



STUDENT HANDBOOK

A short guide to help make the
most of your time at Sutton College

2023-
2024



Sutton
College
Adult Education

WELCOME

MESSAGE FROM THE PRINCIPAL



Welcome to Sutton College. My name is Tom Dillon and I joined Sutton College in January 2024 as the new Principal.

Some of you may recognise me as I used to be Vice Principal here a few years ago before moving on to Bexley where I held the Principal's role for 2 years.

I am looking forward to taking on new challenges here at Sutton and to leading the College through the exciting years ahead including the upcoming venue move due in 2026.

The team are busy planning courses all the time and the College will continue to provide opportunities for students to learn new skills, gain qualifications and pick up new hobbies.

I am always around the College and will be popping into classes throughout the year and so if you see me and have any comments or feedback, please do feel free to let me know.

I hope you enjoy the courses that you have enrolled on and wish you all the best for your studies!

Tom Dillon
College Principal

COLLEGE CONTACT INFORMATION

St Nicholas Way, Sutton, SM1 1EA
020 8289 4700 | enrol@suttoncollege.ac.uk

STUDENT ENQUIRIES

The Customer Enquiry Centre is open all year round.

Monday – Friday 09:00 – 16:30

020 8289 4700

enrol@suttoncollege.ac.uk

For queries directly related to your course, please speak to your tutor or email curriculum@suttoncollege.ac.uk

ADVICE SERVICE

The Sutton College Advice Service offers free confidential and impartial advice & guidance to help you plan your future learning and work.

Bookable & Drop-In sessions available:

Opening Times/Contact

Monday & Tuesday 09:00 – 16:30

Thursday & Friday 09:00 – 16:30

020 8289 4700

advice@suttoncollege.ac.uk

A **National Career Service** advisor is also available during term-time Wednesdays, 9am-4:30pm.

WHAT WE EXPECT FROM YOU

- 1 Please **respect the rights** of all students and staff.
- 2 Your **student ID** badge must be worn at all times.
- 3 Follow all **Health & Safety** & IT procedures.
- 4 Report any concerns you may have about your safety or the safety of others to your tutor or member of the [Safeguarding](#) Team.
- 5 Evaluate your course by completing our **course surveys**.
- 6 Please do not use your **mobile phone** or devices during classtime unless agreed with your tutor.
- 7 Let us know if you have **mobility difficulties** so that we can develop a personal emergency evacuation plan with you.
- 8 Please only miss a class if it is absolutely essential. If you cannot attend, please let us know via our [Student absence form](#).

GOOD TO



Parking

Nearest Car Parking: Gibson Road car park



Reporting an Absence

If you really cannot make a class, please let us know as soon as possible. Complete an [absence form on the website](#) or call 0208 289 4700.



Term Dates

Class dates vary depending on the subject you are taking. Please check with your tutor in the last class before holiday periods to ensure you are aware of the return date.



Feedback

We want to hear from you! Tell us about your course & time at the College - what was good, what could be improved? You can use one of our [feedback forms](#), email yourvoice@suttoncollege.ac.uk or leave us a [Google review](#)



Free Enrichment

As a student at Sutton College, you will be given the opportunity to take part in [free workshops](#) and lectures for personal and professional development.

DO KNOW...



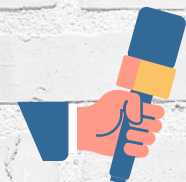
WiFi

Free wifi is available to students. Simply enter your Sutton College student account details to access.



Google Classroom

Your tutor may leave resources and activities for you on Google Classroom. Logins & passwords are emailed to all students to access their personal lessons/resources.



Student Stories

It's important that students hear other students experiences at the College. If you would like to feature in a case study, email marketing@suttoncollege.ac.uk



Student Discounts

As a Sutton College student, you can apply for an NUS Extra card as well as sign up to UNIdays. For more student information, see www.suttoncollege.ac.uk/students



Student Displays

Display areas are available for students to celebrate & share important festivals or cultural events. Contact marketing@suttoncollege.ac.uk



Keep up to Date

Read the latest [Student Newsletter](#)! You can also keep in touch & stay informed through our social media. Search Sutton College on Facebook, Instagram & X (Twitter) & give us a Like / Share!

For more student information see
www.suttoncollege.ac.uk/students

LET US KNOW :: WHAT YOU :: THINK

We are always keen to hear from our students so let us know what you think about your course, the College and the service we offer!

Feedback via...

- 🌐 www.suttoncollege.ac.uk/how-are-we-doing
- ✉ yourvoice@suttoncollege.ac.uk
- ☎ 0208 2894700
- 🗣 or speak to any member of staff



LEARNING SUPPORT

If you have a difficulty or disability that may affect your learning and you'd like additional help, please tell your tutor or a member of staff so that we can help you in your studies.

Additional Learning Support can offer support for literacy, numeracy, dyslexia or similar difficulties, testing for eligibility for access arrangements in exams, specialist equipment if you have a physical learning difficulty and more.

Find out more from our Customer Enquiry Team on 020 8289 4700.

Please note:

Learning support does not include personal care, arranging or providing transport.



HELP WITH FEES

The College has funds available which may be able to help learners access their learning.

Learner Support Fund

– for accredited courses

Applications for help will be considered towards the cost of tuition and exam fees, childcare, books and materials.

College Support Fund

– for non-accredited courses

Available for help with tuition fees to those who can demonstrate financial hardship.

Full information on how to apply for either of these funds can be found at www.suttoncollege.ac.uk or call 020 8289 4700.



KEEPING SAFE

Sutton College wants you to be safe and takes very seriously its responsibilities to provide a safe environment where all learners can study and work together. Look for the '[Keeping Safe](#)' flyer plus information regarding Safeguarding and the Government's Prevent Strategy.

Don't give out your **personal details** and take care if arranging to meet fellow students outside the College.

Sutton College expects students to **behave** in a way that is in keeping with the College's values, respecting staff and fellow students.

Please notify staff if you see any **suspicious** items or behaviour on College premises or if the behaviour or comments of another student make you feel uncomfortable.

If you have any queries or concerns about **Safeguarding**, concerns about a student being radicalised, abused or for more information on the Government's Prevent Strategy, please contact our Safeguarding Officers as below.

SUTTON COLLEGE SAFEGUARDING

If either yours or another learner's wellbeing and independence is at risk due to abuse or neglect, please say something.



Tom Dillon
COLLEGE
PRINCIPAL
020 8405 7036



Laurie Nicholls
DIRECTOR OF
LEARNER SERVICES
020 8405 7045



Vicki Lucas
HEALTH & SAFETY
OFFICER
020 8405 7064



**To report a concern, scan the QR code
or email: safeguarding@suttoncollege.ac.uk**

ADDITIONAL LEARNING SUPPORT

If you are attending an accredited course, we may be able to offer extra support including:



Support with **literacy, numeracy** and study skills,



Dyslexia support or support with similar difficulties.



Testing for eligibility for **access arrangements** in exams (extra time, specialist equipment etc).



Specialist **assistive equipment** and mobility support if you have a physical disability.



Information, Advice and **Guidance** is available to all our learners.



Financial support may be available for help with fees, exam, travel and childcare costs.

To request Learning Support, talk to your tutor at any point during your course or speak to a member of the Customer Enquiry Team.



**Sutton
College**
Adult Education



Education & Skills
Funding Agency

SUPPORTED BY

MAYOR OF LONDON



European Union
European
Social Fund



FREE QUALIFICATIONS

**You could
study for FREE!**

**DO YOU EARN
LESS THAN
£25,642?**

If you do and you live within the Greater London Authority (GLA), or you earn less than £20,319 and live outside the GLA, then you may be able to study a qualification up to and including Level 2 for FREE!

**UNEMPLOYED &
LOOKING FOR
WORK?**

Qualifications may also be free if you are unemployed and looking for work. You will need to provide evidence when you enrol (dated within the last three months).

**See our full list of qualifications online or speak to our
Customer Enquiry Team on 020 8289 4700.**



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SM1 1EA

www.suttoncollege.ac.uk

enrol@suttoncollege.ac.uk

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