



PLUMPTON

COLLEGE



STUDENT HANDBOOK

2020/21

THIS HANDBOOK BELONGS TO

NAME

COURSE

Key:

- | | | |
|--------------------------------|-----------------------------|---------------------------|
| 1 Main Building: Reception | 11 Animal Management | 21 Rural Education Centre |
| 2 Student Café | 12 Veterinary Nursing | 22 Forest School |
| 3 Dining Room | 13 Animal Management | 23 Lambert Farm |
| 4 Adventure Education & Sport | 14 Wine Centre | 24 Game Management |
| 5 Sussex Rural Business Centre | 15 University Centre | 25 Fishery |
| 6 Equine | 16 Foundation Learning | |
| 7 Sport Pitches | 17 Wales Lane Building | |
| 8 Workshops | 18 Potting Shed Café | |
| 9 Engineering & Metalsmithing | 19 Horticulture & Floristry | |
| 10 St Michael's Church | 20 Little Wales Farm | |



- P1 Visitor Car Park
- P2 Visitor Car Park
- P3 Student Car Park
- P4 Overflow Car Park
- P5 Student Car Park



Plumpton College
Ditchling Road
Plumpton
East Sussex
BN7 3AE
United Kingdom
Tel: 01273 890 454
www.plumpton.ac.uk



Welcome

Term Dates

Who Are My Teachers?

Attending College

- Attendance and Reporting Absence
- Punctuality
- ID Cards
- Student Code of Conduct
- Learner Voice

Studying at College

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- Helping with English and maths
- Tutorial Support
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- Plumpton Online
- Plumpton College Online Store
- Proportal

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- Wellbeing
- Health and Safety
- Fire Drills
- Safeguarding
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- Work Experience and Industrial Placements

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- Student Union
- Plumpton College Young Farmers Club
- Sport Enrichment

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Financial Support & Catering

- Financial Support – Bursary Funds
- Catering

Important Telephone Numbers and Email Addresses



WELCOME

We are delighted to welcome you to Plumpton College. As one of the leading providers of land-based education and training in the country, you will find us a brilliant place to learn and at the same time enjoy yourselves.

All of the staff are committed to your success. We have first rate facilities with good teaching and superb support staff to help you achieve your full potential.

We hope that this handbook will give you all of the essential information you need while you are with us.

If you should require any further help, advice or guidance then do not hesitate to ask a member of staff who will be pleased to help you.

I look forward to meeting you in your first few weeks and wish you every success for the year ahead.

Jeremy Kerswell
Principal

Studying at Plumpton College from September 2020

At Plumpton College, the safety of our students, staff and visitors is our number one priority and never before in our lifetimes has our collective safety been brought into such focus as now. We are putting safety measures in place and we will be operating the smooth running of the site a little differently. These measures will apply to you as students and to anyone who visits the campus.

The College commits to regularly reviewing these measures and updating its Risk Assessments to ensure we are taking the right steps at the right time for all of our safety and well-being.

All students will be able to start or resume their studies this September through a mixed-delivery model referred to as **blended learning** which is a combination of face to face learning and online delivery. Our inclusive nature means that this approach will differ based upon your level of study.

Although you will physically attend college less, be assured that the days spent on-site will be rewarding, busy and impactful.

We are committed to ensuring that regular updates are communicated to our students and parents/guardians so please do ensure you check your e-mails, our website and our virtual learning platforms frequently for the most up to date information.

TERM DATES FOR FURTHER EDUCATION STUDENTS 2020/21

Autumn term**Enrolment**

w/c Monday 24th August 2020

Teaching commences

w/c Monday 7th September 2020

Study week

Monday 26th to Friday 30th October 2020

Term ends

Thursday 17th December 2020

Spring Term**Teaching commences**

Monday 4th January 2021

Study week

Monday 15th to Friday 19th February 2021

Term ends

Thursday 1st April 2021

Summer term**Teaching commences**

Monday 19th April 2021

Study week

Monday 31st May to Friday 5th June 2021

Term ends

Friday 17th June 2021

Bank holidays

25th December 2020

26th December 2020

1st January 2021

2nd April 2021

5th April 2021

3rd May 2021

31st May 2021

30th August 2021

Christmas Day

Boxing Day

New Years Day

Good Friday

Easter Monday

May Day Bank Holiday

Spring Bank Holiday

August Bank Holiday



WHO ARE MY TEACHERS?

My Programme Manager is:

My Personal Tutor/Progress Coach is:

My teachers are:

Name:	Subject:



Other Staff I need to know are:

Name:	Support area:



ATTENDANCE AND REPORTING ABSENCE

All students are expected to maintain 100% attendance for all timetabled lessons – either in college or virtually. Any absence will be considered unauthorised.

If you are unwell or unable to attend college for serious and unavoidable reasons then you must contact the college before 9am on the College Absence Line:

Phone **01273 892 100** or
Email away@plumpton.ac.uk or
Text **07860 004267**

Please explain your reason for absence, giving your name, your course and your Personal Tutor/Progress Coach's name.

Students must have a minimum attendance of 95% and have completed their work to guarantee progression. Attendance will be monitored by your Personal Tutor/Progress Coach who will discuss concerns with you if your attendance falls below what we expect.

Please see the College Attendance Policy on Plumpton Online for more information.

PUNCTUALITY

All students are expected to arrive promptly for all lessons. If you know you are going to be late due to an unavoidable issue you should let your teacher know in advance. Persistent lateness will be referred to your Personal Tutor/Progress Coach who will deal with the issue through the College disciplinary process.

ID CARDS

The wearing of your college lanyard with ID card is compulsory. This is because everyone needs to be identified as either a member of staff, a student or an official visitor. If you are not wearing your ID badge then you will be asked to prove your identity, and may be asked to leave the campus if you are unable to do so.

STUDENT CODE OF CONDUCT

Plumpton College has very high professional standards and expects exemplary behaviour from all students in keeping with our college values. In return we will provide you with high quality teaching and an outstanding learning experience.

All students must agree to the following code of conduct which your Personal Tutor/Progress Coach will go through with you during induction. We expect you to:

- Attend all lessons, practical sessions and routines punctually, wearing appropriate clothing, ID lanyard and personal protection equipment as required.
- Arrive ready to learn ensuring that you bring to lessons any equipment, stationery, course material etc. that is required. Being ready to learn also includes being alert, able and physically prepared through adequate rest.
- Complete all work on time as per your assignment schedule.
- Respect other students and staff regardless of their gender, ethnicity, religion and ability.
- Refrain from the use of language or behaviour that is offensive to others.
- Respect all College property and equipment and report any damage if you see it.



- The carriage of personal knives is strictly forbidden for all students. The College commits to providing any knife deemed necessary to undertake any practical aspect of a student's course. Such items will be held alongside other course equipment and only made accessible where the planned course activity demands their use.

This rule applies to all knives regardless of blade length or intended use. Any student found to be in possession of a knife will be subject to disciplinary action.

Disciplinary procedures

Failure to comply with the student code of conduct will result in disciplinary action being taken and could result in you being asked to leave the College.

Please see the College's Student Disciplinary Policy [here](#) for details.

LEARNER VOICE

All students have the opportunity to provide feedback about the College and their particular course in a variety of ways. All full-time courses elect a course representative. These representatives play a key role in gathering student views and feeding back actions that have been taken in response.

In addition, there will be student surveys during the year to enable you to tell us your opinion on various aspects of teaching, learning and assessment. Your Personal Tutor/Progress Coach will encourage you to complete these surveys which will be on-line.

COVID-19 Safety Precautions and Expectations

Please click [here](#) for the latest update



SUPPORT

Support is available to all students at the College. Your Personal Tutor/Progress Coach will meet with you regularly to review your progress and ensure you are getting all the support you need. All students will be helped to develop their skills in English and maths as part of their study programme.

INCLUSIVE LEARNING & DEVELOPMENT

The College offers learning support and we have specialist staff who can help with specific learning difficulties e.g. Dyslexia, autism, Asperger's syndrome, dyspraxia, dyscalculia, ADHD.

- Our dedicated dyslexia support tutors are available for advice and guidance.
- Other specialist services and experts can be accessed as needed.
- Personalised study support can be accessed daily between 12:05 and 1:30pm.
- Specialist arrangements for exams (subject to agreement and assessment) that are available include:
 - Rest breaks
 - Extra time
 - Reader or scribe
 - Separate room
 - Different colour exam paper

We want you to have all the information you need. If you have any other questions you would like to ask, please telephone 01273 890454 or email Catherine.Hernandez@plumpton.ac.uk

HELPING WITH ENGLISH AND MATHS

Employers are looking for students with good English and maths skills. It is our aim to help you be as employable as possible. We will work with you to improve your skills during your time here.

If you have not already gained a Grade C/4 or above at GCSE English and maths and you are under the age of 19 when your course starts you will need to continue with your GCSE English and maths studies or Functional Skills.

The English and maths teaching team will decide, following an initial assessment, which classes are best for you to go to and these will form part of your study programme timetable.

Attendance at these lessons is important and the teachers will give you all the support you need to improve your skills and pass your exam. Non-attendance at English and maths lessons could result in you being withdrawn from your course.

For more information see either your Personal Tutor/Progress Coach or ask your English and maths teachers who will be happy to help.

TUTORIAL SUPPORT AND ASPIRE

Personal Tutoring plays a central role in supporting your personal, professional and academic Development, our aim is to ensure that you can successfully progress with confidence and skills into work or university.

On joining the College you will be given a named Personal Tutor or Progress Coach. The role of this tutor/coach is to help you fulfil your full potential. The Personal Tutor/Progress Coach will support you in many different ways.

- They will guide you through the induction process and help you settle into College life
- Make arrangements for any additional support you may need and signpost all the resources available to help you make the most of your time at the college

- Will work with you to set SMART targets to achieve and allow you to track your progress
- Deliver the Aspire programme in your timetable.

You will meet with your tutor regularly and details of your tutorials and progress will be recorded on our college electronic system so you can review your progress at any time. You will also be a member of a tutor group made up of other students from your course. Your personal tutor group will meet once a week and provide you with opportunities to share your experiences in a friendly and supportive environment.

ASSESSMENT AND MARKING

You will be given an assessment planner at the start of term so that you know when your assignments have to be handed in. You must ensure that all of the work produced in assignments is your own.

Your teachers will mark your work and give you feedback to help you improve.

PLUMPTON ONLINE

After completing your course enrolment you receive a unique username and password, please keep this information safe. This can be used to log on to campus computers, access college emails, our Online Shop, Microsoft Teams, ProPortal and more. Plumpton Online is our student portal, here you will be able to click to sign into Microsoft Teams to view your lesson resources, complete online quizzes, communicate with your tutors and submit assignments. Plumpton Online also serves as a hub for college information, including student union and services, library resources, study skills and policies that affect you. The portal is accessible both at home and on campus, in your browser type www.plumptononline.ac.uk into your address bar or search the internet for 'Plumpton Online' and click on the 'Student Homepage' icon for further education students or 'HE homepage' icon for higher education students.

PLUMPTON COLLEGE ONLINE STORE - <https://shop.plumpton.ac.uk/>

The Online store can be used to purchase most of the items you will need to buy during the year. All of your bus passes (both weekly and termly) are available for purchase along with items such as payment for trips, printer credit and other items that you are requested to pay for. You will need to set up an account when you first use the shop but this is quite straightforward and you will only be required to do it once. Please ask your Personal Tutor/ Progress Coach for a link to any items you need to purchase.

PROPORTAL

ProPortal is a website where you can view your grades and individual learning plans, you can use this to track your own progress and set targets to help you improve. You can access it via www.plumptononline.ac.uk click on the 'Student Homepage' icon for further education students or the 'HE homepage' icon for higher education students and then click on the 'ProPortal' icon. If you have any problems during your course with access, contact your Personal Tutor/ Progress Coach or email vle@plumpton.ac.uk with your name, course and contact details.



HEALTH

The College has a range of confidential health services available should you need them. They include:

- College Nurse, who can help and advise you on sexual health, stopping smoking, weight issues and general health issues.
- Targeted Youth Group, can help with sexual health issues.

For more information on these services visit the Student Services Office or e-mail studentservices@plumpton.ac.uk or call Student Services **01273 892085**

WELLBEING

We also have a dedicated Student Wellbeing & Safeguarding team to offer advice, & signpost or refer you to appropriate support should you encounter difficulties during your time at college.

- Counselling. The As You Are Counselling Centre provide counselling based online or at the Lewes site.

The Student Wellbeing team are available on email, phone and WhatsApp for support referrals and queries contact them on safeguarding@plumpton.ac.uk or via WhatsApp on 0738741183

HEALTH AND SAFETY

Health and safety is the responsibility of everyone at the college including students. Plumpton College will, so far as is reasonably practicable, take all necessary steps to ensure the health, safety and welfare of all students of the College whilst on campus and in their work experience placement.

Students have a responsibility to take care of themselves and anyone who may be affected by their acts or omissions while engaged in activities associated with their work in the College. You are responsible for carrying out all instructions, observing rules and following practices designed in the interest of health and safety. Failure to observe the appropriate rules etc. could lead to cessation of an activity, with the resulting effect on course assessment, and, in certain circumstances, might lead to disciplinary action.

You are required to follow all safety rules in classrooms, corridors, practical workshops and when carrying out activities outdoors.

Please help us by identifying and reporting any safety hazards immediately to a member of College staff.

FIRE DRILLS

Fire evacuation drills will take place during your induction period. Additional fire drills will also occur throughout the year and it is essential that you abide by the fire evacuation procedures.

There are different assembly points for each building and your Personal Tutor/Progress Coach will provide the relevant information depending upon where your lessons are taking place. Please pay attention to the instructions given by your Personal Tutor/Progress Coach. Do not put yourself and others at risk by not following the correct procedures.



SAFEGUARDING

What is safeguarding?

As a young person, you have the right to grow up safe from people hurting you. All adults have a responsibility to make sure you are safe. All college staff have a responsibility to make sure all students are safe from harm, and that you feel safe when you are in College.

- If you've got a problem or are worried about someone, such as a brother, sister or a friend, it can be hard to know what to do. But you don't have to cope on your own.
- You or someone you know might be worried, frightened or scared and not know what to do to get help. This could be for a number of reasons, including:
 - Not being properly fed or looked after;
 - Being bullied, including online bullying;
 - Being continuously criticised, ignored or humiliated;
 - Being asked to do something that makes you feel uncomfortable;
 - Being hit, kicked or punched;
 - Being sexually abused (this can include inappropriate sexual behaviour, language or touching);
 - Having difficulties at home/having nowhere to live;
 - Worries about drugs/alcohol;
 - Other things that might make you feel uncomfortable.

What does the College do to help?

- You can speak to your Personal Tutor/Progress Coach at the College if you are worried about anything. They can help you, or will be able to direct you to someone who can help.
- All staff who work at the College have safeguarding training, so they know what to do if you speak to them about something.
- The College has staff that are specially trained to support students when there has been a serious safeguarding concern and you may be asked to speak to one of them if we are concerned there is a risk to you or anyone else.
- The College continually reviews how it is keeping students' safe, and improving what we do. We like to know what students think we could do to make the college feel safer for them.
- The College has a zero tolerance approach to bullying. This means that we do not allow bullying and always take action if it happens.

What should you do?

- Your responsibilities are to respect other people's rights to safety and not to harm or abuse others or to threaten to harm or abuse others.
- If you are worried about something or someone, speak to a member of staff. Whoever you speak to will listen and decide the best way to help. The person you speak to cannot always keep what you say private, as they will probably need to share what you have said with someone else who has more experience of keeping young people safe.
- You can contact the safeguarding team either by speaking to a teacher or Personal Tutor/Progress Coach, emailing safeguarding@plumpton.ac.uk

Please see the College's Safeguarding Policy on Plumpton Online for more information.



PREVENT

What is Prevent?

Prevent is about safeguarding people and communities from the threat of radicalisation and terrorism. Prevent is part of the Government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.

How do we do this?

- We want to promote an environment that is inclusive for all individuals regardless of their belief, culture or background.
- We want you to be able to have open discussions about challenging subjects, such as issues surrounding extremism.
- We want you to develop your own ideas, use critical thinking skills around the information you are given and then formulate opinions from information that is presented to you.
- We will talk to you about community values – what it means to be part of our community in College and also in Britain.
- We will give you safe spaces to be able to talk to someone if you are worried about yourself, or someone else.

What do I do if I am worried about someone or something that is happening to me?

- Speak to your parents/carers/ trusted adult and then...
- Speak to a member of College staff
- Speak to a member of the College's Safeguarding Team by emailing safeguarding@plumpton.ac.uk



CAREERS

Welcome to Careers Hub at Plumpton!

As a Plumpton College student you are entitled to a variety of support, which includes:

- 1:1 impartial personal guidance from a qualified Careers Adviser to help you identify your skills, consider your options and take the next step in your career journey
- Workshops within your ASPIRE tutorial package to support your career progression and employability
- Help with job search, CV's, cover letters and interview preparation
- Apprenticeship search, application advice and support
- Guidance on researching and applying to university as well as individual UCAS application support
- A variety of employability and careers events designed to support and add value to your academic and vocational experience

Book in for your 1:1 or ask a question by emailing careers@plumpton.ac.uk we are located opposite Reception in the Main Building and open Monday - Friday 9.15 - 4.30.

We look forward to meeting you!

WORK EXPERIENCE AND INDUSTRIAL PLACEMENTS

Work Experience is a compulsory part of your Study Programme, and Level 2 and Level 3 Students are expected to undertake Placements with external Employers and monitor their hours to meet their Course requirements. Students are encouraged to find their own Placements, but we will assist in this. Those on Level 1 Programmes will be able to gain practical, hands on experience at College sites, or with an appropriate Employer.

Placements provide you with a great opportunity to apply the practical aspects of your Course within a business environment, and help you gain insight into your chosen industry, as well as the knowledge, skills and capabilities you need to progress into further learning or employment. Work Experience can play an important part in helping you make informed decisions about your future career goals and aspirations.

For longer, more meaningful work-related experience, Students may choose to complete an Industry Placement of 315 hours, in addition to their Course criteria. The time can be split between two employers, but does allow Students to take on a more established role within an organisation. Industry Placements are flexible, and can be completed during non-College week days, weekends or holidays.

For further information about Industry Placements and Work Experience, please contact Lee St Clair, 01273 892017, lee.stclair@plumpton.ac.uk



STUDENT UNION

Our busy, vibrant student union is run for the students by the students and we want every student at Plumpton to get involved as much as they can. Our aim is to represent each and every student with a host of student voice activities throughout the college year.

We want to give all our students a fantastic college experience by providing a varied social calendar of trips, visits, clubs and activities that are open and accessible to all our students and year on year our aim is to leave a legacy of improvement and positive change to student life by making sure that each year your experience at Plumpton just gets better and better.

We are an NUS affiliated union which means you are able to purchase your NUS Extra discount card. This magic little card gives you upwards of 20% off over 200 shops, entertainments, restaurants and activities. This year with introduction of TOTUM the new interactive NUS extra app you can get even more with your card. Go to www.nus.org and click on the BUY IT NOW banner for more info.

Plumpton College
**STUDENT
UNION**

PLUMPTON COLLEGE YOUNG FARMERS CLUB

The Plumpton College Young Farmers Club meets weekly and provides an excellent opportunity to meet other students whilst getting involved in a wide range of activities. Despite its name it isn't just about farming and all students are able to be a member for a small membership fee. Please contact sussexyfc@plumpton.ac.uk for more information.



SPORT ENRICHMENT

Our exciting sport enrichment programme is available through weekly bulletins, using the great facilities for all students. The Sports Hall located in the centre of the grounds includes a variety of racket sports, 5-a-side football, basketball, volleyball, indoor tennis and the climbing wall. There are also regular gym sessions available with fitness classes during the college day. Our outdoor tennis courts, full size rugby and football pitches and exploring our 800 hectare site is a great way to let off steam during the day.

Find out what is on and how to sign up via your Personal Tutors/Progress Coaches or visit the Adventure Education and Sport Division in the Sports Hall.



IT HELPDESK

The IT Department office and helpdesk is situated in the far end of the main building near MBG7.

How to contact IT

Please email helpdesk@plumpton.ac.uk for all enquiries or support requests, there is an emergency phone line on [01273 892042](tel:01273892042) but please leave this line clear for emergencies.

IT Service Desk Opening hours:

Monday – Thursday 8.30am – 5.00pm

Friday – 8:30am – 4:30pm

Please be aware that the helpdesk is operating on an appointment only basis and the helpdesk office will remain locked during the day unless you have made an appointment with a member of the IT team.

By using college IT equipment and guest Wi-Fi services, you agree to adhere to the IT User policies that can be found on www.plumptononline.ac.uk under Help and Support > IT Help. Alternatively, please talk to a member of the IT team.

Login Details for College Computers, Wi-Fi, and Plumpton Online

Your login details consist of the unique student number printed at the base of your student card and your date of birth in ddmmyyy format for your password. We encourage you to change your password at the earliest opportunity to something you will remember. The choice of password will need to contain a mixture of upper case and lower-case characters with at least one number. The password is set to never expire, although we highly recommend you change this in line with IT security best practices.

As a returning student you can use the same password set in the previous academic year, although we would always encourage you to change this.

Wi-Fi

College-wide Wi-Fi is available for IT users and information on how to connect to the Wi-Fi can be found on leaflets available in IT Helpdesk, Student Services, Library, or on Plumpton Online. For residents; if your room has an Ethernet port then we can set up a wired network connection for you, however you will need to visit the IT Helpdesk to have that set up. Wired residential connections are subject to service restrictions which may prevent certain services from working e.g. Online Gaming.

Anti-virus and security

It is a requirement that any computer you connect to the college Wi-Fi has up-to-date anti-virus installed. If you do not have any anti-virus installed on your computer then there are many free packages available; we recommend Sophos Anti-Virus for home, which can be downloaded free-of-charge from <http://home.sophos.com>. Please also ensure you have enabled a personal firewall (built in Windows firewall is sufficient) and turned off all sharing facilities.

You should be aware that all network activity is monitored by our technical staff. Under certain circumstances, and for legal reasons, your network files, internet access, browsing and email may be intercepted, blocked or viewed. Further details can be found in the IT user policies available on Plumpton Online or asking a member of IT staff.



College Email Account

You will receive a college Microsoft Office 365 account for the duration of your course. As part of the Office 365 package you will have your own college email address which can be accessed from <http://office365.plumpton.ac.uk>. Your login details for the college email address will be your student number (the 8-digit code on the bottom of your student card, which also serves as your computer username) followed by @plumpton.ac.uk (e.g. 12345678@plumpton.ac.uk) and then you will use the same password setup for college computers and Wi-Fi.

Free copy of Microsoft Office software

Office 365 also entitles you to a free copy of Microsoft Office 365 ProPlus – you can install your copy onto five different devices including Windows, Android and Apple devices. For more information, please visit the IT Help section on Plumpton Online.

Free Copy of Microsoft Windows 10

We are pleased to inform you that as a student of Plumpton College, you are eligible to download Windows 10 Education free via the Microsoft student use benefit program.

You can access this free offer here:

<https://plumpton.onthehub.com/>

Please visit <https://www.plumptononline.ac.uk> for more information.

Please note the College IT department cannot help with the installation or configuration of the operating system. Please contact the onthehub support team if you experience any difficulties with this service.

Useful Links

College Email	https://office365.plumpton.ac.uk
Plumpton Online	https://www.plumptononline.ac.uk
ProPortal	https://portal.plumpton.ac.uk/proportal
Online Shop	https://shop.plumpton.ac.uk

LIBRARY

Your student card allows you to borrow library resources such as the books, magazines and journals. You can scan the card to self-issue books and tap to print or use the scanner.

The library provides online resources which can be accessed via Plumpton Online. You can search the library catalogue and manage your library account, reserve and renew books. You can also download the MyCirqa app to manage your account from your phone.

Library staff are happy to help you find and use the resources and we can provide help with study skills and referencing. You can email us library@plumpton.ac.uk, call 01273 892057 ext. 2241 or come and speak to us at the desk.



FINANCIAL SUPPORT – BURSARY FUNDS

A bursary is an award to support students in financial hardship to ensure access to education. Applications for bursaries will be considered for students from households that have an income of £27,000 and below.

- Awards might include:
- Meals, discounted or free in College.
- Bus passes, termly with a sliding scale of awards from 25% to 100% discount.
- Trips, support towards College trips.

- Personal protection equipment, based on the course requirement and production of receipts.

- Free Meals in Further Education, you'll need to be 16-18 years old with parents/carers in receipt of particular benefits

- Support with routine room charges if your course requires overnight accommodation on the College campus.

The Residential Bursary is awarded on a banding basis and is a discounted room charge. Applications for the Residency fund are considered for students from households that have an income of below £34,000.

All bursary awards are based on the student's, attendance, punctuality, and their behaviour in line with College policy.

Applications should include current household financial information.

Bursary funds are limited and awards will only be made while funding is available.

Apply online on the Plumpton website: <https://www.plumpton.ac.uk/information/student-life/funding-loans/16-finance/bursary-application-form/>

Please email Bursary@plumpton.ac.uk for help and advice

CATERING

The dining room café is open to all students daily from breakfast through to afternoon break with a varied menu and selection of hot and cold snacks.

At the weekend we offer a more relaxed service for our residential students with a light breakfast, a brunch menu at lunchtime and an early evening meal.

The Potting Shed café serves light snacks, sandwiches, paninis, barista style coffees, cold drinks and confectionery.

We have a number of vending machines supplying hot and cold drinks and confectionery available in the student common room.

Opening times

Dining room:

Monday to Friday

- 8:00am to 4:00pm for all students
- 6:00 – 6:45pm evening meal for residential students only

Saturday and Sunday for residential students only:

Breakfast 8.30am – 9.15am, Brunch 12.00 noon – 1.15pm, Evening Meal 5.00pm – 5.45pm

Potting Shed:

Monday – Friday 8:30am – 3.30pm

All our outlets are cashless only but take debit and credit card payments including contactless.

If you have any dietary needs or allergens a member of our catering team will be able to advise and help you with the dishes being served on our menus. Likewise if you have any comments or suggestions on the catering service, please speak to a member of our catering team.



IMPORTANT TELEPHONE NUMBERS AND EMAIL ADDRESSES

SERVICE	NAME	NUMBER	EMAIL
STUDENT SERVICES	Victor Briceno Rebecca King	01273 892085	studentservices@plumpton.ac.uk
STUDENT UNION	Kitty Tucker	01273 892059	su@plumpton.ac.uk
STUDENT WELLBEING & SAFEGUARDING TEAM	Sarah Bolland Tracy Tourle	WhatsApp 07387 411834	safeguarding@plumpton.ac.uk
SAMARITANS		116 123	jo@samaritians.org
COUNSELLING SERVICE	Via Student Wellbeing & Safeguarding	WhatsApp 07387 411834	safeguarding@plumpton.ac.uk
CHILD LINE		0800 1111	Website: www.childline.org.uk
COLLEGE NURSE	Claire Wilson	01273 513441 Ext. 120	Kcht.SH-hwlh@nhs.net
BURSARIES	Doug Walsh	01273 892102	bursary@plumpton.ac.uk



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