“A very warm welcome to Writtle University College! We are delighted you have chosen to study with us.

This guide is designed to provide you with the information you need to help you find your way around the campus and to settle into life at Writtle.

One of the reasons students choose Writtle University College is that we are known for our friendly and caring approach. So, if you need more information on anything covered in this guide or if you have any questions, please get in touch.

We wish you every success in your studies and a happy and enjoyable time at Writtle.”

Professor Tim Middleton
Vice-Chancellor
By shuttle bus
Writtle University College currently operates a subsidised shuttle bus service from and to Chelmsford Railway/Bus Station area on a first come, first served basis during Further Education term times only. The shuttle buses stop in Coval Lane, Chelmsford (by the City Council offices). No fee or prior booking is necessary. The service operating times are Monday to Friday 8.15am to 9.15am; 2pm to 4.15pm (limited service) and 4.15pm to 5.15pm during FE term times.

By bus
First Bus – number 45 – goes to Writtle Village Green, which is approximately 10 minutes walk from the main campus.
Regal Busways – number 1/1a – stops right outside the campus.

By car
We are 25 minutes drive from the M25 with ample parking on site for students and visitors.
REGISTRATION
BEFORE YOU ARRIVE ON CAMPUS

Online registration opens from mid-August.

How do I register for my course?
— The online registration process is fast and simple and should only take approximately 15 minutes to complete. All students are required to register with the University College on an annual basis.
— You may access the online registration system at: student.writtle.ac.uk. You will be asked for your student username and password.
— Your login (username) is your eight digit Writtle University College student number 98****** (found at the top of your original offer letter and all correspondence).
— Your password is your date of birth in the format Wucddmmyyy (for example, 15 December 2000 would be Wuc1512200). For continuing students this will be the same as the one you use to log onto networked computers on campus and for email.

You will be asked to:
— Check/amend your personal details, including home, term time and emergency contacts.
— Check your academic record e.g. your course, modules.
— Check/amend your funding source.

What if I can’t complete my online registration from home?
If you experience difficulty using the online registration system please contact our Registration Support Team at registration.support@writtle.ac.uk. The team will guide and support you through the process.

What should I do if I don’t have internet access?
If you are unable to access the internet you can register when you arrive at the Registration Support Centre, Room L40a, not far from our Main Reception area. We will provide access to a computer and support you through the process.

What do I have to do before I arrive on campus?
Firstly, it is important that you fully complete your online registration. You must also register the details of any vehicle you intend to bring to the University College. A vehicle parking permit will be generated for you to display in the vehicle(s).
Next, you should ensure that you regularly check our website at writtle.ac.uk/Registration for arrival, induction information and draft course timetables.

How can I pay?
If you are required to pay, please visit the Finance Office, L08, which is located in the Main Building. The office is open:
Monday 10am to 4.45pm
Tuesday 10am to 4.45pm
Wednesday 10am to 1pm
Thursday 10am to 4.45pm
Friday 10am to 4.15pm
The following methods for payment of fees are offered:
— Credit/Debit Card in person or by telephone (excluding American Express, Electron).
— Bank transfer:
  • Quoting Barclays Bank Chelmsford Sort Code 20-19-95
  • Account Number 50936146
  • Swift Code BARC GB 22
  • IBAN No. GB05BARC20199550936146
  Please ensure that your student ID number or name is quoted when processing the transaction.
— Cash at the Finance Office, L08.
— Cheques payable to Writtle University College.
— Telephone payments may also be made Monday – Friday between 8.45am and 4.45pm. Direct Line for Cashier +44 (0)1245 424207. It is your responsibility to ensure that invoices and fees are paid promptly by the date due.

Terms and conditions
By registering as a student of Writtle University College you are agreeing to abide by and accept the following:
— Academic regulations
— Financial regulations
— Library services and facilities regulations
— IS&T Usage Policy
— General regulations
— Vehicle Parking Regulations policy
— Regulations for students in residence (if applicable)
Where can I get help after arrival?
The Registration Support Centre will be based in Room L41a, not far from our Main Reception area. The Registration Support Team will be available to help with your registration queries, produce student ID cards and for general student information.
If you get lost when you arrive, please make your way to the Registration Support Centre, and staff will be happy to guide you in the right direction.

How do I get my student identity card?
All students are issued with a student ID card once you have arrived on campus. Your ID card serves as your Library card, identifies you as a student at Writtle University College and allows you to access main campus buildings, prove your identity in exams and much more. Your ID card is fully operational once you have fully registered as a student. It is compulsory that you wear your ID card at all times using the lanyard provided. To obtain your student ID card, please visit the Registration Support Centre, Room L41a. A charge will be made for a replacement card.

Please note that the Registration Support Centre will be busy and there may be variable waiting times.

How do I update my personal details?
If you change your term-time or home address, or your name, telephone number or other personal details, you must inform Writtle University College. You will be able to update your personal details at the Registry Office. Please bring with you some identification. The University College is not responsible if you do not receive correspondance because you have not updated your contact details.

How will my personal data be used and protected?
The information that you provide during the admissions and registration process will be held electronically and maintained in accordance with the Data Protection Act.
We ensure data is held securely and not disclosed to third parties without your consent.
When you register or re-register online you will be asked to read a declaration about the methods we use to store and communicate your data when required. You must read this declaration carefully.

What is a student status letter?
During your studies you may be required to provide information to confirm your student status. If you need a student status letter or a letter for your bank, please contact Registry. These letters include your course start and end dates, registration status, mode of attendance, your name, address and date of birth.
Please contact or visit the Registry Office (Main Building – Room L67): admissions@writtle.ac.uk
The University College will ensure you receive a warm welcome and are made aware of the induction activities during your first week.

**Induction aims**
All students will undergo a standard induction to ensure that they are fully familiarised with the campus and to establish their expectations, and the expectations the University College has of them. When you arrive, you will receive a warm welcome and will be made aware of the induction activities during your first week. There will be a whole series of activities to help you get off to a good start.

**Induction is designed to:**
- Introduce you to your Course Manager
- Establish the expectations that you have of the University College and the expectations that the University College has of you
- Familiarise you with the campus and its resources
- Provide you with an overview of your course and an understanding of your timetable
- Give you an opportunity to make new friends
- Inform you on how you can give the University College feedback
- Tell you what support you can get from the University College and how you can access it

You will be given an induction timetable by your course tutors when you arrive which will detail the activities that you will be doing.
We are committed to providing an atmosphere where you have equality of opportunity regardless of race, ethnicity, religion or belief, sex, gender identity, sexual orientation, age or disability. We take issues related to harassment and bullying seriously and we place British values at the heart of everything we do by promoting to students the basic values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those of different beliefs and faiths. We have clear policies and procedures which will support you whilst at University College; full details are available on Moodle moodle.writtle.ac.uk

We will endeavour to provide:
— Learning opportunities suitable to your individual needs, ambitions and achievements
— Equal access to teaching resources, staff, support, guidance and information

We also listen to and foster your views through student liaison groups, student surveys, student council and fair and transparent policies and procedures.

**YOUR RESPONSIBILITIES**

As a student at Writtle University College you have responsibilities to yourself, to fellow students, to staff and to the University College environment. This means that you should respect others and uphold your rights to study in an environment that is free from discrimination.

You should:
— Treat others with respect and consideration, placing the British values at the heart of everything you do

It is your responsibility to:
— Attend and commit to your studies, including ALL aspects of your programme e.g. work experience, English and maths
— Adhere to the notification of absence procedure. Provide a medical certificate in case of absence on health grounds in excess of one week
— Arrive on time prepared for your sessions with appropriate equipment including any Personal Protective Equipment
— Meet course work deadlines and submission dates - you should be aware that you may be charged for missed assessments
— Avoid plagiarism and cheating
— Not disrupt other students’ learning
— Retain assessed work for inspection until the final award is confirmed
— Attend any support sessions that have been arranged to assist you with your studies
— Keep the University College up-to-date with any change to your circumstances, for example change of address or phone number
— Follow University College procedures with regard to correct use of IT and computer equipment including email and internet
— Abide by University College and departmental rules surrounding use of mobile phones and personal music equipment
— Give fair and honest opinions during student surveys and liaison meetings

— Avoid behaviour, including inappropriate dress and language, bullying or harassment, that may cause offence or harm to University College staff, students and visitors and University College property
— Abide by the rules surrounding consumption of alcohol and illegal substances on University College premises or on University College activity
— Abide by the rules relating to the carrying and possession of blades and weapons
— Respect the University College environment, do not drop litter
— Only eat, drink and smoke in designated University College areas
— Drive safely with due care and attention, with respect to speed limits, and park within designated student parking areas

Any breach of these expectations may result in disciplin ary action. The University College reserves the right to contact parents/ carers of students under the age of 18 (under 25 in the instance of a vulnerable adult).

**EXPECTATIONS**

Please ensure you are ready to learn by:

Wearing your lanyards/ID cards visibly

Removing all outside clothing: i.e. hat/coat/scarf and placing safely where they will not cause a trip hazard

Ensuring you have pens, paper and other appropriate equipment e.g. calculator on your desk

Putting anything else in your bag, including MOBILE PHONES (on silent) and placing under the desk or at the back of the room, where it will not cause a trip hazard

No bag? Place your phone on the desk at the front

Drinks - bottled water only allowed on desks. No eating during class

Sitting correctly - no feet on desks or chairs
What are Study Programmes?
Study Programmes are for all 16 to 19-year-old learners who are studying full-time. Study Programmes must:
— Apply to all 16 to 19-year-olds, although students of all ages are encouraged to participate.
— Consist of an academic programme or a substantial vocational qualification recognised by employers. This means they must help you secure skilled work or a university place.
— Allow you to take part in work experience (where appropriate)
— Enable you, if you, at 16, do not have GCSEs Grade C or 4 in Maths and English, to continue to study these subjects.

Study Programmes will give you:
— High quality, valuable vocational qualifications – related to the job you want to do.
— The skills to progress to a higher level of study or to skilled employment.
— The opportunity to progress towards Maths and English GCSE.
— Functional Skills.
— Experience of the workplace.
Maths and English (ME) skills will be a huge help to you when looking for jobs. Employers are always looking for these attributes and often use Maths and English qualifications to pick people for interview when selecting new staff. With a good level of Maths and English, you are more likely to find employment, earn more and progress in education and at work. Remember, you are not alone if you do not gain GCSEs at grades A* to C or grades 9 to 4 in Maths and English. Around four out of ten teenagers face the same situation and often a fresh start at college helps. If you are 16 to 19-years-old and in this position, you will re-take your Maths and English qualifications through Functional Skills or GCSEs with us, alongside your new course. If you are over 19 years of age, you will be encouraged to do the same.

How will I learn?
— For full-time learners, each functional skill will be timetabled for one and a half hours per week, each GCSE will be timetabled for 3 hours per week. All learners will continue to develop their Maths and English through their main course here and through assessment feedback. Learners will be expected to do work outside of the classroom.
— For part-time learners, delivery will be through an appropriate combination of classroom sessions and online delivery. All learners will continue to develop their Maths and English through their main course here and through assessment feedback. Learners will be expected to do work outside of the classroom.

What will I be studying?
The level of Maths and English studied will be based on previous qualifications and initial assessment.

As a GENERAL* guide:
— Maths / English GCSE Grade E or Grade 3 or below = Functional Skills
— Maths / English GCSE Grade D or Grade 2 or Functional Skills Level 2 = GCSE
— Maths / English GCSE Grades A* to C (or Grades 9 to 4) = continued development of Maths and English in vocational sessions plus targeted work on areas identified as needing improvement following initial and diagnostic assessment

*Note that this may vary depending on individual circumstances, for example additional learning needs or career aspirations.
As part of your Study Programme, you will carry out work experience. Some aspects of this work experience will be carried out within college, but you are also required to carry out work experience with external employers. The duration of your work experience will vary depending on the requirements of your course.

Work experience will:
— Provide you with information about jobs within the industry related to your course
— Enable you to develop your CV and letter writing skills
— Teach you how to search for appropriate jobs and opportunities
— Help you make decisions about your future and progression
— Enable you to get information, advice and guidance from people already working in the industry; this will help you make informed decisions
— Enable you to develop your employability skills, giving you an advantage in the job market
— Provide you with feedback from employers on your workplace skills
— Potentially provide an employment or apprenticeship opportunity once you have finished your course
— Improve your personal development

You will be expected to find your own work experience placement but you will be given support to do so. You are likely to be asked to keep a log of the tasks that you carry out during your placement and reflect on your own performance carrying these tasks out.

Your course tutors will support you during your studies through a tutorial programme which includes career-related learning. Writtle University College also has a Careers Advisory Service on the first floor of the Library which all students can access and includes support and advice on career options and Higher Education courses.

There is impartial information, advice and guidance available from the University College Careers Adviser. We can help you decide your future options including Apprenticeships, university or college courses, or work. The Careers Advisory Service is very keen to ensure that you are as informed as possible about your choices, and that you are given the impartial support you need to make the right decisions that will enable you to make the most of your skills and interests.
The Library is in the Main Building and is open 8am to 5.30pm, Monday to Friday during term time. All students are automatically members of the Library, but you will need your student ID card with you to borrow items.

What the library offers
— Books and magazines to support your study
— Online resources such as journals and e-books
— Study space
— Laptop loans (for use in the Library)
— Printing, copying and scanning facilities
— Cash sale of print credits
— Stationery for sale

Key resources
THE LIBRARY CATALOGUE
library.writtle.ac.uk
— Search for books etc.
— Manage your loans and renewals online

THE LIBRARY MOODLE PAGE
— Information on how to use the Library
— Access to online resources
— Subject guides for each course area

Term Dates 2017/18 Academic Year
(Further Education Courses)

<table>
<thead>
<tr>
<th>Term One</th>
<th>Term Two</th>
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</thead>
<tbody>
<tr>
<td>Commences Monday 4th September 2017</td>
<td>Commences Monday 19th February 2018</td>
</tr>
<tr>
<td>Note: Year 2 students return Monday 11th September 2017</td>
<td>Note: Year 2 students return Monday 19th February 2018</td>
</tr>
<tr>
<td>Half term Monday 23rd October 2017 – Friday 27th October 2017</td>
<td>Half term Monday 12th February 2018 – Friday 16th February 2018</td>
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<tr>
<td>Teaching resumes Monday 30th October 2017</td>
<td>Teaching resumes Monday 19th February 2018</td>
</tr>
<tr>
<td>Christmas break Monday 18th December 2017 – Monday 2nd January 2018</td>
<td>Easter break Monday 2nd April 2018 – Monday 16th April 2018</td>
</tr>
<tr>
<td>Teaching resumes Wednesday 3rd January 2018</td>
<td>Teaching resumes Tuesday 17th April 2018</td>
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<tr>
<td>End of term Friday 9th February 2018</td>
<td>Half-term break Monday 28th May 2018 – Friday 1st June 2018</td>
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<td></td>
<td>Teaching resumes Monday 4th June 2018</td>
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<tr>
<td></td>
<td>End of term Friday 22nd June 2018</td>
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</tbody>
</table>

We also have four inset (non-student) days. They are:
— Wednesday 1st November 2017
— Tuesday 2nd January 2018
— Thursday 8th March 2018
— Friday 25th May 2018

Other important dates:
Presentation Day Friday 22nd June 2018 (compulsory attendance)
Food and Farming Day (no teaching) Usually first Wednesday in June, tbc.
As we move through the year you will hear more about our campaigns and how you can get involved.

Delia Bittner
SU President

As Students’ Union (SU) President, and on behalf of the whole SU body, I would like to welcome you to Writtle University College. Here at Writtle you will get the opportunity to work closely with the lecturers, receiving personalised support and feedback. We have a friendly atmosphere where students and staff work together to make our lives as enjoyable and as successful as possible.

We have a lovely green campus within a 220 hectare estate, ideally located just two miles from the city of Chelmsford. The SU works closely with the University College to raise issues and to improve resources and facilities. We provide academic, welfare support and representation throughout the year should you have any issues with college life. Time at college is often said to be the best years of your life. Studying at Writtle University College will stand you in good stead for your future life, provide you with fond memories, friends and an academic qualification from a well-respected education provider.

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We organise all the social events in Freshers’ Fest. Read more on pages 34 to 35. Keep up-to-date with what we’re doing.

Students’ Union FE Officer

We also have an officer dedicated to FE students, who is appointed in September. If you need any help academically - be it learning support, adjusting to a different style of learning or help on how to write essays - I will point you in the right direction. We also have our Course Representatives who come under my wing and I am here to help them with training and guidance. If you wish to become a Course Rep, or want to know who yours may be, or if there are any specific academic worries you may have, then please don’t hesitate to come and find me; I’ll often be found within the SU office. We encourage you to talk to us and give us your views so we can represent you and help you as much as possible.

Abi Knowles
Support Officer

I am a full-time member of the SU Council and am responsible for ensuring that all of the elected officers fulfil their roles to the best of their ability. I provide support for all aspects of student life - there are not many things that we cannot help with. In the office we have an open door policy and are always able to help with anything, however small it may be.

Dannii Carr
Academic Sabbatical Officer

My role is to ensure that you as students have your say in academic issues. It’s imperative that you are involved in decision-making at Writtle University College and that any changes are communicated to you. I represent your views on various Committees and Boards in order to ensure that everyone’s voice is heard. “Everyone” includes students at Further Education level right the way through to Higher Education. If you need any help academically - be it learning support, adjusting to a different style of learning or help on how to write essays - I will point you in the right direction. We also have our Course Representatives who come under my wing and I am here to help them with training and guidance. If you wish to become a Course Rep, or want to know who yours may be, or if there are any specific academic worries you may have, then please don’t hesitate to come and find me; I’ll often be found within the SU office. We encourage you to talk to us and give us your views so we can represent you and help you as much as possible.

Neill Willemsen (left) and George Walton (right)
Social Officers

We aim to bring you a wide variety of events so everyone can enjoy the social life at WUC! This year we are introducing Freshers’ Fest, which offers you the chance to get involved in events every day and night over eleven days! Lots of people think that social life at university is all about drinking, but we are about welcoming all students; enabling you to have fun with your mates and make new ones! We will also be working closely with Chelmsford’s No.1 nightclub Evoke to bring you some amazing nights out in town! If you have any questions or ideas about clubs, social events or anything else we will be happy to help. Hope to see you all at Freshers’ Fest!

Adam Fall (left) and Adam Yardley (right)
Sports Officers

Our aim is to involve you in sports teams and other sporting events and activities throughout the year. We are keen sports players and fans, and have represented Writtle in a number of sports teams. We work closely with the team captains to help us achieve the high goals we set each year. Writtle has a proud sporting heritage, achieving great things for a small institution, and we hope for further successes this year!

Studying here will push you towards a good career, or even progress you to a higher-level qualification. I very much look forward to meeting you when you start at WUC!
Recreation and Fitness Centre
As part of Writtle’s Enrichment Contribution, all students are automatically enrolled as members of the Recreation and Fitness Centre and can use the on-site gym free of charge. Our facilities include a fully equipped gym with resistance machines, cardiovascular machines, a free weights area and a functional training area. In addition to the gym, there is a Sports Hall available for badminton, five-a-side football, fitness classes and other related activities and a squash court. We have a sports pavilion with cricket, football and rugby pitches as well as netball and tennis courts.

Fitness Classes
The Recreation and Fitness Centre hosts an array of fitness classes for students to participate in during lunch and evening hours. The classes available include Zumba and Yoga, with programmes being added and updated regularly.

On-Site Sports Clubs
Writtle University College is well represented in team sports, with the teams playing in the British University and College Sport (BUCS) leagues and mini tournaments. Sports clubs that are currently active at Writtle include: men’s and ladies’ football, rugby, hockey, ladies’ netball, clay pigeon shooting, badminton and equestrian teams.

Want to set up a new team?
Not a problem, all you need to do is speak to the Sports Development Officer or the Sports Representatives in the Students’ Union!

Off-Site Sport Clubs/Classes
Alongside what is available for students on campus, there are also a number of other sport and fitness classes as well as clubs open to all in the local area. Between Writtle village and Chelmsford city you could join classes such as Zumba, Pilates, Boxercise and Circuit Training, to name a few. You can get involved in dance, tennis or canoeing clubs in the local area too.

Wellbeing
The University College actively promotes health and wellbeing and has a close relationship with the Active Chelmsford Sports Development Group and Active Essex. The University College promotes cycling as a form of transport through its work with Cycle Chelmsford and supports the Chelmsford Youth Cycling Club. The Sports Department also offers state-of-the-art physiological testing services to local athletes, professional sports people and teams.

EATING ON CAMPUS

The Garden Room, the main restaurant on campus, serves hot and cold meals, snacks and drinks.

Opening times
MONDAY TO FRIDAY
Breakfast 7.30am to 10.30am
Lunch 11.30am to 2pm
Dinner 4.45pm to 7pm
SATURDAY
Brunch 11.30am to 1.30pm
SUNDAY
Sunday lunch service 12.30pm to 2.00pm

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Thyme Out, next to the Student Baa, offers hot and cold snacks such as burgers, pizzas and chicken, paninis and sandwiches, cakes and a full Costa Coffee drinks menu. This is our late night catering venue and is sometimes open longer to support campus events.

The Watering Hole at Cow Watering Campus also offers snacks.

The Lordship Tea Room is located on the Lordship Campus and is owned by the world-famous jam makers Wilkin & Sons Ltd.
Getting started
Each student receives their own network account and email address. Your user ID is your student number, and initially your password will be your date of birth in WUCDDMMYYYY format (e.g. 15 December 2000 would be Wuc15122000). You are advised to change this password as soon as possible to prevent unauthorised access to your account – log onto a campus PC, press Control-Alt-Delete and select the change password option.

The University College has produced short videos for induction, which introduce the IS&T facilities. These can be accessed both on and off campus via the following site:

writtle.ac.uk/ITInduction

The videos cover a range of topics including:
- Network account
- Email account
- Printing
- Support Desk/INSERT system
- Websites (Moodle, MyWi)
- IS&T Usage Policy

Further IS&T Training can be found on Moodle at:

writtle.ac.uk/ITTraining

or by clicking Support – Information Services & Technology.

How do I access wifi?
Please follow instructions on Moodle on how to connect.

Support
Please feel free to contact the Support Desk with any issues or queries you may have:

T 01245 424211 ext 25632
E supportdesk@writtle.ac.uk
W insert.writtle.ac.uk

Using your own computer
Students can bring their own computer onto campus. You should ensure you have adequate antivirus protection and all updates to the operating system, applications, etc. have been applied. The IS&T Support Desk can assist in troubleshooting problems on personal PCs. This service is free and as such is limited in terms of the amount of time spent on each individual problem – you may be referred to an external company for assistance.

Some software is available to students for use on their own PCs. Your lecturers will inform you when a specific piece of software is required and whether it is available to you.

INFORMATION SERVICES & TECHNOLOGY (IS&T)

Here’s a bit of information about the computer facilities – you’ll need these for your assignments (not just for social networking!)

Download the Writtle MyDay app! You can access:
- Mail
- Calendar, including timetable
- Tasks
- Balance of Print Credits and Library Fines
- News & Twitter Feeds
- Courses
- Attendance
- IT & Property Requests

The App is available for Android and Apple devices. Search the app store for ‘MyWUC’.

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The Student Support team offers a range of services from additional learning support, financial hardship assistance, welfare and counselling, through to student safeguarding.

Additional Learning Support
We welcome students who have a disability, specific learning difficulty, medical and/or mental health condition and actively encourage early disclosure of needs so that we can talk to you about your support needs. The Learning Support team runs a drop-in support session every Wednesday afternoon from 1pm to 4pm which is available to all. Our team of Learning Support Assistants (LSAs) is able to provide learning support for students with specific learning difficulties, a disability or medical/mental health condition that could impact on learning or accessibility. The aim of additional learning support is to enable equal access to curriculum and campus life. Support is individual to your requirements and will be agreed in consultation with you and your tutor/course manager. For example, if you are dyslexic, support could be made available to assist you with planning, organising and understanding your assignments. Learning support for individuals and small groups can be in your course sessions or outside of them on a weekly basis with an LSA. We can also provide support with special exam arrangements (extra time, readers/scribes) and adapted learning materials. If you feel we might be able to help, please come and see one of our LSAs.

Counselling and Welfare
If you are feeling unsettled, unsure or are having personal difficulties either in your home life or at the University College, then our Student Welfare Adviser is available at any point during your studies to provide you with support. The on-site counselling service at Writtle offers a confidential, non-judgemental space where you can talk about any emotional and psychological problems which may be affecting your ability to study. Through counselling, you can talk about your problems and worries and find alternative ways of moving forward in life. The role of our Counsellor is not to tell you what to do, but to give you the opportunity to talk about the issues you are facing and help you to find potential solutions.

Financial Support
Financial assistance is available to help students who are finding it difficult to commence, or continue, their studies due to financial hardship. Applications can be made by students who meet residency requirements, have a low household income and/or are facing financial difficulties. Levels of support vary on individual circumstances and each application is individually assessed. Assistance is not an entitlement and is subject to the availability of funds.

To apply for support through the Further Education Support Funds (16-19, 19+, Advanced Learning Loan Bursary, or Free School Meals Entitlement) you will need to complete and submit an application form (available from Student Finance, the University College website and on Moodle) to Student Finance, along with evidence of income or any benefits received and an academic member of staff’s recommendation.
Everyone has the right to lead their lives free from abuse - whether it's physical, emotional, financial or psychological - and violence. They have the right to be protected from mistreatment and risks associated with terrorism, extremism and radicalisation.

If you have any safeguarding concerns, please talk to us.

Janine Rusbridge
Designated Safeguarding Lead
Director of Human Resources
T 01245 424200 ext 26033
or 07872 87067
E janine.rusbridge@writtle.ac.uk

Sue Gardner
Safeguarding Officer (Operational Lead for Student Related)
Student Welfare and Disability Officer
T 01245 424200 ext 25720
or 07766 255829
E sue.gardner@writtle.ac.uk

Isobel Gowers
Safeguarding Officer
Head of Learning & Teaching (HE)
T 01245 424200 ext 25608
E isobel.gowers@writtle.ac.uk

Tracey Coop
Safeguarding Officer
Senior Warden
Lecturer in Equine
T 01245 424200 ext 25529 or
07760 789556
E tracey.coop@writtle.ac.uk

Claire Cross
Single Point of Contact (SPOC) for Prevent
Deputy Designated Safeguarding Lead
Safeguarding & Wellbeing Manager
T 01245 424200 ext 25724
or 07855 906245
E claire.cross@writtle.ac.uk

Victoria Gentle
Safeguarding Officer (Operational Lead for Staff Related)
HR Business Partner
T 01245 424200 ext 25670
E victoria.gentle@writtle.ac.uk

Paul Hill
Safeguarding Officer
Special Schools Coordinator
T 07974 817953
E paul.hill@writtle.ac.uk

Paul Van Damme
Designated Governor
(who can be contacted via the Clerk) to the Governing Body
T 01245 424200 ext 25652
E clerk@writtle.ac.uk

Our full Safeguarding Policy and Practice Guidance is published to MyWi and the University College website.

T 07766 255829
E safe@writtle.ac.uk
The internet is an excellent way to connect to others and to broaden your knowledge, however, there can be associated risks. During your time at Writtle you will be given advice and guidance on how to stay safe online.

You may also find the following links useful:
- saferinternet.org.uk/advice-and-resources/young-people/11-19s/
- childline.org.uk/Explore/online-safety/young-people/11-19s/
- thinkuknow.co.uk/14_plus/
- safe.met.police.uk/internet-safety/get_the_facts.html

If you have any concerns, you can talk to any member of staff or contact safe@writtle.ac.uk.

10 tips for staying safe online:

1. Don’t post any personal information.

2. Think carefully before posting pictures or videos of yourself. Once online, anyone can see the picture or video and use it without your consent.

3. Keep your privacy settings as high as possible and never give out your passwords.

4. Don’t befriend people you don’t know.

5. Don’t meet up with people you’ve met online.

6. Remember that not everyone online is who they say they are. Risks include bullying, grooming and radicalisation.

7. Think carefully about what you say before you post something online.

8. Respect other people’s views, even if you don’t agree with them.

9. If you see something online that makes you feel uncomfortable, leave the website and tell someone you trust immediately.

10. Remember to respect the law and only use reliable sources.
SAFETY
SECURITY & PERSONAL CONDUCT

Writtle University College works hard to ensure the campus is as safe as possible for all students, staff and visitors.

Safety and Security on Campus
Everyone using the campus has a responsibility to ensure they do not take part in any activities or behaviour that is likely to put themselves or others at risk. Any student found to be in breach of Health and Safety Regulations will face disciplinary action. Everyone also has a responsibility to report anyone or anything that they feel is a health or safety risk. Reports should be made to the Health and Safety Officer H&S@writtle.ac.uk or another staff member immediately. If out of hours, please inform the Duty Warden on 07880 557796.

Emergencies
In an emergency, students and guests should take appropriate action and, depending on the nature of the emergency, contact the emergency services by dialing 999. You should also inform either the Reception desk 01245 424200 or, if outside of office hours, the Duty Warden on 07880 557796 or other staff members immediately.

Driving on Campus
Please adhere to campus speed limits to ensure your safety, the safety of other drivers, pedestrians and livestock.

Smoking and Vaping on Campus
Please note that smoking and vaping is only allowed at the designated areas. These areas can be identified by the green and white smoking signage. All smoking and vaping materials must be disposed of responsibly in the receptacles provided.

Personal Protective Equipment
The wearing and use of PPE will be strictly enforced where it has been identified as being necessary.

Fire Safety
Fire extinguishers must not be tampered with or used inappropriately (i.e. as door stops.) Fire doors must not be propped open as they are installed to contain a fire and to prevent its spread. On hearing a fire alarm you must evacuate the building you are currently occupying. You must not re-enter a building until you are informed it is safe to do so.

First Aid
The University College has staff on site trained in First Aid. Please contact Reception if they are required or ring the Duty Warden if outside office hours.

Good Housekeeping
Keeping your workspace clear and tidy will reduce the risk of injury through slips, trips and falls.

General Health and Safety
Writtle University College has a duty of care to ensure the safety of our students, however you also have a duty to make sure that you do not injure others by your actions. The Writtle University College Health and Safety Policy sets out its commitment to comply with the relevant legislation, identifies those job roles which have responsibilities for ensuring adherence to the policy, Health and safety is everyone’s responsibility and therefore it is essential that all students read and understand their duties as well as those of the University College.

You must co-operate by following its policies and procedures, to ensure that the University College can fulfil its statutory duties.

Equality & Diversity
Writtle University College (WUC) is committed to creating and maintaining an inclusive learning and working environment where equality is promoted, diversity is valued and discriminatory behaviour is not tolerated. We are committed to providing equality of opportunity for all, irrespective of their protected characteristic(s). We recognise that promoting equality means encouraging participation and engagement, recognising and responding to different needs and addressing structural barriers to achievement.

Writtle University College has four equality themes for 2016 to 2020:
— Inclusion: we provide an environment that is accessible and welcoming
— Attainment: everyone can flourish and succeed to the best of their abilities
— Flexibility: we support different ways of working and learning
— Embedding: the active promotion of equality informs our culture and behaviour

For more information, please visit: writtle.ac.uk/pdfs/Equality_Policy.pdf
## FRESHERS’ FEST TIMETABLE

### Sunday 10 September
- **8pm to 1am**
  - Student Baa
  - Moving in Party

### Monday 11 September
- **6pm to 7pm**
  - Student Baa
  - International Welcome Event
- **7pm**
  - Student Baa
  - MEGA MONDAYS
  - Dress as your course party

### Tuesday 12 September
- **8pm to midnight**
  - Student Baa
  - Film Night
  - Freshers/Uni themed

### Wednesday 13 September
- **10am to 4pm**
  - Student Baa/Sports Hall
  - Freshers’ Fair
  - Sign up for sports teams and societies
  - Sign up to be a Student Ambassador
  - Pick-up some freebies
  - Buy posters
- **6pm to 11pm**
  - Student Baa
  - Evoke pre-party with DJ Sam Gaitens
- **10pm to 3am**
  - Evoke nightclub, Chelmsford
  - Wild Life!
  - Freshers’ Ball Warm Up
  - (free entry before 10.30pm; free bus from the Baa)

### Thursday 14 September
- **5pm to 10pm**
  - Bar and Beyond, Chelmsford
  - Bar and Beyond

### Friday 15 September
- **8pm to 3am**
  - Student Baa
  - Freshers’ Ball
  - Vegas themed

### Saturday 16 September
- **10pm to 3am**
  - Evoke nightclub, Chelmsford
  - Foam Party
  - Free bus from the Baa

### Sunday 17 September
- **2pm to 7pm**
  - Student Baa
  - BBQ and Activities

### Monday 18 September
- **7pm to 1am**
  - Student Baa
  - MEGA MONDAYS
  - Mexican Fiesta Party

### Tuesday 19 September
- **8pm to 1am**
  - Student Baa
  - Film Night
  - Superheroes Theme

### Wednesday 20 September
- **6pm to 11pm**
  - Student Baa
  - Beer Pong Tournament

### Thursday 21 September
- **10pm to 3am**
  - Evoke nightclub, Chelmsford
  - Geek Party
  - Free entry before 10.30pm
  - Free bus from the Baa

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**drinkaware.co.uk**

Please be aware that some events are over 18s only. If you are under 18, you are very welcome to come to the events at the Student Baa. Under 18s are given a different wristband so you will not be served alcohol.
Chelmsford
Writtle University College is just a 25 minute drive from the M25.

THE CAMPUS
Here’s a campus map to help you find your way.
Writtle University College is 50km/30 miles north-east of central London. We are situated 3km/2 miles west of Chelmsford city, in an attractive 220 hectare estate in the historic village of Writtle.
Internal contacts

Admissions
(Ground Floor, Main Building)
E admissions@writtle.ac.uk

Reception/Switchboard
(Ground Floor, Main Building)
T 01245 424200
— Open 8.30am to 5.30pm Monday to Thursday
— 8.30am – 5pm on Friday

Student Support
Includes Learning Support, Safeguarding & Wellbeing, and Student Finance
(Ground Floor, Main Building)
T 01245 424254
E student.support@writtle.ac.uk
W writtle.ac.uk/Learning-Support
W writtle.ac.uk/Safeguarding-Wellbeing-and-Prevent

Short Courses
Find out more about the variety of short courses and workshops here including accreditation for technical skills, specialist crafts or hobbies.
T 01245 424286
E shortcourses@writtle.ac.uk
W writtle.ac.uk/ShortCourses

Writtle University College Students’ Union
(Ground Floor, Main Building)
T 01245 422752
E studentunion@writtle.ac.uk

External contacts

Buses
First Buses
firstgroup.com/ukbus/essex
T 01245 263859
Regal Busways
regalbusways.co.uk
T 01245 249001

ChildLine
childline.org.uk
T 0800 1111

Samaritans
samaritans.org
T 116 123

Citizen’s Advice
chelmsfordcab.org
T 01245 205656

Taxis
A1 Cars
a1carschelmsford.com
T 01245 838383
Chelmsford Taxi Bus
chelmsfordtaxibus.co.uk
T 01245 350350
Happicabs
T +44 (0)1245 443443
W happicabs.com

Trains
nationalrail.co.uk
T 03457 484950