

M|P|W

Student Handbook

2021-2022



www.mpw.ac.uk

Dear Student

The start of any academic year is an exciting and nervous time, but one filled with possibilities. MPW Cambridge is a special place, with fantastic staff and outstanding students. Collectively we will work together to make this new year a happy, vibrant and successful one. The last two years have taught us so much about ourselves and we have gained many new skills as a result of the new and different pressures this pandemic has put us under. We have learnt to be resilient and to instinctively reach out to those who are finding things tough.

In the classroom our eyes have been opened to new IT opportunities, which can now be taken forward to make face-to-face learning even better. For me, however, the biggest lesson is that we are all stronger, happier and more fulfilled when we are part of a bigger whole – a community. MPW will be that community for you over the next twelve months or more and I hope you will embrace everything the college has to offer. I hope you have a great start to the term, and will be the best version of yourself that you can be.



TOM CASTON
Principal



Key Information

3 - 9

Welfare Information

10 - 17

Introduction

A very warm welcome to a new academic year at MPW. We are very much looking forward to all our students flourishing both academically and personally. In this handbook you will find key information regarding college life and the support on offer to you. Additional information related to your emotional wellbeing and mental health is also included within this booklet.

Please do read and refer to this booklet in conjunction with the more comprehensive Student Guidelines and Rules. All students will be asked to sign and return a declaration understanding and agreeing to these.



**Graham Almond**

Vice Principal

**Susanna de Beer**Assistant Principal
International**Elpida Christianaki**Assistant Principal
Academic**Keith Miller**Assistant Principal
Pastoral**Greg Barker**

Personal Tutor (PT)

**Frankie Frangeskou**

Personal Tutor (PT)

**Ana Sobrino
Gonzalez**

Personal Tutor (PT)

**Brigitte Grimshaw**

Personal Tutor (PT)

**Mark Leaford**

Personal Tutor (PT)

**Inga Morrissey**

Personal Tutor (PT)

**Jamil Rashid**

Personal Tutor (PT)

**Toby Taylor**

Personal Tutor (PT)

Key Information

1 Student Support and Wellbeing

The past several months have tested us as individuals, families and communities and we've quickly had to adapt to new ways of studying, working, socialising and getting on with our lives and now return to the new "norm". Navigating difficult circumstances can be emotionally taxing, contributing to poor mental health or exacerbating existing conditions. MPW has a number of ways of supporting you and your wellbeing via both the Personal Tutor system, independent listener, the Safeguarding team, PHSE seminars and Firefly. Self-kindness requires tending to the maintenance of our feelings and emotions. Holding in worries and difficult emotions can lead to experiencing overwhelm, anxiety and even certain physical symptoms. Try not to bottle things up and reach out if you need to - this could be by talking to your Personal Tutor, a teacher, trusted friend or family member, an independent listener or a counsellor.

2 Personal Tutor System (PT)

Every student at MPW has been allocated a Personal Tutor (PT). The PT is the link person between home and college and their responsibility is to oversee the pastoral and academic wellbeing of each student. The PT works alongside parents to ensure students achieve their goals. The PT also offers guidance on university applications including the personal statement, and they will write the UCAS reference. **Your PT is the person you should contact if you have any problems or concerns.** You can book a meeting with them by email or at reception. They will also contact you to arrange regular meetings in order to discuss your progress.



3 Attendance

Students are obliged to attend all their timetabled lessons. Experience have taught us that your attendance are often a reliable indicator of your academic commitment and your wellbeing. If you are unable to come into college due to illness your parent/guardian must phone the college by 8:45 in the morning to note your absence. Daily attendance sweeps are also conducted and you, your parents and your guardian will be contacted to find out where you are if you are not in a lesson without an authorized absence.

4 Lessons and Learning

At MPW we are excited about learning and engaging with new ideas. We have high expectations of you and expect that you will bring this attitude of curious engagement to all your lessons.

Aim to arrive at least 5 minutes before the lesson is due bringing resources such as your student files, pens, paper, laptop and whatever else is asked of you by your teacher (eg textbook, material from a previous lesson). Most lessons last for two hours with a short break at the halfway point. A register is taken at the start of each lesson and absences communicated to a student's Personal Tutor and their parents. Students who arrive late may not be admitted until after the break, at the discretion of the teacher. Similarly, students who arrive back late from the break may be excluded from the remainder of the lesson. Students are not permitted to take holidays during term time without the express permission of the Personal Tutor (who will consult the Principal).

Students are expected to concentrate during lessons, applying themselves to set tasks and responding positively to questions and discussions. Homework is set regularly and returned promptly. All work submitted by students must be their own and not copied from their peers or the internet. Plagiarism is a serious academic offence that may lead to students being removed from public examinations.

5 Books and Publications

Departments provide course notes and make available academic articles. Students may be required to purchase one or more textbooks. The course tutor will advise accordingly.

6 IT Resources

Many of your learning resources are now in your personalised online space. You will use MS TEAMS for online meetings and timed assignments; Firefly for homework assignments and deadlines; keep your notes and handouts in a One Note folder; look at your student records in Cloudschool.



Student log-ins will be issued on the first day of term. Acceptable use of college IT is detailed in Student Guidelines and College Rules.

Students will be issued with a college email address that should be used in all communication with staff. Members of staff are not allowed to contact you using your personal email address whilst you are studying at MPW.

You can access all of your resources through typing MY MPW CAMBRIDGE in any search engine and logging in. My MPW will show your timetable, a calendar of important dates and any important announcements. **Students should check their college email, the VLE and Cloud School page regularly throughout the day.**



7 Class Tests, Exam Practice papers and Mock Examinations

All students are expected to sit a series of tests and examinations as part of their courses.

- **Timed Assignments** are weekly formal tests for each of your subjects. You have a time on your timetable for each of your subject's TAs.
- **Full mock examinations** take place in the second half of the Spring term (for full-year A level and GCSE candidates) or in April (for students following January to June or split-study courses).

Please note: The college will only enter students for public examinations who have demonstrated satisfactory progress through their courses. This includes, but is not restricted to, regular and punctual attendance at lessons, completion of class and homework tasks and securing at least a pass grade in the mock exams.

8 Formal Examinations

Exam entries will be made in November. Students are responsible for ensuring they are entered for the correct exams and must therefore check their statements of entry carefully.

In order to qualify for extra-time or access arrangements in college and public examinations, please make an appointment with Dr Elpida Christianaki, Assistant Principal Academic. Students are required to be re-assessed at MPW even if they were entitled to special arrangements at their previous school.

9 UCAS (University applications)

Students should make an appointment with their PT to discuss plans for university. Those interested in applying to either Oxford or Cambridge (Oxbridge) should inform their Personal tutor who will refer them to additional bespoke support for their applications.

10 Oxbridge and Medical Programmes



For students interested in applying to Oxford or Cambridge or for medicine, we run bespoke Oxbridge and Medics programmes. If you are interested in joining either of these programmes contact inga.morrissey@mpw.ac.uk as soon as you arrive.

11 Student Cards/Oyster Photocards



Student cards are available from through the NUS website at www.nus.org. You will need to provide one passport photo. Your student enrolment number is your computer login at MPW.

12 Student conduct

Students must be courteous and respectful to fellow students and staff, and our neighbours. Smoking, including e-cigarettes, is forbidden in any of the college buildings and the surrounding area. The common room, canteen and classrooms must be kept tidy and litter-free.

You will receive a Student Code of Conduct and an Acceptable Use of IT documents during Induction.

13 Health and Safety

Medical and First Aid

All students are required to complete a college medical form which should be signed by a parent or guardian and returned to their Personal Tutor during Induction. This is to ensure that the College have all the necessary medical information to keep our students safe and well-cared for.

The college has trained staff who are permitted to administer basic first aid. We have a fully equipped Medical Centre. If you feel ill during the day, please present yourself to Reception.

Please note that the college is not allowed to administer any form of drugs or medication without written parental consent. In the case of a serious accident or illness, the college will call for an ambulance and inform the parent or guardian as soon as practicable. Should a student need to be taken to hospital, he or she will always be accompanied by a member of staff until a parent or guardian arrives.

All students must be registered with a GP (doctor) and provide the College with up to date contact details for the GP practice. For international students, you will register to the GP closest to your accommodation and this will also provide you with an NHS number.

Emergency evacuation instructions for students

All students are expected to familiarise themselves with the fire action notices displayed throughout the college.

Coronavirus (COVID-19)

As a community we have a responsibility to maintain good standards of hygiene to protect ourselves and others. This includes, but is not limited to, washing your hands regularly and being aware that viruses can spread through human contact and touching surfaces. In light of the recent pandemic, it is very important that you make the college aware if you develop any symptoms of the Coronavirus (COVID-19) and these include a high temperature, a new continuous cough, fatigue, diarrhoea and sickness, hoarseness, shortness of breath and a loss or change to your sense of smell or taste.

Maintain good standards of hygiene



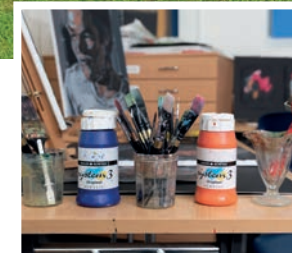
Wash your hands regularly



Wear Personal Protective Equipment



Use hand sanitisers



14 Finding Your Way Around

Each room is identified by a number which shows: a) which building it is in; b) which floor it is on; and c) which room on that floor it is. For example, B1.06 means that it is in Brookside, on the first floor, room 6.

Lessons take place in Brookside (B) and Panton Street (X)e).

At any point when you feel lost or confused about something, just ask someone. You could also quickly email your Personal Tutor who are always ready to guide you.

15 Changes of circumstances

It is very important that our student records are completely up to date at all times. Students must therefore inform their Personal Tutor of any changes of address, of telephone contact numbers (for themselves or their parents/guardians) and of any changes in the health information provided on the college registration form as soon as they happen.

For international students we expect that you share your flight details with your Personal Tutor whenever you leave the country during your studies with us.

Student often change their mobile phone providers - ensure that your Personal Tutor has your most up to date phone number.



What's on your MIND?

YOUNG MINDS

A guide to emotional wellbeing and mental health provision for young people

Introduction

This section looks at what we mean by 'mental health' and 'emotional wellbeing' and suggests when and how to seek support. It also provides a broad outline of some mental health conditions suffered by young people, coupled with helpful links for further information to registered charities and the NHS.

The coronavirus pandemic and in particular the experience of lockdown have hugely affected our everyday lives. You may be finding things challenging. Some of you will be experiencing difficulties now whereas others of you may only later feel the effects of the past few months. Please know that we are here to help. Exactly how young people will respond to the events of recent months will depend upon many factors: age, previous life-experiences, the effects of the pandemic on friends and loved ones, the extent to which they follow the news, and so on. At the same time, much is uncertain, such as how long the various restrictions will last and possibility of a "second wave".

There may well be a great number of long-term effects when it comes to using public transport or attending large events. As we emerge from lockdown and return to face-to-face learning, everyone will need to pay close attention to their mental and physical help. It is an absolute priority for us to do what we can to support you.

We hope the following information will be useful in raising awareness of some common health conditions with clear advice on the support available at the college. For any medical condition it is always recommended that further medical advice is sought as well.

Pastoral Support at MPW

There are a variety of ways in which each student supported at MPW:

- Your Personal Tutor will usually be the point of contact for all pastoral and academic matters.
- The Designated Safeguarding team are also on hand led by Susanna de Beer.
- A trained first aider is always on hand for any immediate concerns at the Receptions in both Brookside and Panton Street.
- Another way that we can help you to find resources that you can use yourself is through Edukit. This is a new app that has been shown to effectively support student wellbeing. Download the Edukit in the iPhone or Android app store.

Independent Listener

Our Independent Listener at College is Heena Chudasama. Heena is available on Wednesday 9:00-16:30 for drop in sessions. You can also get in touch with Tom to arrange a session in the rest of the week.

Heena

Heena.Chudasama@mpw.ac.uk



Tom

tom.huber@mpw.ac.uk



What is counselling for?

Counselling can offer you a space in which to explore any difficulty you may be having in your life. If you are worried, down or confused, talking things over can help you to make sense of how you feel and find new ways of dealing with problems, without being judged or told what to do.

Counselling is not about being given advice but rather helping you to find your own answers and gain more control in your life. Examples of issues you might bring to counselling include:

- lack of confidence or low self-esteem
- issues around sex and sexuality
- family problems
- loneliness/feeling homesick
- worries about appearance
- eating problems
- self-harm
- stress and anxiety
- making difficult decisions
- bereavement and loss
- traumatic experiences
- depression
- managing change and transition
- anything that is causing difficulty in your life.

Is it confidential?

Yes. Nothing you say will be shared with anyone else without your permission. The only exception to this rule is if you or someone else is in danger.

What happens at the first appointment?

You will be told a bit more about the service and asked a few questions about what is troubling you, your history and what you hope to get out of counselling. This is also an opportunity to ask any questions you might have.

How long does counselling last?

If you decide to arrange further sessions after your initial appointment you will usually be offered a minimum number of sessions. You will then begin weekly sessions at the same time every week. Sessions last 45 minutes.

How do I find a counsellor?

Ask your Personal Tutor or Heena Chudasama, to help you arrange counselling.

What do we mean by mental health?

There is often a lot of confusion about what we mean when we talk about mental health. Many people immediately start thinking about mental health problems or mental illness – but this is only one part of the picture...

Everyone has 'mental health' and this can be thought of in terms of:

- how we feel about ourselves and the people around us
- how we handle stress and make choices
- how we relate to others and maintain relationships
- our ability to learn from others and to develop psychologically and emotionally.

Being mentally healthy is also about having the ability to overcome the difficulties and challenges we can all face at times in our lives – to have confidence and self-esteem, to be able to make decisions and to believe in ourselves.

Dealing with life's ups and downs

Having said that we all have mental health, it's also important to understand when you might need to get some help or support with how you are feeling – or to know when perhaps you may be experiencing a more serious problem.

It is quite normal to sometimes feel worried, anxious or upset when things don't go as you hope – everyone faces pressure in their lives at certain times and these can include:

- college life & exams
- getting into university/work/getting a job
- growing up and becoming more independent
- friendship and relationship issue

Knowing when to get help

What to look out for:

If someone is experiencing worries, anxieties and difficult feelings to the extent that they are seriously interfering with their everyday life, for instance...

- being able to study and go to school
- being able to eat or sleep as they normally do
- being able to go out with their friends or take part in their favourite hobbies

...and these feelings are becoming persistent, that is lasting for a few weeks or more, then it might be that they have a mental health problem or disorder and need to get some further help.

Not as uncommon as you think

If you think mental health issues are uncommon, think again!

Approximately **1 in 4** people in the UK will experience a mental health problem each year.

In England, **1 in 6** people report experiencing a common mental health problem (such as anxiety and depression) in any given week.

'When 'I' becomes 'We', Illness becomes Wellness'

The first step to overcoming any mental health issue is to talk to someone you can trust. This might be a friend, family member, your Personal Tutor here at MPW, Heena or Tom.

The next section identifies some common factors that influence mental health and list where you can find help if you or a friend is suffering.



Dealing with College Life

There will inevitably be periods of intensity and potentially stress-provoking situations for any student e.g. during the real and mock exam periods and deadlines/regular testing at the college.

Relationships both at college and at home can also be stressful at times. Adequate preparation for exams can often reduce the stress felt surrounding them (particularly for anxious students) and the student/parent should always contact the Personal Tutor over any concerns. The college also runs regular study skills workshops to help students navigate through stressful periods and provide ongoing support for each individual.

It is important that students try to maintain a healthy balance between academia and exercise, with regular breaks during studying. A healthy diet is also important with regular sleeping patterns and if possible a quiet space at home in which homework can be completed without interruption.

Safe and Acceptable Use of IT

The College encourage students to make good use of all educational opportunities in person and online. To this end students *read, understand, sign and adhere to the student Code of Conduct for Internet, Email and Mobile Electronic Device Use.

- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- understand the importance of reporting abuse, misuse or access to inappropriate materials.
- know what action to take if they or someone they know feels worried or vulnerable when using online technology.
- know and understand the college policy on the use of mobile phones, digital cameras and hand-held devices.
- know and understand the college policy on the taking / use of images and on cyber-bullying.
- understand the importance of adopting good e-safety practices when using digital technologies out of college and realise that the college's e-safety and acceptable use policy covers their actions out of college, if related to their membership of the college.
- take responsibility for learning about the benefits and risks of using the Internet and other technologies safely both in school and at home.

Your Personal Tutor will have a discussion with you about e-safety during Induction.

Frequently asked questions

What shall I do if I would like to discuss a personal matter with a member of staff or I am concerned about a friend at the college?

Your first point of contact is your Personal Tutor who is responsible for student welfare at the college and is available to discuss any concerns that you may have. You can email your Personal Tutor to make an appointment or visit them directly.

If the matter is urgent and they are unavailable, please contact another member of staff on the premises who will be able to help you. The designated safeguarding lead is Susanna de Beer. Susanna is based in Pantons Street in X1.01. If you would like your Personal Tutor meeting to be in confidence, we can easily arrange this. Just let your Personal Tutor know when you meet them.

I would like to see a Counsellor to discuss my concern – how shall I arrange this?

If you would like to book an appointment to see either counsellors or if you have any questions please contact Heena (heena.chudasama@mpw.ac.uk) or Tom (tom.huber@mpw.ac.uk) or speak to your Personal Tutor.

I would like to see a first-aider today, what shall I do?

At MPW there is always a trained first aider on hand – please go to Reception. A first aider will be assigned to you to assess your needs and take necessary, appropriate action.

I am very upset at the moment and I can't find my Personal Tutor – who can I talk to?

We hope that you approach another Personal Tutor or another member of staff who will be able to help. Please remember you can also approach the DSL (Susanna de Beer), the Principal Tom Caston or a member of the Safeguarding Team (Keith Miller, Elpida Christianaki, Graham Almond, Tom Caston).

I am worried about an incident or issue that happened off school premises or online – can I still talk to a member of staff about it?

Yes – please approach your Personal Tutor or a member of staff about anything that concerns you.



I would like to speak to somebody out of school hours, who can I talk to?

We would encourage you to speak to your parents or someone you trust (a relative, a friend's parents) if you feel comfortable. There are plenty of helpful charities who offer advice to young people:

CHILDLINE:

0800 1111

<http://www.childline.org.uk/pages/home>

SAMARITANS:

116123

<http://www.samaritans.org/>

MIND (MENTAL HEALTH):

0300 123 3393

<http://www.mind.org.uk/information-support/helplines/>

GET CONNECTED

(confidential helpline for young people):

0808 808 4994

<http://hatw.co.uk/helpline/get-connected/>



“A problem shared,
is a problem halved.”

Further resources on mental health and wellbeing:

- **Mental health charity providing support and information**
<http://www.mind.org.uk>
- **Samaritans**
helpline available 24/7 call free (UK): 116 123
<http://www.samaritans.org>
- **Providing a range of information, advice and support for students**
<http://www.studentsagainstdepression.org>
- **International service: supporting those in distress**
<http://www.befrienders.org>
- **Support for the under 25s**
<http://www.themix.org.uk>
- **For those struggling with self-harming behaviours**
<http://www.harmless.org.uk>
- **App for Sleep, Meditation and Relaxation**
<http://www.calm.com>
- **Website dedicated to all things mindful**
<http://www.freemindfulness.org>
- **Online guide to mental health and wellness**
<http://www.helpguide.org>
- **Meditation website with App**
<http://www.headspace.com>
- **Campaign Against Living Miserably - Support for young men suffering from depression**
<http://www.thecalmzone.net>
Helpline: 0800 58 58 58
- **Workbook on social anxiety**
<http://www.moodjuice.scot.nhs.uk/shynesssocialphobia.asp>
- <http://www.anxietyuk.org.uk>
Helpline: 03444 775 774
Text: 07537 416 905
- **Additional Covid-19 support:**
<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/#.XmdCMLzqXtV.twitter>
<https://www.studentminds.org.uk/coronavirus.html>



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