act on them in non-extremist ways. Prevent aims to provide early intervention to protect and divert people away from being radicalised and being drawn into terrorist activity. Staff and students are urged to be vigilant and to report any concerns to any member of staff.



EQUALITY AND DIVERSITY

At Cambridge Regional College we treat everyone with respect. We believe that all have a right to be valued and to have equality of opportunity regardless of gender, gender identity, disability, support needs, ethnicity, religion and belief, age, sexual orientation or social class.

We expect all staff and students to play an active role in promoting equality and challenging discriminatory behaviour. We expect anyone who feels unfairly treated, who is upset by inappropriate comments or jokes, feels they are victims of abuse or who experience any form of discrimination or harassment, to tell us. We take any form of discrimination or harassment very seriously.

FIRE, FIRST AID AND HEALTH AND SAFETY

All students are required to take reasonable care of their own health and safety while on College premises and observe information about health and safety in College. To read all Fire, Health and Safety procedures please visit The Hub Online.

COMPLAINTS AND COMPLIMENTS

The College welcomes any feedback and suggestions. We actively encourage this type of feedback from our students, staff and the wider community of the College.

If you have a positive experience during your time at College and would like to tell us, or you wish to let us know how we can improve our service to you, please tell us.

If you are unhappy about any part of your College experience, we want to hear about it. If you tell us about any concerns or problems that you have, it gives us the opportunity to try to improve things for you, and for others who might have the same issues.

The College has a compliments and complaints procedure which available for you to read on the college website here:

<http://www.camre.ac.uk/contact-us-maps/feedback/>

Feedback forms are also available at Reception.

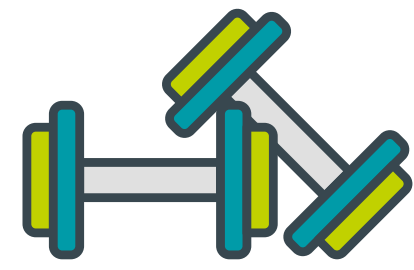




CRC BENEFITS



Save money with an NUS Extra card! NUS Extra is the number 1 student discount card, bringing you over 200 UK student discounts.



Want to train in an environment with top of the range equipment and personal trainers on hand? We have two gyms on site!



Book an appointment at Elements and Vitality. We have three Hair salons, three Beauty salons and a Spa.



NUS EXTRA

When you join CRC you automatically become a member of the National Union of Students (NUS) and are eligible to purchase an NUS Extra Card. NUS Extra is the number 1 student discount card, bringing you over 200 UK student discounts and a 1 year FREE ISIC unlocking over 42,000 international discounts.

Choose from a 1 year card for just £12, a 2 year card for £22 or a 3 year card for only £32. Many discounts are online only so you can't get them without your NUS extra card. Buying a card also helps you raise funds for your Student Union which is used to buy things to make your experience in college, even better.

To buy an NUS Extra card, go to
cards.nusextra.co.uk

SPORTS CENTRE

We have gyms at both sites that are available to students, for full details on access or any costs, visit the gym on campus.

IT ACCESS

As an enrolled student at Cambridge Regional College you will receive a free personal network and wireless account. The network accounts are automatically created for you once you have enrolled. If you have a laptop or other wireless internet device, you can use Wi-Fi free of charge by connecting to the wireless named Eduroam.

Username: Student ID

Password: CRCyourpostcode

Your email account can be accessed via any web browser by at <https://login.microsoftonline.com/>

Username: studentid@students.camre.ac.uk

Password: CRCyourpostcode

Your mailbox has a 25GB storage limit with an email message send/receive limit of 25MB. Students are responsible for managing their own mailboxes.

HAIR & BEAUTY

Elements - our fully equipped salon at Cambridge Campus and Vitality at our Huntingdon Campus are open to the public.

With three hair salons, three beauty salons and a spa, we are renowned for delivering a high quality service at a fantastic price.

The salons operate as both a training and professional salon offering training, trained and qualified treatments at amazing prices. CRC students have the opportunity to work alongside our professionals gaining valuable commercial work experience whilst developing their industry skills.

To book an appointment just pop in to see us at The Park or you can book online
www.thepark-cambridge.co.uk or visit
www.vitalitysalon.net



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“FIND US ON
SOCIAL MEDIA”

FOLLOW @CRC

We encourage all students to follow us on social media so you can keep up to date with the latest news and events happening around your college. Connect with friends, follow the CRC social media channels:



@CRC_College
@CRCHuntsCampus



CRC_College



Cambridge Regional College
Cambridge Regional College Huntingdon Campus



Cambridge Regional College

USEFUL CONTACTS AND INFORMATION

	Cambridge	Huntingdon
The Hub		
Helpdesk	01223 226415	01480 379117
Bursary	01223 418443	01223 418443
Welfare	01223 418250	01480 379119
Safeguarding	01223 418442	01480 379151
Careers & IAG	01223 226315	01480 379108
Enrichment and Sport	01223 226336	01480 379117
Student Union	01223 226336	01480 379117
Student Ambassadors	01223 226336	01480 379117
Administration		
Admissions	01223 418448	01223 418448
Exams Office	01223 418331	01223 418331
Reception	01223 418200	01480 379100
Security	01223 418347	01480 379100
Student Administration	01223 428888	01223 428888
Transport	01223 418244	01223 418244
Evening Duty Manager	01223 418200	01480 379100
The Park & Leisure		
Hair and Beauty Studios	01223 418998	01223 418998
The Brasserie	01223 418846	01223 418846
Sports Centre	01223 418280	01223 418280

STUDENT GUIDES

For student guides and processes, please visit:
<https://www.camrevle.com/course/view.php?id=723§ion=27>



Cambridge Campus

Kings Hedges Road,
Cambridge, CB4 2QT

Tel: 01223 418200

Email: enquiry@camre.ac.uk

Huntingdon Campus

California Road,
Huntingdon, PE29 1BL

Tel: 01480 379100

Email: huntingdon@camre.ac.uk

www.camre.ac.uk

#WeAreCRC

Cambridge 
Regional College
first for training & skills