



# WELCOME TO LMC

**Your Welcome Guide**  
**2024/25**

# NICE TO MEET YOU

**Congratulations on securing your place at Lancaster & Morecambe College.**

**We hope that you had a long, relaxing summer in the sunshine (or not due to our typical British weather) and that you are excited to start your new course very 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](mailto:hello@lmc.ac.uk).**



# Principal's Welcome

I am delighted to welcome you to Lancaster & Morecambe College and hope that you enjoy your time with us.

This guide provides you with all of the information you will need during the academic year and is designed to provide you with an insight into what our extraordinary College has to offer.

The number of opportunities available to today's students is various, and it is important that you have all the information you need to make the best choices for your future. We are pleased that you have chosen to study at LMC and hope that we can support you to achieve your desired goals.

At LMC we are focused on preparing our learners for real careers, independence, and positive progression when they graduate from College. We offer a wide range of support to ensure our students are self-directed and highly motivated, and you will find details of all of this - and much more - in this Welcome Mag.

We are proud of our well-established links with over 700 employers within the local community, and we are committed to providing excellent opportunities for learners to gain valuable industrial experience as part of their course. Our core values - Collaborative, Inclusive, and Aspirational - form the foundation of daily life at LMC; from ensuring that everyone feels safe and respected, to helping our learners progress onto Higher Education and into meaningful careers.

Take some time to read through the Welcome Mag and familiarise yourself with the opportunities that are available to all learners at LMC.

I hope that you have an enjoyable time at LMC and look forward to welcoming you to campus in September.

Daniel Braithwaite



# Keep Up To Date



**Follow us on socials  
@Lmcollege**



# Your First Few Weeks

2nd - 6th September

**Induction Week**

9th September

**Autumn Term Begins**

18th September

**Welcome Fair**



# Autumn Term 2024

Monday 2 September -  
Friday 6 September 2024

**Induction week**

Monday 9 September 2024

**Autumn Term commences**

Friday 4 October 2024

**Learner Review Day**

Students are not required to attend

Monday 21 October –  
Friday 25 October 2024

**Half Term**

Thursday 5 December 2024

**Learner Review Day**

Students are not required to attend

Friday 20 December 2024

**Autumn Term end**





# Spring and Summer 2024 Term

Tuesday 7 January 2025

**Spring Term commences**

Monday 17 February –  
Friday 21 February 2025

**Half Term**

Wednesday 19 March 2025

**Learner Review Day**

Students are not required to attend

Friday 4 April 2025

**Spring Term ends**

Tuesday 22 April 2025

**Summer Term commences**

Monday 5 May 2025

**Bank Holiday**

Friday 6 May 2025

**Learner Review Day**

Students are not required to attend

Monday 26 May -  
Friday 30 May 2025

**Half Term**

Friday 27 June 2025

**End of Summer Term**



# 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](http://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, speak to your tutor, contact your mentor through Teams or text your mentor to book an appointment

## Careers Advice

You have the option to book appointments with our careers advisors who can support you with UCAS applications, job interviews and progression information for when you complete your course - simply visit The Hex or email [advice@lmc.ac.uk](mailto:advice@lmc.ac.uk)

## Student Voice

Student Voice allows you to get involved! Whether that's becoming a Class Rep and attending student conferences, becoming a Student Ambassador and helping out at open events or joining in with Youth Social Action volunteering projects. It's a great way to build your network across College

## Learning Support

Our Learning Support Team offers a wide range of study support, this could include, 1:1 support and any exam arrangements you may need. If you start to fall behind or struggle with any aspects of your college work, please come and see us for a chat in the Hex or you can email us at: [learningsupport@lmc.ac.uk](mailto:learningsupport@lmc.ac.uk)



# Your Campus

**Over the summer, exciting changes have been made around campus. This includes a brand new covered outdoor area to relax and eat, away from the hustle and bustle of The Lounge. Additionally, new learning spaces are currently being created in C Block for T Levels, and industry-standard labs are being fitted in B Block.**

There may be disruptions around campus so please make sure you follow all the safety guidance and do not try to access areas which are out-of-bounds. We will have new teaching spaces and innovative facilities opening in the near future!

## 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 Engagement and Pastoral teams.

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 or 01524 521385 or [info@lmc.ac.uk](mailto:info@lmc.ac.uk).

## The Courtyard

The Courtyard is a peaceful, vape-free outdoor area covered by a canopy for you to relax and unwind all year round. This area also holds our 200th Birthday artwork from local artist Chas Jacobs, go and check it out!



## Sneak Peek At Your New Learning Spaces



# Food Options



## The Lounge

Located on the ground floor of C Block, The Lounge is the perfect stop for you during breaks to get a bite to eat and chat with your friends. There's a variety of tasty and affordable food and drinks on offer throughout the day. The menu also includes a 'special' each day so keep an eye out on the board! Lunch is served between **11.30AM and 1.45PM.**

### Free Breakfast

If you arrive at The Lounge between **8.30 and 8.55AM** you can choose between fruit, porridge, toast, tea or coffee for FREE.

## The Shop

In a hurry? Then The Shop is your best option! Pick up a drink, a snack, a meal deal or even some baked goods. The Shop also has other items such as must-have stationary, cards and even hygiene products like body sprays.



## The Breakaway Café

Located opposite the Sports Hall in S Block, The Breakaway Café is the perfect place to go to avoid The Lounge queues and get a healthy lunch.

## Term-Time Opening Hours

### Reception

Mon: 8AM - 5.30PM  
Tue: 8AM - 5PM  
Wed: 8AM - 5PM  
Thu: 8AM - 5.30PM  
Fri: 8AM - 4.30PM

### The Hex

Mon: 8.30AM - 5PM  
Tue: 8.30AM - 6.30PM  
Wed: 8.30AM - 6.30PM  
Thu: 8.30AM - 5PM  
Fri: 8.30AM - 4PM

### The Lounge

Mon: 8.30AM - 4PM  
Tue: 8.30AM - 7PM  
Wed: 8.30AM - 7PM  
Thu: 8.30AM - 4PM  
Fri: 8.30AM - 3.30PM

### The Shop

Mon: 10AM - 2PM  
Tue: 10AM - 2PM  
Wed: 10AM - 2PM  
Thu: 10AM - 2PM  
Fri: 10AM - 2PM

### The Breakaway Cafe

Mon: AM  
Tue: AM  
Wed: AM  
Thu: AM  
Fri: PM

**Coming Soon**

GET INVOLVED

# Student Voice

Class Reps ● Student Ambassadors ● Volunteering

## Class Rep

### Have your say as a Class Rep!

We value student involvement in helping to shape the College community and being a Class Rep is an important opportunity to represent your classmates. You will also get free food for attending any conferences/meetings.



## Student Ambassador

### Promote College!

As a Student Ambassador, you will have the opportunity to help in a range of marketing related activities, such as school visits and open evenings. The role is intended to provide a current student's perspective of College. There is opportunity for paid work when assisting with open evenings.



## Youth Social Action

### Volunteer in the community!

As a participant taking part in YSA you will be involved in activities that make a positive impact on society. It will mainly involve young people taking up opportunities to address social issues in the community, volunteer, fundraise, or advocate for causes they care about. This engagement will help develop important skills, gain valuable experiences, and contribute to your community in a meaningful way. We encourage and support students to put their ideas forward for any projects they would like to be involved in. See below our 23/24 YSA projects:

Cat Smith visit



Care home makeover

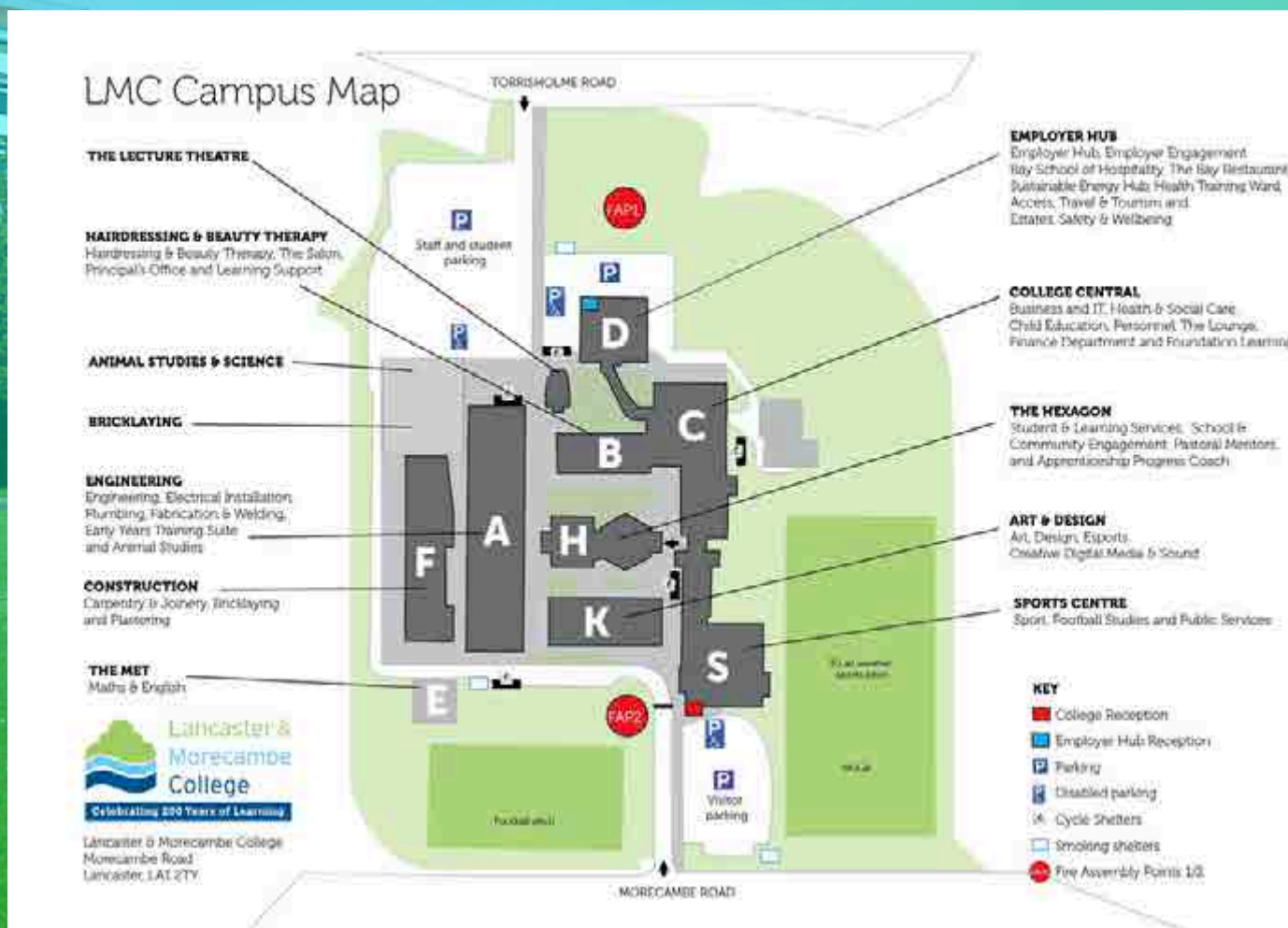


Christmas charity boxes



# Site Map

- A Block** Construction, Engineering, Animal Studies, Early Years
- B Block** Hairdressing & Beauty Therapy, Science labs
- C Block** The Lounge, Animal Studies & Science, Aspire
- D Block** Clinical Skills Ward, VR Suite, Access, The Bay School of Hospitality
- E Block** Maths & English
- F Block** Construction
- K Block** Art & Design, Creative Digital Media, Esports
- S Block** Main Reception, Gym, Sports Hall, Sports, Public Services
- The Hex** Student Services, Student Money, Advice & Guidance, Pastoral



# FREE Water Bottles

Stay hydrated on campus and collect your FREE LMC water bottle from The Hex! We have water fountains all round campus so you can fill up on the move.

## Water fountain locations

A Block- The entrance by Animal

C Block - The Lounge

F Block - Downstairs in the foyer

K Block - Downstairs in entrance

The Hex - The back near the toilets

S Block - Ground floor near ladies changing rooms



# Stay Safe Show You Belong

## Wear Your Lanyard

When you enrol with us in September, you will receive a student ID card and a 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!

If you forget your lanyard, please visit The Hex desk for a temporary lanyard which you must return at the end of the day.

Below you can see who each coloured lanyard represents:



**Students**



**Staff**



**Staff**



**Visitors**



**14-16  
Students**

# Thank you for wearing your lanyard

When on campus, all students, visitors and staff are required to wear a lanyard



Lancaster &  
Morecambe  
College



# Secure Campus

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

Please avoid using your card to let others in - the reason we require you to scan in is to ensure only those who are meant to be on campus are here.



## 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 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. 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.

# Pastoral Support

We want all of our learners to enjoy their time at college and our Pastoral Mentors are here to help support you.

You can chat with them about any concerns you may have and they are available to speak with you between 8:30 am - 4:00 pm each day.

Visit The Hex, speak to your tutor, contact your mentor through Teams or text your mentor to book an appointment.



**James Southgate**

Animal Studies & Science, Digital Technology, Foundation Education, Hospitality & Catering

**07581 082412**



**Helen Smith**

Energy, Engineering & Construction

**07813 358104**



**Laura Lydon**

Business, Child Education, Health & Social Care, Public Services, Sports, Travel & Tourism

**07813 358089**



**Katie Swann**

Art & Design, Creative Digital Media, Beauty Therapy, Hairdressing

**Paula is covering whilst Katie is on maternity leave**



**Paula Heaton**

**07570 953760**





# 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](mailto:advice@lmc.ac.uk)



## CAREERS ADVICE

### Employer & HE Visits

Over the year you will have the opportunity to meet a range of employers and representatives from Higher Education at a range of on-campus events and workshops. We host a HE Fair in October and an Employer & Apprenticeship Event in February. This year we are also hosting a huge NHS careers event!

### 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!

### Curriculum

Careers advice and employer needs 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 Roberts**

LMC Careers Coordinator



**Jake Edlin**

LMC Careers Advisor

[advice@lmc.ac.uk](mailto:advice@lmc.ac.uk)

# Trips & Visits

Whichever course you choose, you'll have the opportunity to take part in work experience and employer visits within the UK and potentially 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 Spain and Italy. Last year we extended this offer to include fully-funded work placements in the Caribbean, New York and Canada!

Not all of our trips are funded, but if you are eligible for financial support, you may not have to pay to take part - please see the Student Money section next for more information.

**NEW TRIPS COMING THIS YEAR!**



Alicante



New York



St Georges Park



London Games Con



Cancun

# STUDENT MONEY



We offer a range of financial support through the Learner Support Fund (LSF). For all cases, please go the [LMC Pay My Student](#) portal and submit an online application form.

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](mailto: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 (after tax) or receive 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 into your bank account.

## Course Fees

If you are aged 16 - 18 before 31 August 2024, your course is free.

For information on course fees for students aged 19 and over, please visit [lmc.ac.uk/financialsupport](http://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 (after tax) or receive certain means-tested benefits **AND** you are on a full-time course.

If you are attending Lancaster Training Services (LTS) on a full-time course, your lunch credit will be paid in arrears direct to your bank account.

## Vulnerable Bursary

If you are aged 16 - 18 before 31 August 2024 **AND** your status is 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 Looked After by the local authority)
- Care Leaver (classed as a care leaver by the local authority)
- In receipt of Universal Credit under your name, financially supporting yourself, living independently, or within a family unit and any dependent(s)
- In receipt of DLA/PIP and UC/ESA under your name

## Childcare

If you are a parent aged under 20 on 31 August 2024, please apply for support through the Care to Learn Scheme [gov.uk/care-to-learn](http://gov.uk/care-to-learn)

If you are a parent aged 20 or over on 31 August 2024 **AND** your household income is below £35,000 (after tax) or receive certain means-tested benefits **AND** your course is 30 hours or more in total, we can support you. Please go the [LMC Pay My Student](#) portal and submit an online application form.

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

# 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 (before tax) 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 eligible students who are not on the College 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 prices:

Term	MegaRider	GoldRider
Autumn	£245	£415
Spring	£195	£310
Summer	£155	£270

### 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 to find out more.

### Supported Internships

If you are on an internship, 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 visit [Pay My Student](#) and submit your application.

**Pay My Student**  
Student Financial Support Simplified

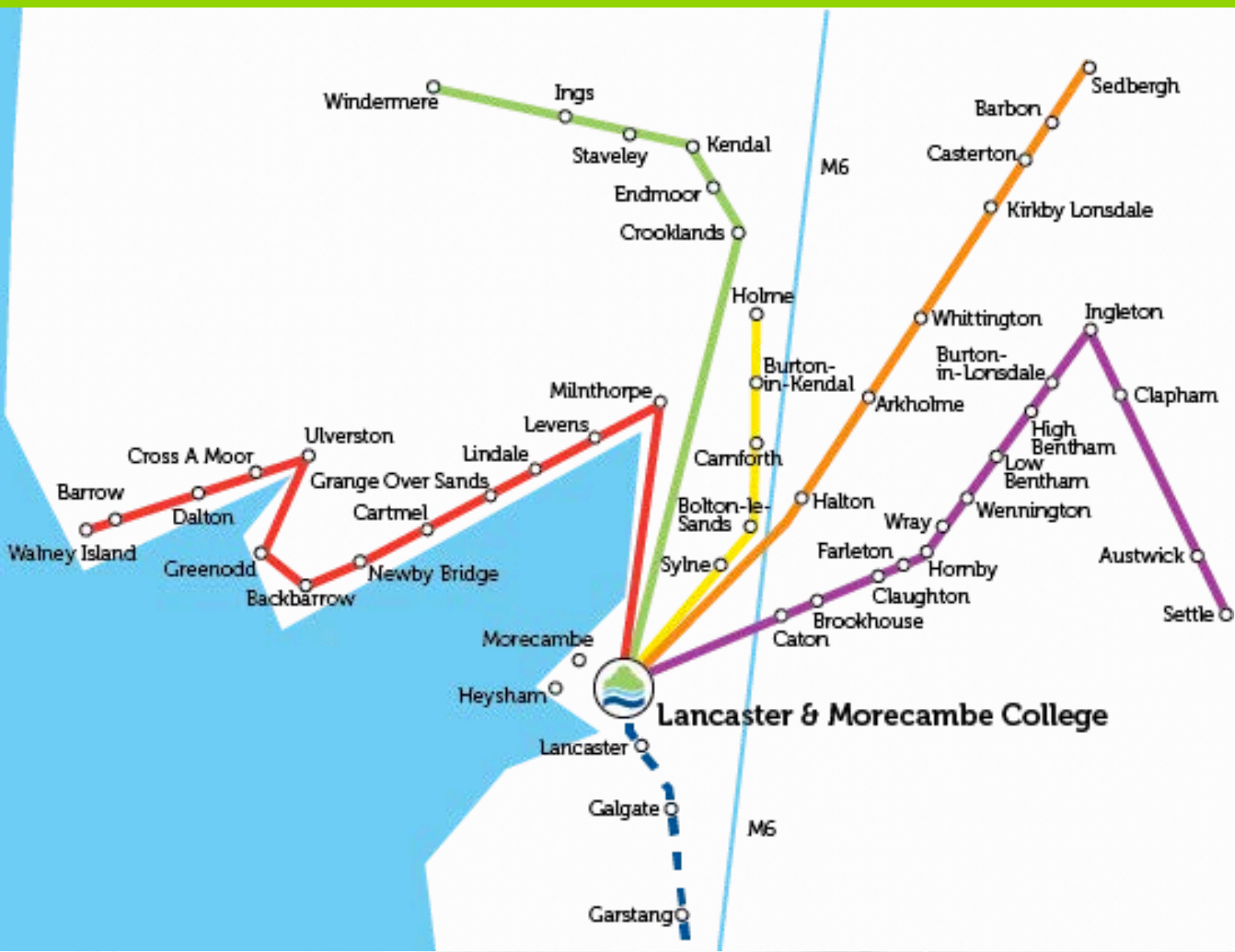
# FREE BUS SERVICE

We provide a free bus service to students who live outside Lancaster and Morecambe and are studying on a full-time course or an apprenticeship. Buses will operate from Monday, 2nd September. For a detailed list of our free bus routes, please visit: [lmc.ac.uk/bus](http://lmc.ac.uk/bus)

Before you enrol with us, you can use your induction letter from College as ID to get on the bus. After you enrol, you'll be issued with a College ID card and lanyard 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 places to store your bikes for those wishing to cycle to campus, as well as free on-site parking for students.

Please see the map below for our free bus routes:



# Code of Conduct



Lancaster &  
Morecambe  
College

## Learner Agreement

LMC is a place of excellence for training in the technical, professional and creative industries; we are justly proud of our aspiring, adaptable, work ready graduates.

## LMC Values



### Collaborative



### Inclusive



### Aspirational

To ensure all our learners reach their potential LMC expects learners to agree and adhere to a simple code of conduct linked to our values to prepare you for your next steps.

## As a learner at LMC you agree to:

- Behave in a polite and considerate manner at all times
- Treat everyone with respect
- Wear your LMC lanyard
- Attend all of your planned sessions
- Be punctual – be in the right place at the right time
- Report absence via hotline or online before planned session
- Complete all your work to the best of your ability by agreed deadlines
- Take responsibility for your own learning
- Behave safely at all times and do not put others at risk
- Keep your college clean – don't litter
- Not eat or drink in classrooms or workshops – apart from bottled water
- Not use mobile phones in class unless directed
- Wear suitable clothing or correct uniform/kit if required
- Bring all required equipment
- Not bring alcohol, drugs, drug paraphernalia or dangerous items to college
- Not use or consume alcohol or non-prescription drugs prior to or during timetabled sessions
- Only vape in outdoor areas at a distance away from college buildings which is considerate to non-vapers. This means clear distance around entrances/exits into buildings to allow people to pass without walking through vape emissions. At a distance away from the college building where there are open windows.

**Staff reserve the right to take appropriate action if the code of conduct is ignored or breached in accordance with the College's disciplinary procedure.**

[lmc.ac.uk](http://lmc.ac.uk)



# USEFUL CONTACTS



## General Numbers

Absence Hotline (Until 9:30am)	01524 521533
Main Reception	01524 66215
The Hex Welcome Desk & Resources	01524 521269
Additional Learning Support	01524 521245
Safeguarding	01524 521382
Student Money	01524 521469
Computer Helpdesk	01524 521265
Pastoral Support	01524 521220
Careers Advice & Guidance	01524 521385



## Administrators

Sport, Public Service, Travel & Tourism	01524 521250
Art & Design, Creative Digital Media	01524 521427
Hair & Beauty, Access	01524 521427
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
Marketing	marketing@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

# Our Values



## Collaborative

### Agreed behaviours

- Work together to maximise opportunities
- Build strong and productive relationships
- Support each other to achieve shared goals
- Communicate in an honest and trustworthy manner
- Learn from each other



## Inclusive

### Agreed behaviours

- Listen and value the views of others, demonstrating mutual respect and empathy
- Create a welcoming, safe and supportive environment
- Promote a sense of community, belonging and pride in place
- Champion equality, diversity and opportunity for all



## Aspirational

### Agreed behaviours

- Lead by example, role modelling high standards
- Celebrate progress and achievement
- Take responsibility and be accountable
- Embrace new challenges confidently
- Continually strive to improve





# YOUR FUTURE STARTS NOW!



Lancaster &  
Morecambe  
College

Celebrating 200 Years of Learning

Lancaster & Morecambe College, Lancaster, LA1 2TY

01524 66215

[www.lmc.ac.uk](http://www.lmc.ac.uk)