



STUDENT HANDBOOK

ENGLISH LANGUAGE SCHOOL
ADULT PROVISION





**WELCOME TO
BATH COLLEGE**

MEET YOUR TEACHERS



CLASS TIMES

The number of days you spend in college depends on your course.

Exam classes:

9:30 am – 12:45 pm (with 15-minute break)

1:30 pm – 4:45 pm (with 15-minute break)

5:45 pm – 9:00 pm (with 15-minute break)

Non-exam classes (RARPA Pre-entry / Living & Working in the UK)

10:00 am – 12:00 pm**

1:00 pm – 3:00 pm**

6:00 pm – 8:00 pm **

*Exam classes (6 hours per week)

**Non-exam classes (4 hours per week)

TERM DATES

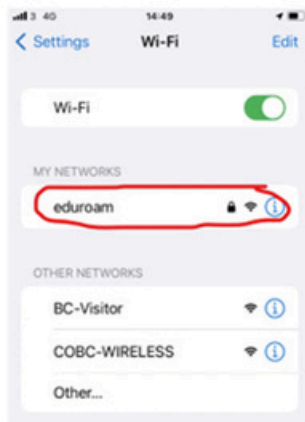
Autumn Term (8 Weeks) 15 Sept 2025 - 14 Nov 2025	Spring Term (11 Weeks) 17 Nov 2025 - 13 Feb 2026	Summer Term (15 Weeks) 23 Feb 2026 - 26 June 2026
READING Exam Week 10 - 14 Nov 2025	WRITING Exam Week 9 -13 Feb 2026	SPEAKING/LISTENING Exam Week 22 - 26 June 2026
Holidays 27 Oct 2025 - 31 Oct 2025 NO CLASSES	Holidays 22 Dec 2025 - 2 Jan 2026 NO CLASSES	Holidays 3 - 17 April 8 May 25 - 29 May NO CLASSES

BATH COLLEGE CITY CENTRE CAMPUS



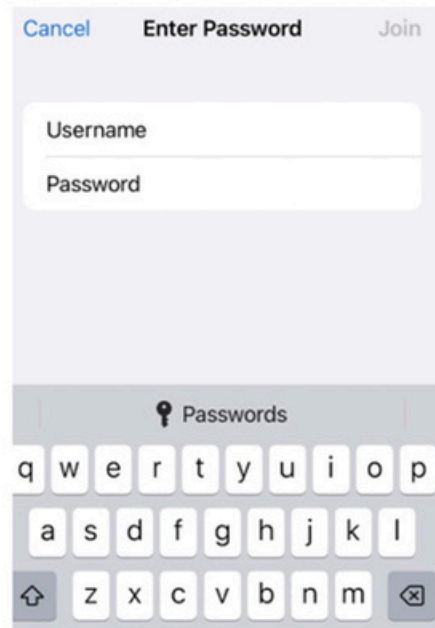
HOW TO LOG IN TO THE WI-FI

Go to settings and then Wi-Fi on your phone and click on **Eduroam**.



Enter your username and password. The username is your college email address and the password is your new one.

Complete:



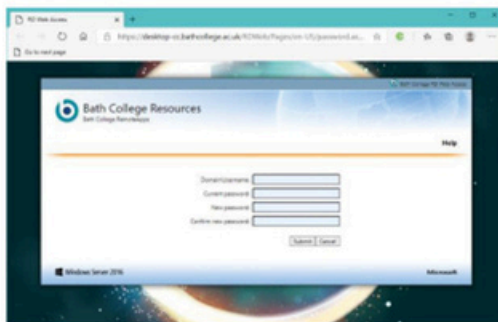
HOW TO LOG IN TO THE WI-FI



- When you log in to a college computer, your username is your Student ID.
- You will then create a new password. It must be 12 characters long. You will need to enter this twice.
- This will be your password at the college for computers, Office 365, Teams, and ProPortal.
- If you need more help, email ictsupport@bathcollege.ac.uk

HOW TO SET YOUR PASSWORD FROM OUTSIDE THE COLLEGE

1. Visit <https://desktop-cc.bathcollege.ac.uk./RDWeb/Pages/en-US/>



password.aspx

2. Enter your username as your student ID plus @student.citybathcoll.ac.uk, for example: ABC12345678@student.citybathcoll.ac.uk
3. Enter your Student ID in uppercase as the current password followed by ! For example: ABC12345678!
4. Enter and confirm a new password which must be at least 12 characters long.
5. Download Microsoft Teams from App Store (i-Phone) or Google Play.
6. Log into teams:
Username = your college email address

IT'S NOT JUST LANGUAGE

- Individual liberty
- Mutual respect
- Tolerance
- Democracy
- The rule of law

The next few slides will show you how we promote these values through our rules and Code of Conduct.

Individual Liberty/Equality - Freedom

Rules of Law – Consequences

Democracy – Your voice/opinion

Respect and Tolerance – be a nice person

RULES AND SAFETY

COLLEGE RULES



Mobile
phones



Food and drink
in classroom



Absence
(email teacher)



Lateness



Please speak
English

COLLEGE RULES



English File / Speak
Out core texts (use
in class only)



Worksheets
supplied by the
teacher



Please keep your
work organised
for us to check



Ascentis Skills for Life
exams / LIVING AND
WORKING IN THE uk
GOALS / RARPA Goals



Free classes
(CELTA) - may start
later in the year



Bring a pen
and paper

IMPORTANT INFORMATION

- You must attend **all** your classes
- The College expects 95% attendance
- If you can't attend, you must speak to your teacher and make up the work that you missed.
- If you cannot attend regularly, this might not be the right time for you to study, and we will need to give your place to someone else.
- Don't worry, as we would be happy to have you return for a later term.
- **This system will start from the very first class.**

**BATH
COLLEGE
CODE OF
CONDUCT
L.E.A.R.N.**

L

LEAD WITH PROFESSIONALISM

Demonstrate professional standards and behaviours in every learning environment.

E

EQUIP YOURSELF

Arrive prepared with the correct clothing, equipment, and mindset to participate fully.

A

ARRIVE ON TIME

Be punctual to every lesson, ready to engage and contribute.

R

RESPECT EVERYONE AND EVERYTHING

Treat teachers, peers, facilities, and equipment with respect. Use technology appropriately and only when permitted.

N

NURTURE CURIOSITY

Actively participate, ask questions, and embrace opportunities to learn.

IMPORTANT INFORMATION

You might get emails from:

- info@bathcollege.ac.uk
- esol@bathcollege.ac.uk
- Your class teacher

Always read these emails before you come to college.
If you can't see an email, please check your spam or junk folder.



HOW TO APPEAL AN ASSESSMENT (ESOL EXAM)

Step 1 - Talk to your assessor

- Tell your assessor or lecturer why you are worried about your grade
- The assessor will review your work again and explain their decision
- You will receive a written response within 10 working days

Step 2 - Write to the head of the department

- If you still disagree, write an appeal within 5 working days after Step 1
- The Head of Department will tell you within 5 working days that they will review the decision
- You will be told the review date and get the result within 10 working days after the review

HOW TO APPEAL AN ASSESSMENT (ESOL EXAM)

Step 3 - Appeal to the senior leader

- Write an appeal within 10 working days of Step 2
- A Senior Leader reviews all evidence and talks to the Head of Department and Exams Manager
- You will receive the internal decision within 10 days

Step 4 - Appeal to awarding body

- If you still disagree, you can appeal to the Awarding Body
- The Head of Department explains the Awarding Body's process
- If you continue, the Head of Department, Exams Manager, and you can organise the appeal together

**IF THERE IS
A FIRE**

FIRE

Fire: long alarm sound

LEAVE

Leave the college and meet
at Avon Street Car Park.

**DO NOT
RETURN**

Do not return to College
until you are told it is safe.

IF THERE IS AN EMERGENCY

Weapons attack:
intermittent alarm
(beep...beep...
beep...beep))

Lock the door and
hide.

Do not move until
you are told it is safe.



ACT | ACTION
COUNTERS
TERRORISM

IN THE RARE EVENT OF
a firearms or weapons attack

RUN HIDE TELL



RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999.

LIFE AT BATH COLLEGE



REAL SKILLS
REAL FUTURES

HOW TO APPEAL AN ASSESSMENT

- Library with study areas
- Brand new gyms
- Student space (The Cove)
- The Willow Tree café (CCC)
- The Lime Tree café (SVC)
- Student Services
- Construction workshops
- Careers Hub
- Student Union
- The Sanctuary (Prayer Room)
- Professional salons and spas

COLLEGE RULES



They can help you
with your student
ID card.



They can tell you
about other courses
at the College.



They can tell you
where to get help for
other problems.

OUTSIDE THE CLASSROOM

HOW TO APPEAL AN ASSESSMENT

Welfare is the health and happiness of a person or a group of people.

Someone to talk to if you feel in danger, need help with money, want support as a young carer, want mental health advice, or are worried about a friend.



Alex



Kiz



Daner



Amy



Theo



WHAT IS SAFEGUARDING?

Safeguarding is a way to protect everyone, like young people and vulnerable adults, from dangerous experiences. This includes:

- Drugs
- Bullying or abuse
- Mental health problems
- Terrorism
- Human trafficking



Bath College

STUDENT ASSISTANCE PROGRAMME

A 24 hour helpline from Health Assured to support you through any of life's issues or problems.

Free 24 Hour Confidential Helpline:
0800 028 3766

Stress & anxiety	Exam worries	Family issues
Bereavement	Financial wellbeing	Children's support
Relationship advice	Legal information	Medical information
Tenancy & housing concerns	Alcohol & drug issues	Student issues

Download 'My Healthy Advantage' now
Unique code: **18HA203M1**

To find out more visit healthassuredapp.com

health assured



Bath College
Student Welfare

CALL IT OUT!

STOP SEXUAL HARASSMENT

If you have been a victim of sexual harassment at college, home or work, you can talk to us.

We will support you confidentially and support you with getting extra help; just call or email us.

Confused about consent? Don't worry! We can discuss what that means too

WHAT IS PREVENT?

Prevent is a UK Government project to stand up against terrorism.

- The main aim of Prevent is to **STOP** people from becoming terrorists or supporting terrorism.
- We use Safeguarding to **PROTECT** vulnerable children and adults who could become involved with terrorist organisations.
- This way, we can **PREVENT** dangerous attacks.

EQUALITY ACT 2010

THE 9 PROTECTED CHARACTERISTICS

WHAT ARE THE NINE PROTECTED CHARACTERISTICS?

- We are all different, and we all deserve respect.
- If someone treats you unfairly because of one of these reasons, they are breaking the law.
- At Bath College, we use Safeguarding to protect you in class, at work, and at home.
- ... and we take it very **SERIOUSLY**.



IT'S NOT JUST LANGUAGE

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- Mutual respect
- Tolerance
- Democracy
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Democracy – Your voice/opinion

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IT'S NOT JUST LANGUAGE

We want to help you with living in the UK.

The next few slides explain some of the ideas you will hear about:

- When you are a student at the College
- If you have children in school
- In your job and in conversations with British people

**British
Values**

**Sexual
Harassment**

Safeguarding

Prevent

**Exam
Stress**

**Healthy
Lifestyle**

**Money
Management**

**Staying Safe
Online**

Confidence

Resilience

IT'S NOT JUST LANGUAGE

Do you want help finding work or writing your CV?

Our Careers Advisers can give you help in a quiet, private space.

Scan the QR codes below or email careers@bathcollege.ac.uk to get help with your next job application.

Careers sessions at
City Centre Campus

[Booking links here](#)



Careers sessions at
Somerset Valley Campus

[Booking links here](#)



Careers Guidance
for adults on
part-time, ESOL, and
community learning
courses

[Booking links here](#)



OTHER OPPORTUNITIES

Cooking and Art

Computer Confidence

Maths (Functional Skills or GCSE)

Vocational courses - SWAPs or Adult Skills Bootcamps

Teaching Assistant,
Accountancy and Counselling

MEET YOUR STUDENT UNIONS

Your Student Union is here to:

- Organise events and clubs
- Share your views with staff
- Help improve the college
- Give you support

Want to talk to them?

Send a message on Teams or email to reach out.



MEET YOUR STUDENT UNIONS

Hi, I'm **Kalle**, and I'm the Adult Learning Officer.

I'm here to support you and make sure your voice is heard.

I work closely with the Student Union, trying to make adult learners feel welcome, included, and supported.

My role is about connection, improvement, listening, and helping to create a space where adult students feel confident, valued, and encouraged."

Want to chat or share your ideas?

Email
HUS24003151@student.citybathcoll.ac.uk



MEET YOUR STUDENT UNIONS

Hi, I'm **Anna**, a Part-time Distance Adult Learning Officer.

I support adult learners on evening courses and ESOL programmes.

I joined the Student Union because I believe adult learners deserve strong representation and a sense of belonging.

I'm passionate about wellbeing, inclusion, and creating supportive spaces where students can feel confident, connected, and heard.

My hope is to introduce creative and wellbeing activities through yoga, music, and art to help adult learners connect and thrive.

I want to create spaces where students can relax, practice English, share experiences, and feel part of a community.

Want to chat and share your ideas?

Email
UDO24003669@student.bathcollege.ac.uk



IF YOU HAVE A PROBLEM OR A QUESTION ABOUT

- Welfare? Speak to the Welfare team
- Lessons and exams? Speak to your teacher
- Transport and help with childcare costs? Speak to Student Services
- Activities and volunteering? Speak to the Student Union
- Visas? Speak to Student Services
- Universities, banks, or jobs? Speak to Student Services

If you don't know how to find somebody, ask your teacher or Student Services.



THANK YOU

