



WC301 - Student Handbook

College Policy	
Status	Draft
Document Reference No	WC301
Document Title	Student Handbook
Version	Version 1
Last Updated	28 th January 2025

Information Classification: Private
Status: Draft

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Welcome

Dear Students,

Welcome to Westerfield College. I am pleased to extend a warm welcome to each of you as you begin this exciting journey. Whether you are joining us fresh from school, returning to education, or furthering your studies, you are now part of a vibrant and diverse community committed to your academic success, personal growth, and overall well-being.

At Westerfield, we pride ourselves on creating a supportive and inclusive environment where every student can thrive. Our dedicated staff are here to guide and inspire you as you work toward achieving your academic, professional, or personal goals. We offer a wide range of courses and experiences, from vocational training to academic programs, which are all designed to help you unlock your potential and prepare for the future.

Beyond the classroom, I encourage you to take full advantage of the many opportunities available to you—whether it's joining one of our student societies, taking part in campus events, or accessing the various support services we provide. College life is as much about learning new skills and making lasting friendships as it is about achieving qualifications.

I also want to emphasise that your health and well-being are at the heart of what we do. If you need academic or personal assistance, please don't hesitate to reach out to our student support services, tutors, or any staff member. We are here to help you succeed and ensure that your experience at Westerfield College is rewarding and fulfilling.

On behalf of everyone at the College, I wish you all the very best in your studies and look forward to seeing all that you will accomplish during your time with us.

Warm regards,

Signature

[Principal's Name]

Principal, Westerfield College

About Westerfield College

Westerfield College, established over a decade ago, is a prominent sixth-form institution in Nigeria dedicated to preparing secondary school graduates for higher education abroad. The college offers various pathway programs, including the International Foundation Program (IFP) and Cambridge A-Levels, facilitating students' entry into universities in the UK, USA, Canada, Australia, and other countries.

Initially located in Yaba, Lagos, Westerfield College expanded its reach by opening a campus in Kano. In December 2021, the college further extended its presence by inaugurating a new campus in Victoria Island, Lagos. This expansion aimed to provide a more extensive and conducive learning environment for students.

Throughout its history, Westerfield College has maintained a strong commitment to academic excellence and holistic development. The institution prides itself on high-quality instruction, certified Cambridge lecturers, and comprehensive support services. These efforts have consistently resulted in students excelling academically, morally, socially, and culturally.

This level of excellence and commitment to preparing you for the world of work or future study is now being offered in the UK.

The college is offering a range of programs tailored to meet diverse academic interests and career aspirations, including:

- Cambridge A-Level
- UK Foundation Programme
- Canada Foundation Programme
- Pre-Medical Foundation
- American Transfer Pathway
- Agriculture Foundation Diploma
- Nigeria Degree Pathway
- Australia Foundation Programme

These programs are designed to equip students with the necessary skills and knowledge to thrive in their chosen fields and adapt seamlessly to international academic standards.

Westerfield College's philosophy centres on providing qualitative preparation for secondary school leavers, ensuring they are well-equipped to meet the challenges of higher education and beyond.

For more detailed information about the college's history, programs, and admission requirements, prospective students and parents are encouraged to visit the official website or contact the college directly. [Westerfield College](#)

Mission, Vision and Values

Mission: To empower learners through quality education and innovative teaching.

Vision: To be a leader in further and higher education, fostering excellence in all we do.

Values: Inclusivity, integrity, innovation, collaboration, and excellence.

Campus Map

- Include a clear map of the campus, highlighting key locations such as classrooms, student services, libraries, and recreational facilities.
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Academic Information

Academic Calendar

- The Academic year is divided into three terms: Autumn, Spring and Summer
- Term dates and exam periods are available on the college website
- Dates for holidays and reading weeks can also be found on the college website.

Attendance and Engagement

- Attendance in all lectures, seminars, and tutorials is compulsory.
- The expectation is to arrive on time for classes.
- Persistent absence from classes without a valid reason may result in disciplinary action.
- Familiarise yourself with the college policy on Attendance (WC10), which sets out the expectations for attendance and the reporting of any absences.

Academic Integrity

- The Plagiarism and Cheating Policy (WC23) Makes clear the definitions and responsibilities of academic integrity.
- The policy (WC23) further describes the investigation process for suspected academic misconduct cases, the consequences for violating academic integrity rules and how to appeal against outcomes.

Examinations and Assessments

- Please refer to the Assessment Regulations Policy (WC07) for a description of assessment methods.
- The policy (WC07) covers topics such as marking and moderation practices, cheating, collusion, contract cheating, academic misconduct, using artificial intelligence,
- Assignments and exams must be completed by set deadlines, which can be found in module specifications and introduced by your module leader at the start of each module.
- Extensions are granted only in exceptional circumstances with proper documentation, see also, Mitigating Circumstances Policy (WC20) and Mitigating Circumstances Form (WC21).
- The process for appeals against assessment outcomes can be found in the Academic Appeal and Complaints Policy (WC01)

Campus Facilities and Services

Library

- Open Monday to Sunday, with extended hours during exam periods.
- Online resources, study rooms, and workshops are available.

IT Services

- Free Wi-Fi is available across campus.
- Computer labs are accessible 24/7 with your student ID, during college opening hours.
- Assistance is available through the IT Online Help Desk.

Accommodation

- On-campus and off-campus housing options
- Accommodation support is available for special requirements.

Cafeteria and Food Services

- Variety of dining options catering to a range of dietary preferences.
- Meal plans are available for residential students.

Code of Conduct

General Behaviour

- Respect fellow students, staff, and campus property.
- Discriminatory or abusive behaviour will not be tolerated.
- Please also refer to the College Code of Conduct Policy (WC13), for expectations in the classroom and wider campus.
- Bullying and Harassment are not tolerated with details of the key principles, and procedures for dealing with and reporting incidents of bullying, Anti-bullying and Antip Harassment Policy to be found in the Anti-Bullying and Anti Harassment Policy (WC11).

Dress Code

- Smart casual attire is recommended during lectures and campus events.

Substance Use

- Alcohol consumption is permitted only in designated areas.
- Illegal drugs and substances are strictly prohibited.

Disciplinary Procedures

- Breaches of conduct will be investigated, and appropriate action taken.
- Appeals can be submitted following the college's appeal process.

. Health, Safety, and Well-being

Medical Services

- An on-campus health centre is available for consultations.
- Locations of first aid stations can be found on the campus map in the foyer and clearly identified around the campus.
- Emergency services are reachable by dialling 999 for urgent medical help and 111 for an assessment of your condition and advice on the best place to get treatment.

Mental Health Support

- Counselling services and workshops are offered.
- A 24/7 helpline is available for urgent support.

Safety Guidelines

- Always carry your student ID
- Report suspicious activity to campus security.

Disability Support: How to apply for additional learning support or physical accommodations.

Financial Aid: Information on bursaries, scholarships, and hardship funds.

Student Support Services

Academic Advisors

- Each student is assigned an academic advisor to guide their academic journey.

Careers and Employability

- Career counselling, CV workshops, and job fairs are organised regularly.

Student Societies and Clubs

- Opportunities to join or create societies to enhance your college experience.

Financial Information

Tuition Fees

- Tuition fees must be paid by the deadlines provided in your enrolment documents.
- Flexible payment plans may be available.

Scholarships and Bursaries

- Merit-based and need-based financial aid opportunities.
- Application deadlines and criteria are listed on the college website.

Living Costs

- Budgeting workshops and resources are offered.
- Guidance on managing expenses in the UK.

Information Classification: Private
Status: Draft

Complaints

- Procedures for raising complaints or appeals are detailed in the policy on Academic Appeals and Complaints (WC01) available on the college intranet.
- Confidentiality will be maintained throughout the process.

Important Contacts

- **Emergency Services:** 999 or 111
- **Campus Security:** [Phone Number]
- **Student Services:** [Phone Number and Email]
- **IT Help Desk:** [Phone Number and Email]
- **Health Centre:** [Phone Number and Email]

Acknowledgement

Students must sign a form or provide an e-signature to acknowledge they have read and understood the handbook.

We wish you a successful and enjoyable time at Westerfield College, remember to take advantage of all the resources and opportunities available.

Policy Review

This policy will be reviewed every two years by the Academic Board unless there are internal or legislative changes necessitating an earlier review.

Version History

No	Revised on	Version	Changes	Approved by	Date of Approval	Revised by