



Lancaster &
Morecambe
College

WELCOME TO LMC!

A decorative banner consisting of a series of triangular flags in alternating light blue and lime green colors, strung across the middle of the page.A photograph of a modern college building with a glass and metal facade, partially obscured by a blue tint. The building has multiple stories and large windows. A small tree is visible in the foreground on the right side.

Your Welcome Guide
2022/23

NICE TO MEET YOU!

Congratulations on gaining your place at Lancaster & Morecambe College.

We hope you had a lovely Summer and are excited to start your course soon!

In this guide you'll find useful information to help prepare you for your time here at LMC and ensure you know all the important bits of information you'll need throughout your time at College.

If there is anything you'd like to know before your course starts that isn't included in this guide, please get in touch with our friendly support team in The Hex on 0800 306 306 or 01525 521385 or email us at hello@lmc.ac.uk.



PRINCIPAL'S WELCOME

"We look forward to welcoming new and returning students to our fantastic campus from September 2022. The College provides a great environment for your studies where you can excel in your chosen areas of study, access fantastic resources, learn from industry expert staff and access any support that you may need.

We have high expectations of every member of our College community as we support the development of your knowledge, skills and experience to prepare you for your next step, whether that be work, apprenticeships or university. College isn't like school, it's more of an adult learning environment - our students feel safe to confidently be themselves and able to celebrate their unique individuality.

The last few years have been challenging for all members of our community, at College you can be sure of the support and encouragement you need to fulfil your potential. We learned lots from our experience during and after the pandemic in terms of the importance of accessible education and offering essential 'catch up' opportunities. We know the current 'cost of living' crisis is impacting all families and individuals. We offer a huge amount of support to all of our students including free breakfasts for all, a food and clothing bank, pastoral and safeguarding support plus a range of travel and financial bursaries dependent on your personal circumstance – please ask – we will do all we can to support your success.

By the time you complete your studies at College we want you to be knowledgeable, skilled and resilient as you take your next step. However, we can only play a part in this, ultimately, your effort, drive, attendance and enthusiasm will ensure you get the best from your College experience. We have a great track record of facilitating progression to fantastic destinations for the vast majority of our students, so there's a great career ahead for those of you prepared to 'go for it!'"



Wes Johnson
Principal

Use the hashtag

#LMCollege

on all socials so we can share
your excitement!



CLICK me!



@LMCollege



TERM DATES



AUTUMN TERM

| | |
|--|-----------------------|
| Monday, 5th September - Friday, 9th September 2022 | Induction Week |
| Monday, 12th September 2022 | Autumn Term Commences |
| Friday, 30th September 2022 | Learner Review Day |
| Monday, 24th October - Friday, 28th October 2022 | Half Term |
| Friday, 16th December 2022 | Autumn Term Ends |



SPRING TERM

| | |
|--|-----------------------|
| Wednesday, 4th January 2023 | Spring Term Commences |
| Friday, 10th February 2023 | Learner Review Day |
| Monday, 13th February - Friday, 17th February 2023 | Half Term |
| Friday, 31st March 2022 | Spring Term Ends |



SUMMER TERM

| | |
|--|-------------------------------|
| Monday 17th April 2023 | Summer Term Commences |
| Monday, 1st May 2023 | Bank Holiday (College Closed) |
| Friday, 19th May 2023 | Learner Review Day |
| Monday, 29th May - Friday, 2nd June 2023 | Half Term |
| Friday, 30th June 2023 | Summer Term Ends |

lmc.ac.uk/calendar

YOUR FIRST FEW WEEKS

W/C 5th September

induction week

W/C 12th September

autumn term begins

W/C 19th September

welcome fair

OUR CAMPUS

Our campus will be your home for the next year, so it'll be useful for you to get familiar with it! You may have already visited us previously so you have an idea of what to expect, but have a look below so you'll know your way around when you start with us.

The Hex

The Hex is at the heart of the College campus; it is a quiet space for independent study and is home to our helpful Student & Learning Services team.

Our friendly team are there to support you with your well-being, student money queries, travel, careers advice, resources, and more.

For more information, contact The Hex on [0800 306 306](tel:0800306306) or [01524 521385](tel:01524521385) or info@lmc.ac.uk.



The
Lounge
Food · Shop · Social Space

The Lounge

The Lounge is a place for you to relax with your friends during breaks and provides a variety of tasty, affordable food and drinks throughout the day. The menu includes 'specials' every day, so hopefully there's always something you'll like!

If you arrive at The Lounge between 8.30am and 9.15am, you can choose between porridge, tea, and toast for FREE. What better way to start the day?

Term-Time Opening Hours

Free Breakfast

8.30 - 9.15am

Reception

Mon: 8.00 - 5.30PM
Tue: 8.00 - 5.30PM
Wed: 8.00 - 5.30PM
Thu: 8.00 - 5.30PM
Fri: 8.00 - 4.30PM

The Hex

Mon: 8.30 - 5.00PM
Tue: 8.30 - 7.00PM
Wed: 8.30 - 7.00PM
Thu: 8.30 - 5.00PM
Fri: 8.30 - 4.00PM

The Lounge

Mon: 8.30 - 4.00PM
Tue: 8.30 - 7.45PM
Wed: 8.30 - 7.45PM
Thu: 8.30 - 4.00PM
Fri: 8.30 - 3.30PM

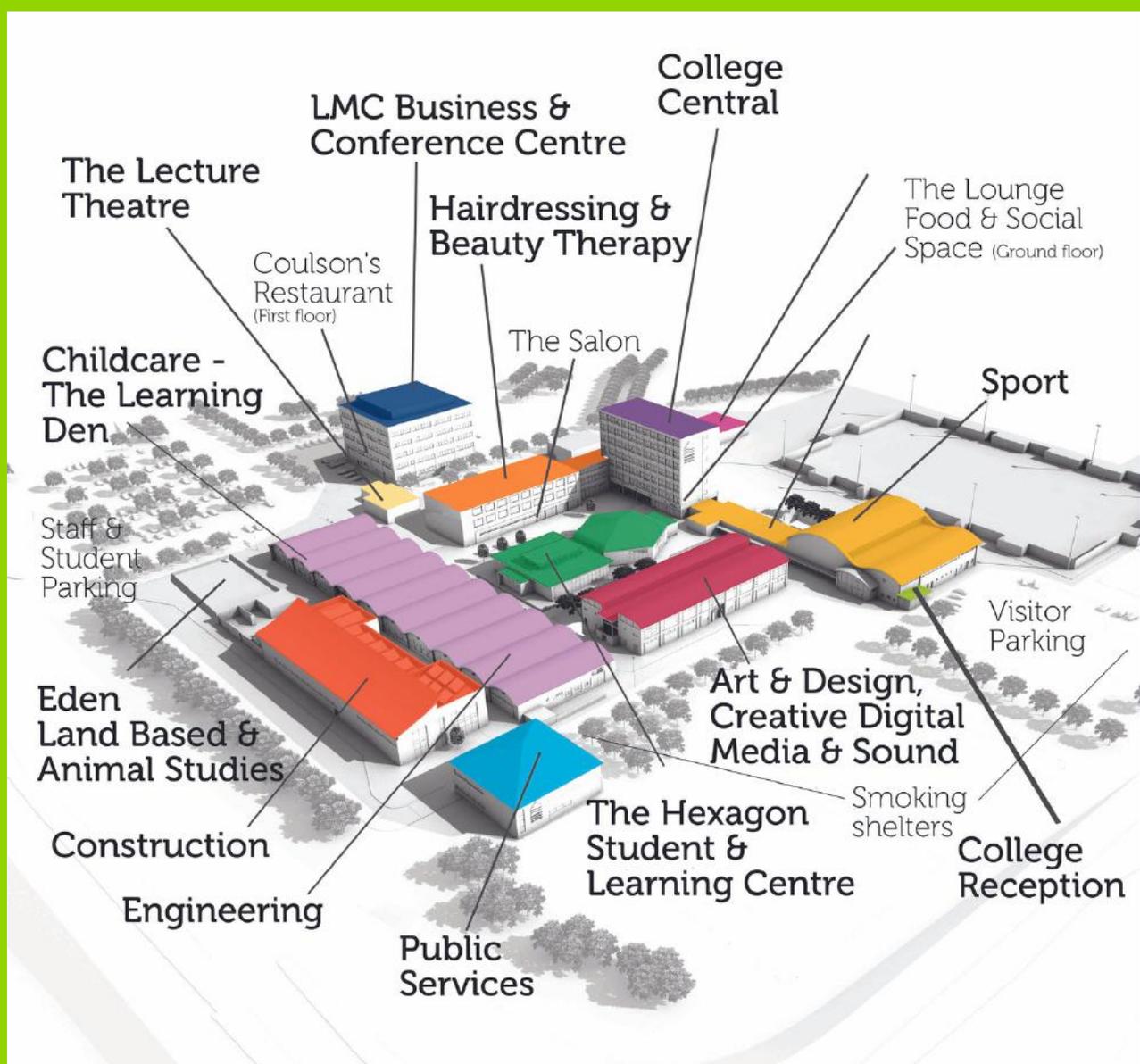
Lunch Served

11.30 - 1.45PM

Site Map

Our campus can look overwhelming at first, but you'll soon familiarise yourself with it. You'll hear about different blocks around College - and it's likely you'll only have classes in 1 or 2 different buildings, so this map is a useful guide to where you find the different subject areas:

- **A Block** - Construction, Engineering, Animal Studies, Child Education "The Den"
- **B Block** - Hairdressing & Beauty Therapy
- **C Block** - College Central (Business, Digital Technology, Health & Social Care, Child Education, Foundation Learning, The Lounge)
- **D Block** - Employer Hub, Coulson's Restaurant, Access to HE, Travel & Tourism, Hospitality & Catering, Estates
- **E Block** - Music & Public Services
- **F Block** - Construction & Built Environment
- **K Block** - Art & Design, Creative Digital Media & Sound, Esports
- **S Block** - Sport & Football Studies, Public Services



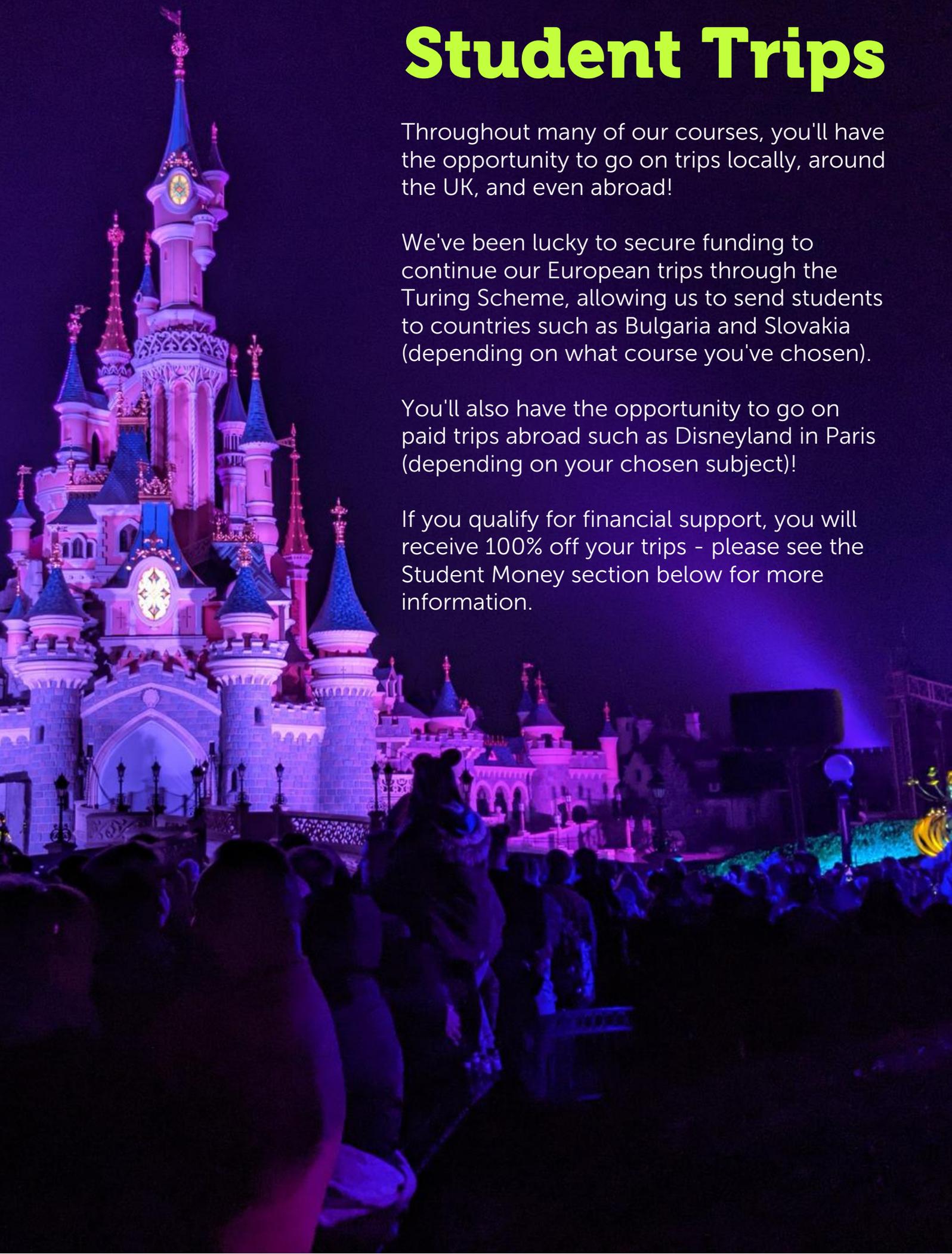
Student Trips

Throughout many of our courses, you'll have the opportunity to go on trips locally, around the UK, and even abroad!

We've been lucky to secure funding to continue our European trips through the Turing Scheme, allowing us to send students to countries such as Bulgaria and Slovakia (depending on what course you've chosen).

You'll also have the opportunity to go on paid trips abroad such as Disneyland in Paris (depending on your chosen subject)!

If you qualify for financial support, you will receive 100% off your trips - please see the Student Money section below for more information.



Virtual Learning

Launching in October this year, our new Sustainable Energy Hub will include an immersive 360° VR suite and robotics lab to enhance your learning experience.

We are aiming for each subject area to be able to use these fantastic facilities, whether you're an Engineering student seeing what it's like to be on top of a wind turbine, to a student in Travel & Tourism seeing popular destinations around the world. Hopefully you'll have a chance to experience this new addition to our campus!



**Here are just a few
benefits of being an
LMC student!**



Student Discount

Use your College email address to access discounts from major providers such as UNiDAYS, Student Beans, Totum, and online retailers' student sections.

Bus Pass

Students who don't qualify for a free bus pass can purchase a discounted StageCoach termly bus pass from The Hex. Please visit lmc.ac.uk/bus

Free Breakfast

All students who arrive at The Lounge between 8:30 - 9:15am can choose between toast, fruit, porridge and tea or coffee all for free!

Pastoral Support

Our Pastoral Team are here to help you with your personal well-being throughout your time at College. Visit The Hex or email safe@lmc.ac.uk to book an appointment to speak to one of the Pastoral Mentors!

Careers Advice

You have the option to book appointments with our careers advisors who can support you finding work opportunities during or after College - simply visit Briony Featon in The Hex or email b.featon@lmc.ac.uk

Student Voice

You'll have the opportunity to represent your course as a Class Rep and network across college at our Student Conferences. For more info, ask your tutor or contact a.robinson@lmc.ac.uk

Student Ambassadors

Become a student ambassador and represent the College at a range of events, school visits, and on social media. You'll have the opportunity to work alongside the marketing team and will have the opportunity for paid work. Email a.robinson@lmc.ac.uk or visit The Hex for more information!

STUDENT MONEY



We offer a range of financial support through the Learner Support Fund (LSF). For all cases you will need to complete a LSF Financial Support Form online.

If you have any queries, please visit The Hex and speak to our Student Money Team, or contact us on **01524 521469** or email studentmoney@lmc.ac.uk

Apprentices qualify for support with travel costs only.

Course Expenses

You will qualify for help with approved course expenses such as kit, uniform and trips if your household income is below £35,000 or receives certain means-tested benefits **AND** your course is 30 hours or more in total.

You will receive a **full refund** on approved items purchased for your course and must submit receipts, signed by your tutor, with your form. Refunds will be paid a few weeks after you've submitted your receipts.

Course Fees

If you are age 16, 17, or 18 before 31 August 2022, your course is free.

For information on course fees for students aged 19 and over, please visit lmc.ac.uk/financialsupport

Lunch Credits

You will qualify for a free lunch each day you are timetabled to attend College if your household income is below £35,000 or receives certain means-tested benefits **AND** you are on a full-time course.

If you are on a Traineeship or attend Lancaster Training Services (LTS) on a full-time course, your lunch credit will be paid direct into your bank.

Vulnerable Bursary

If you are aged 16, 17, or 18 before 31 August 2022 **AND** you state your student status as one of the following categories, you will be assessed for the vulnerable bursary. This is funding up to a maximum of £1,200, available to help pay for college-related costs.

Student Status Categories:

- In Care (classed as a child look after by the local authority)
- Care Leaver (classed as a care leaver by the local authority)
- In receipt of Universal Credit, financially supporting yourself, living independently, or within a family unit and any dependent(s)
- In receipt of DLA/PIP and UC/ESA

Childcare

If you are a parent under 20 on 31 August 2022, please apply for support through the Care to Learn Scheme gov.uk/care-to-learn

If you are a parent aged 20 or over on 31 August 2022 **AND** your household income is below £35,000 or receives certain means-tested benefits **AND** your course is 30 hours or more in total, we can support you. Please contact our Student Money team on **01524 521469**.

For any Higher Education courses (HNC, HND, Degree), please apply for support via Student Finance England gov.uk/studentfinance

FREE BUS SERVICE

We provide a free bus service to students who live outside Lancaster and Morecambe and are studying on a full-time course. Buses will operate from Monday, 5th September. For a detailed list of our free bus routes, please visit lmc.ac.uk/bus

Before you enrol with us, you can use your letter from College as ID on the bus. After you enrol, you'll be issued a College ID card which you will use on the bus. You can only use your specific free bus route (you can't use every route). Your allocated bus stop will be printed on your ID.

Students who live in Lancaster and Morecambe are expected to make their own way to College, though if you live more than 1.5 miles from campus you may be eligible for a funded bus pass. We have a number of bike sheds and racks for those wishing to cycle to campus, as well as on-site parking.

Please see the map below for our free bus routes:



FUNDED BUS PASS

LSF-funded Stagecoach Bus Pass

You are eligible for a Learner Support Fund (LSF) funded Stagecoach termly bus pass if you live more than 1.5 miles from College (measured using Google Maps walk), are studying a full-time course, and your household income is less than £35,000 including income from means-tested benefits. This bus pass can only be used during term time, and a new bus pass will be issued at the start of each term.

LSF-Funded Stagecoach bus passes are only available to students who cannot travel on a free bus route. However, we can offer discounted termly Stagecoach bus passes to buy from The Hex for all students who are not eligible for funding. Please see below for the Stagecoach bus pass options:

| Term | MegaRider | MegaRider Plus | MegaRider Gold |
|--------|-----------|----------------|----------------|
| Autumn | £214 | £220 | £371 |
| Spring | £167 | £172 | £278 |
| Summer | £137 | £153 | £245 |

Cumbria and Yorkshire Students

Our buses are free to students from Cumbria and Yorkshire who are studying on a full-time course. However, you will need to get to the nearest allocated free bus stop.

Students Living South of Lancaster

You are eligible for a free Stagecoach termly bus pass if you live in Galgate or further south and are studying on a full-time course.

Apprentices

Apprentices can get support for travel costs to College and the workplace - please contact the Student Money team on [01524 521469](tel:01524521469) to find out more.

Traineeships

If you are on a Traineeship, we can support your travel costs if you live more than 1.5 miles from College or your placement (measured using Google Maps walk) and your household income is less than £35,000 including income from means-tested benefits

To apply for the funded bus pass, please pick up a LSF financial application form from The Hex during your induction week!

YOUR SAFETY

Lanyards

When you enrol with us in September, you will receive a student ID card and lanyard which you must wear on campus at all times. Lanyards are our way of knowing who is who, which is why it's important that you wear yours to help keep our College community safe for everyone!

Below you can see who each coloured lanyard represents:



Students



Staff



Staff



Visitors

Secure Campus

The college uses secure door access controls and you will need to swipe in and out of buildings, using your ID card.



Student ID

You'll use your ID card to log on to computers, print, borrow resources such as textbooks and laptops from The Hex, and for online exams. You will also need your lanyard and ID for The Lounge to serve you.

You will be asked for your ID card if you use our free bus service as your card will have your allocated route printed on it. Your initial ID card is given to you for free, but if you need a replacement there may be a charge. Visit The Hex for a replacement.



Email

When you start with us you will receive a student number which will be on your student ID card and is used to access your email. We'll send important information to you this way - so please keep an eye on it regularly! If you forget your login, please visit The Hex for help or call 01524 521269.

YOUR WELLBEING

Pastoral Support

We wish to ensure your wellbeing during your time with us is always supported, and to help with this you will be assigned a Pastoral Mentor who you may talk to about anything that's on your mind. Whether that's something making you worry, advice about friendships or relationships, financial management, addiction, mental health - you name it, they're there to help you!

You can pop into The Hex for a chat or schedule an appointment with them by emailing safe@lmc.ac.uk



James Southgate



Jenny Hadfield



Kay McLaughlin



Nicola Kirby

THINGS TO DO

During the times you find yourself having free time in your timetable, there are a few activities you can participate in as a student here at LMC.

Tackling Inactivity

The Tackling Inactivity project aims to use physical activities to help improve physical and mental health. We aim to offer the opportunity for students to get active for 1 hour a week. Studies show that being physically active can increase mental wellbeing and by having fun, it releases endorphins, which is what makes someone feel happier.

We tailor make each session for the group and as long as you're being active, it can almost be anything!

Activities include:

- Archery
- Boxing
- Gym Sessions
- Active Quizzes
- Orienteering/Walks
- Football
- Dodgeball
- Badminton
- Basketball

... & Many more!



For more information regarding the Tackling Inactivity project, please contact the project coordinator, Lukas Brown, via l.brown2@lmc.ac.uk

External Visitors

We'll have visitors throughout the year to provide information, advice, and activities for you to take part in. You'll usually find these setting up in The Lounge, but they may also be throughout our campus - we'll let your tutors know about any opportunities for you!

STUDENT AMBASSADORS

Do you want to help promote LMC whilst gaining valuable skills and work experience? Then consider being a student ambassador!

Student ambassadors will be able to participate in the range of marketing-related activities we get up to throughout the year. The role is intended to provide a current student's perspective to prospective learners and assist us with our marketing and college events.

You can help us with:

- Open Days
- Campus Tours
- Social Media Content
- Event Planning and Management
- School Visits
- & Much more!

It's a lot of fun if you get involved, so get in touch with Ashley Robinson via a.robinson@lmc.ac.uk to find out more!



1-to-1 Careers Support

Pop into the Hex to speak to our friendly advisors who will be able to help you prepare for your future career. Whether you know what you want to do or not, they will support you to develop a plan so you can progress into your dream job!

You can book an appointment by emailing advice@lmc.ac.uk or b.featon@lmc.ac.uk



Employer Visits

Over the year you will have the opportunity to meet a range of employers through your course and college-wide events. Stay tuned as there may be some exciting opportunities for you!

Workshops

You will have access to a range of workshops throughout your time at college, preparing you for your career once you finish your course.

Workshops include:

- Interview Preparation
- Introduction to HE
- CV Workshops and more!

CAREERS ADVICE

Curriculum

Careers advice and employer meets are embedded in your course, so during your time here you will know the skills, knowledge, and behaviours required to work in your chosen industry.

Briony Featon

LMC Careers Advisor

b.featon@lmc.ac.uk



LMC EXPECTS

In our communities, values are what help us all to belong and work together in a modern society.

At LMC, we have a simple set of principles which we expect the whole College community to follow:

They are:

- Acting with integrity - this includes abiding by the rule of law and being part of the democratic process.
- Realising potential - being the best you can be and helping others and relying on others for support.
- Making a positive difference - being tolerant of others' beliefs and celebrating what makes us all valued individuals.
- Creating a sense of belonging and wellbeing - celebrating individual liberties whilst abiding by our laws and valuing the contribution of others through mutual respect.

The way we can all contribute to this is described in [LMC Expects](#)

LMC Expects

To succeed at LMC, you need to be absolutely sure what we expect of you and what you should expect of yourself. LMC expects you to fulfil your Learning Agreement - you will sign this at the beginning of your course, as part of your enrolment form.

You agree to:

- Attend 100% of your timetabled sessions
- Be punctual
- Behave in a considerate manner at all times
- Complete all of your work properly
- Take increasing responsibility for your Individual Learning Plan (ILP)
- Organise your studies
- Limit the amount of paid work you do if you are studying full-time
- Book holidays outside term time
- Start your revision early and prepare thoroughly

Classroom rules:

- Behave politely, sensibly and safely at all times
- Don't use your mobile devices during class
- Do not eat or drink in the classroom or workshops, only bottled water is allowed
- Keep your college clean - don't leave litter
- Leave your classroom and workshops tidy

USEFUL CONTACTS



General Numbers

| | |
|-----------------------------------|--------------|
| Absence Hotline (Until 9:30am) | 01524 521533 |
| Main Reception | 01524 66215 |
| The Hex/Student Support/Resources | 01524 521385 |
| Additional Learning Support | 01524 521245 |
| Safeguarding | 01524 521382 |
| Student Money | 01524 521469 |
| Student Resources | 01524 521269 |
| Computer Helpdesk | 01524 521265 |
| Morecambe Learning Centre | 01524 410365 |
| Pastoral Support | 01524 521220 |
| Careers Advice | 01524 521385 |



Administrators

| | |
|--|--------------|
| Sport, Public Service, Travel & Tourism | 01524 521250 |
| Art & Design, Creative Digital Media | 01524 521474 |
| Hair & Beauty, Access | 01524 521423 |
| Construction & Engineering | 01524 521232 |
| Animal, Hospitality, Aspire, ESOL, Skills for Life | 01524 521379 |
| Health & Social Care, Childcare, Business | 01524 521351 |



Email

| | |
|---------------------------------|--|
| General Enquiries | info@lmc.ac.uk |
| Student Money | studentmoney@lmc.ac.uk |
| Safeguarding & Pastoral Support | safe@lmc.ac.uk |
| Careers Advice | advice@lmc.ac.uk |
| Additional Learning Support | learningsupport@lmc.ac.uk |
| Tell us what you think | studentvoice@lmc.ac.uk |

College emails for staff are easy - simply put their initial, a dot, and their surname@lmc.ac.uk

e.g. John Smith would be j.smith@lmc.ac.uk

FOLLOW US!



CLICK me!

@LMCollege

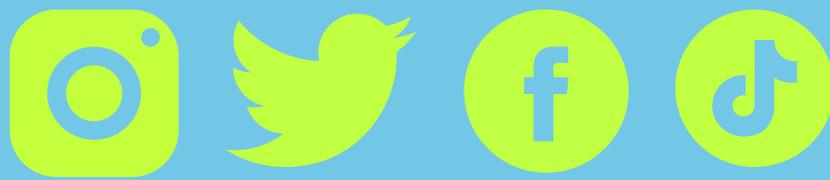


Don't forget to follow our insta!

Make sure to like our insta page to keep up with all the exciting things going on around LMC! @LMCollege



Your Future Starts Here!



@LMCollege

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College

Lancaster & Morecambe College,
Morecambe Road, Lancaster, LA1 2TY