

Student Induction Guide





Welcome to Chesterfield College

I am delighted to welcome you to our college community. At Chesterfield College, we are committed to providing a vibrant and supportive learning environment where every student can thrive. Whether you are beginning your journey with us or continuing your education, we aim to equip you with the skills, knowledge, and experiences needed to succeed in your chosen path.

Julie Richards
Principal and Chief Executive
The Chesterfield College Group

This handbook has been thoughtfully prepared to help guide you through your journey here at the College. Inside you'll find important information about our values, expectations and the resources available to support your success!

I look forward to seeing you flourish during your time at Chesterfield College and beyond.

Julie

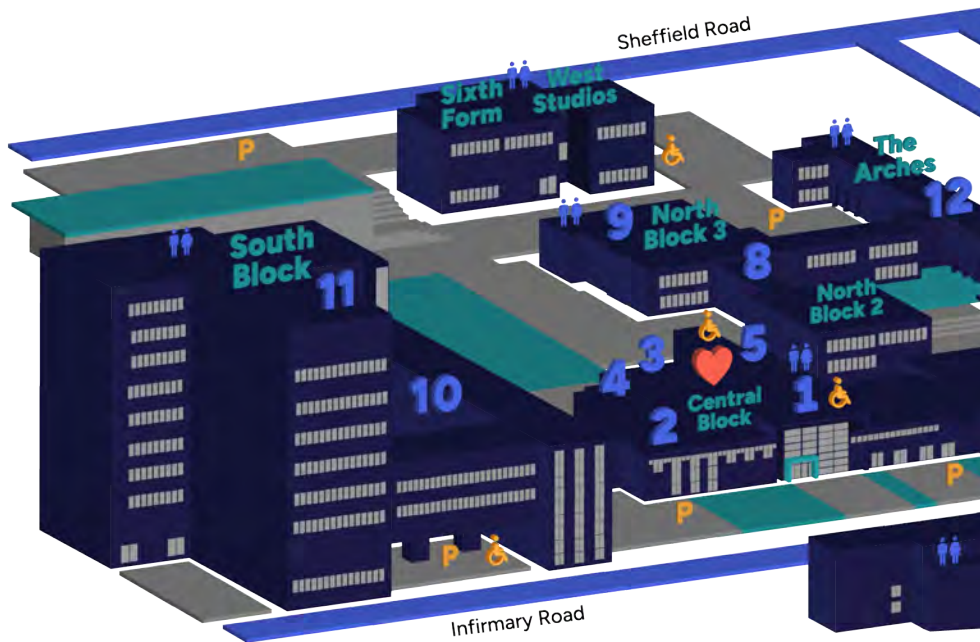
Inspiring Futures, Changing Lives



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College Campus



Central

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Heartspace

North 2

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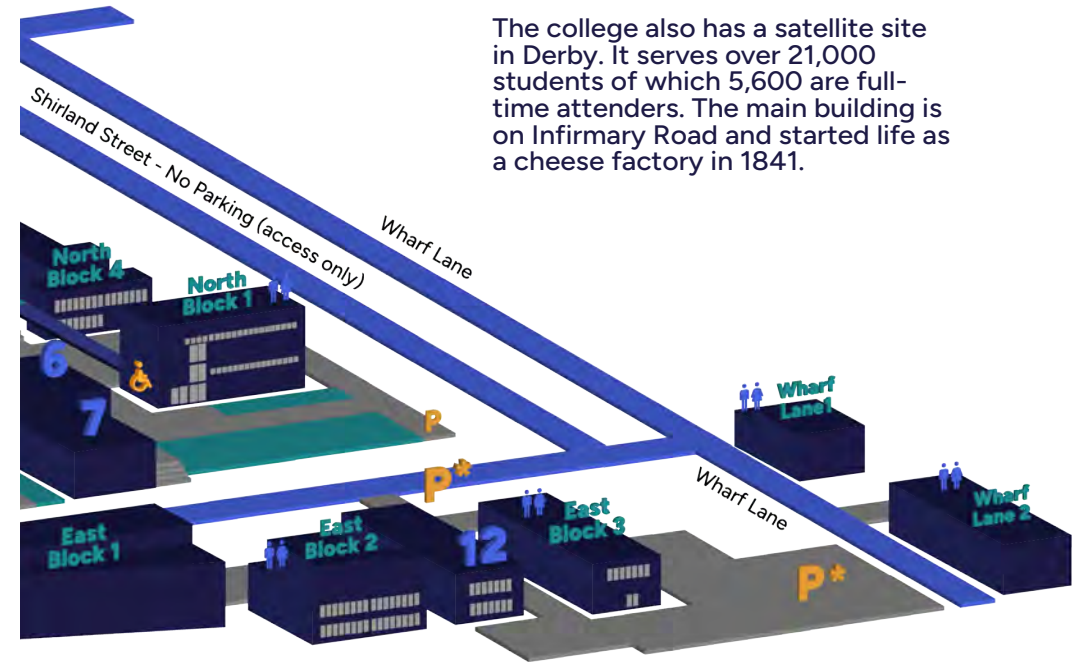
South

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Our History

Chesterfield College is a further and higher education college in the town of Chesterfield in North East Derbyshire, England.

The college also has a satellite site in Derby. It serves over 21,000 students of which 5,600 are full-time attenders. The main building is on Infirmary Road and started life as a cheese factory in 1841.



Getting to College

As our name suggests, we are based right at the centre of Chesterfield. With our large campus and tall south block tower, it's hard to miss us.

If you need support to get to college, please contact Student Services or your local authority.

Whether you live just around the corner or a little further away, there are plenty of ways to get to college.

Transport Routes



Bus - There are a number of public transport companies that have buses running directly into the town centre, which is just a short walk from college.

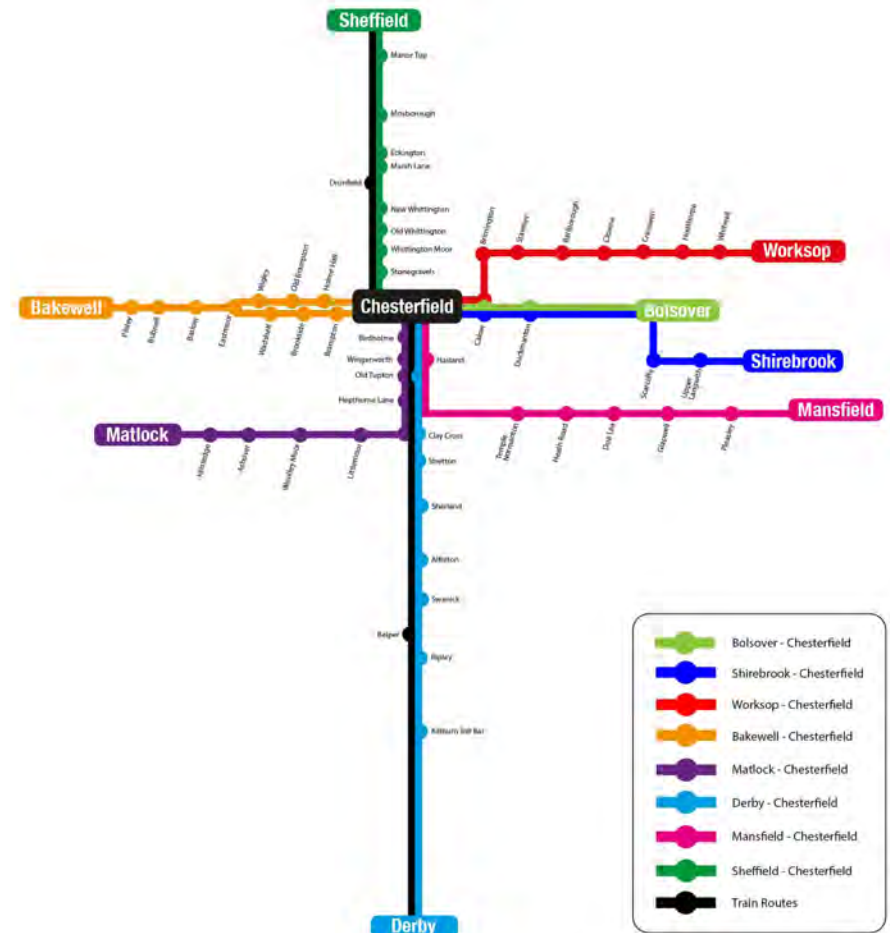
Students who are eligible for a bursary may get support with travel costs. For more information about subsidised travel and our bus passes visit our website.



chessterfield.ac.uk/finance

Train - Our campus is just around the corner from Chesterfield Train Station. You can catch regular trains from Sheffield, Derby, Nottingham and surrounding areas.

Car - We have a large, free carpark available to students, staff and visitors which is offered on a first come, first served basis.



Support with Travel Costs

You may qualify for free or subsidised travel to college. We can provide Stagecoach bus passes if you qualify for the bursary. You may also be able to receive contributions for train fare costs if no bus route is available.

Find out if you are eligible for support with travel costs by scanning the QR code or visit the Student and Apprentice Services Hub when next on campus.



Scan this QR code for more information.

chesterfield.ac.uk/finance

» We can help you with travel support



B-Line for Train & Bus

If you are not eligible for a college bursary, why not apply for a b_line card?

A b_line card gives you reduced fares on trains and local buses (except Trentbarton services) throughout Derbyshire and to some nearby towns and cities as long as the journey is direct and starts or finishes in Derbyshire.



Scan this QR code for more information.

chesterfield.ac.uk/transport

On Trentbarton services you can use your b_line card as proof of age when you buy their 'young person' ticket. If you've got a b_line1 card, you can use it to prove that you qualify for a child fare or the bus or train company's own discounted ticket.

With a b_line2 card, you can get up to 25% off adult single and return fares and some saver tickets. Make sure you get the best deal by asking the driver.

Visit the government website for more information.



Scan this QR code for more information.

derbyshire.gov.uk

Facilities At College

Digital Centre

Our latest development is the Digital Centre. Used by students from across the college, the digital centre has a VR suite and headsets, a large video wall and industry spec graphics tablets.



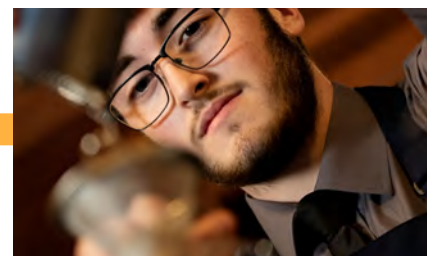
Engineering and Life Sciences Centre

Coming soon to our Infirmary Road campus, our brand new Engineering and Life Sciences Centre will feature cutting edge technologies such as Additive Manufacturing (otherwise known as 3D printing). These technologies are rapidly being adopted by businesses across the region so working closely in conjunction with them we will be offering these new but vital skills to students progressing into industry.



Our music production studio is the perfect place to pursue your musical passion. Equipped with the latest recording equipment and softwares its the perfect place to jam. We also hire this facility out to bands/artists looking to professionally record their music.

chesterfield.ac.uk/infirmary-records



TASTE

CAFE & RESTAURANT

Taste is open, during term time, to college students, staff and the public alike, and booking is recommended.

Running these facilities gives learners experience of working in a commercial environment, delivering high quality food and service to paying customers, to gain the knowledge required for a successful career in the catering and hospitality industry. The Taste Restaurant is a fully licensed restaurant offering themed as well as à la Carte menus.



Call 01246 500596
to book a table or
scan the QR code
to visit our website.

taste-restaurant.co.uk

Heartspace Eatery

As the name suggests, the Heartspace is at the heart of the college and is the perfect place to hang out with friends. In the Heartspace there's also the Eatery where you can grab breakfast, lunch and snacks. Whether you're in the mood for pizza, curry, pasta, roast dinner or just a humble sandwich, you'll be spoilt for choice at the Eatery.

Taste

Situated on the first floor of our tower building this bistro is run for students, by students, offering a range of breakfast and lunch options.

Taste on the Go

Located just off the main Heartspace, students provide excellent coffee and sweet treats as well as offering a range of artisan products.

Cafe Central

Also located in the Heartspace, Café Central offers fresh coffee, 'Subway style' sandwiches and cakes for those looking for food on the go.

Arches Cafe

Offering take-away food, light bites and snacks. Arches Cafe offers high quality food exclusively for Chesterfield College students. Arches Cafe is located in the University Centre.

Salon

Open to the general public, the salon offers a friendly atmosphere in which hair and beauty, sports massage and media make up students to hone their skills.

Quiet Spaces

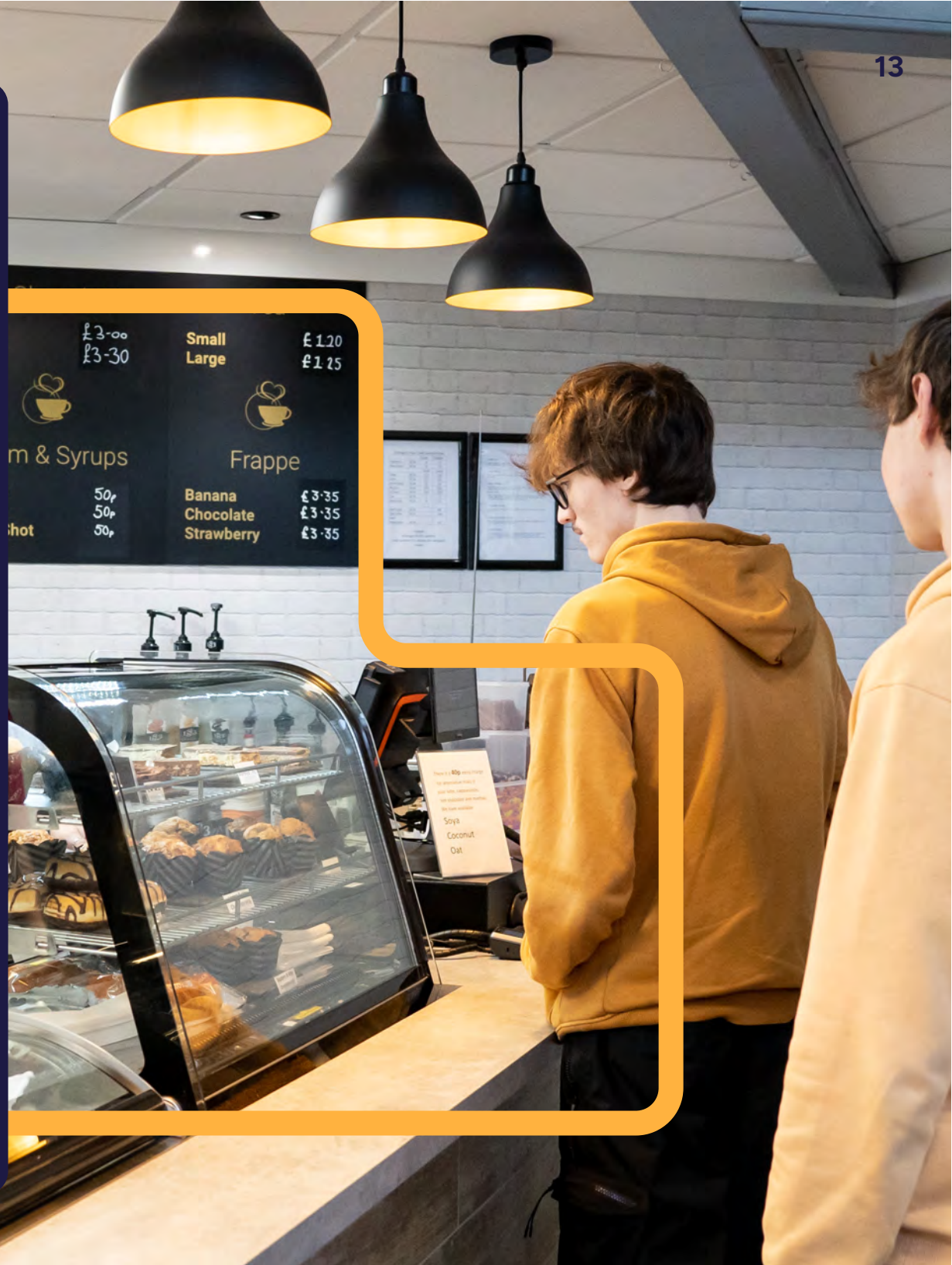
Sometimes college can feel really busy. The Wellbeing Hub and the library are really calm places to spend time so you feel comfortable and ready to learn.

Specialist Learning Workshops

From professional kitchens to hair salons which mirror what it's like to work in industry, we have a number of sector specific learning spaces kitted out with the latest equipment and technology.

Sixth Form Centre

Situated in the historic building formally known as the Chesterfield Boy's Grammar School, the Sixth Form centre has been transformed to offer our A Level students an exclusive space to study and relax.



Your Support Network

Student & Apprentice Services

Careers Team – we can help with:

- Career planning and progression
- Applying for a course
- Interview tips
- CV writing
- Applying for jobs
- Job and apprenticeship searches
- UCAS (University) applications
- Gap year opportunities
- Applying for an advanced learner loan

You can find us in the Student and Apprentice Services Hub or email us at careersteam@chesterfield.ac.uk.



Admissions Team - we can help with:

- Applying for courses
- Co-ordinating interviews for courses
- Booking a careers appointment
- Booking an apprenticeship advice appointment
- Answering course related questions
- Sign-posting you to cross College services
- Fees and funding information for courses

Bursary Team – we can help with:

- Explain what financial support is available
- Applying for a bursary
- Talking to your parents and guardians about the financial support available
- Travel advice
- Travel to college (usually a Stagecoach bus pass, or money if there's no bus route)
- Course equipment, uniforms, or learning materials
- Costs for trips related to your course
- Free meals (if you receive certain benefits)

Come and see us in the Student and Apprentice Services Hub or email bursary@chesterfield.ac.uk if you have any questions.

Apprenticeship Recruitment Team – we can help with:

- Finding an apprenticeship
- Applying for an apprenticeship
- Application support such as preparing your CV and interview techniques
- Provide advice on the requirements of different apprenticeships
- Higher and degree apprenticeships



Come and see us in the Student and Apprentice Services Hub or email aplu@chesterfield.ac.uk or ring 01246 500500 (apprentice option) if you have any questions.



Scan this QR code for more information.

chesterfield.ac.uk/apprenticeships

Enrolment Team – we can help you with:

- Replacing your lanyard/ID card
- Re-scanning the barcode on your ID card
- Updating your personal details, such as your address, contact numbers or name
- Providing a copy of your learner agreement
- Enrolling on your course
- Information on fees and funding
- Council tax exemption forms
- Providing a student reference
- Student password details (once enrolled)

If you need help or have any questions, you can find us in the South Block, call us on 01246 500556, or email enrolment@chesterfield.ac.uk.



College Library



Our library is a welcoming space designed to support your studies, offering a range of resources and services to help you succeed.

- Quiet study areas for focused learning
 - Group study spaces for collaboration
 - Computers & printing facilities
 - Access to books, e-books & online journals
 - Support from our friendly library staff
 - Free laptop hire available on campus
-
- **Location: Central Block (number 6 on map)**
 - **Opening Hours:**
Monday to Friday - 8am to 4pm
- Visit us to explore our resources or ask our team for assistance!**



Scan this QR code for
Library Book Catalogue

libcat.chesterfield.ac.uk



The Wellbeing Hub

The Wellbeing Hub is a quiet, calm place on the ground floor of South Block. The Wellbeing Team includes Safeguarding, Counselling, Early Help and Learning Support. We will help you to feel safe, comfortable and heard, throughout your learner journey.

Learning Support

You can meet with the Learning Support Team if you need to talk about your disability or barrier to learning.

They can:

- Write Learner Inclusion Plans
- Support staff to understand your learning needs
- Help sort out exam access arrangements

Safeguarding

The health, safety and wellbeing of our students, apprentices, staff and visitors is taken very seriously.

Our dedicated Safeguarding Team are here to support you if you feel unsafe, worried or at risk of harm, in college, the workplace or at home.

Early Help

Our Early Help Support provides the right support and intervention to students, apprentices and their families at an early stage to prevent an increase in need or escalation of problems by offering information, advice and support.

Contact us

If you have concerns about your safety or the safety of others, contact us:



Scan this QR code for more information.

chesterfield.ac.uk/wellbeing

Call or Email

(Monday - Friday)

01246 500688

ccsafe@chesterfield.ac.uk

Out-of-hours Support

Monday & Thursday

(5 PM – 9 PM)

07584384838

ccsafe@chesterfield.ac.uk

In an Emergency

If you or someone is at immediate risk, contact the police:

999 (emergency)

101 (non-emergency)

Visit the Wellbeing & Resilience Hub Online

Visit our dedicated safeguarding webpage for details on external agencies offering support with homelessness, substance misuse, domestic abuse, and more.



Scan this QR code for more information.





Get Involved with Activities

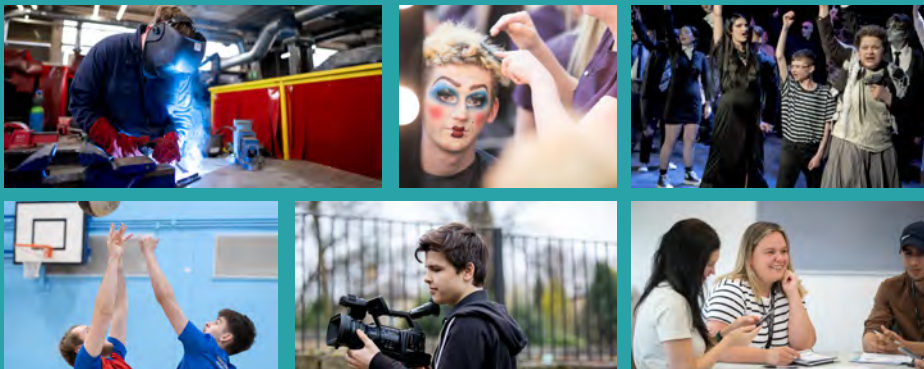
We offer a wide range of **enrichment and social purpose clubs** to enhance your college experience.

These activities are a great way to:

- Promote a healthy lifestyle
- Develop employability skills
- Connect with the college community

Want to get involved?

Speak to your Personal Tutor or Personal Development Coach to find the perfect activities for you!



Therapy Dogs

We're excited to introduce you to **Mabel**, and **Ozzy** our therapy dog team!

Our **therapy dogs** are here to provide **comfort and support** to students throughout their education journey. Trained to interact with a wide range of people, they help create a more **relaxed and supportive environment** on campus.

- Reduce stress & anxiety
- Improve mental wellbeing
- Encourage social interaction

This initiative is a fantastic achievement for our college, bringing **tremendous benefits** to our community. We can't wait for you to meet them!



College Expectations



➤ Preparing for success - what we expect from you.

- Think first before you speak, post or act.
- No smoking or vaping in College. Use smoking shelters if you smoke or vape.
- Keep College tidy. Put your rubbish in the bin and leave classrooms tidy. Take care of College equipment and resources.

- Wear your student lanyard at all times whilst on Campus and regularly check your emails for updates.
- Become familiar with and practice using Microsoft Teams - we will use this to communicate with you.
- Maintain excellent attendance – Aim for 100%. Consistent attendance is crucial for learning, progression, and success in your studies.
- Be punctual – Arrive on time to every lesson to show respect for your peers and tutors.
- Display professional behaviours – Act respectfully, responsibly, and with a positive attitude in all areas of college life.
- Come prepared to every lesson – Always bring essential equipment, including a pen and paper, and any other required materials.
- Engage fully in Work Experience – These placements are a vital part of your study programme and help build your employability skills.
- Understand the importance of English and Maths – These subjects are key to your success in all areas and are central to college expectations.
- Use college support services – Take advantage of learning support, career guidance, and wellbeing resources to help you succeed.
- Take responsibility for your learning – Stay organised, meet deadlines, and actively participate.
- Communicate with us – if you need help tell us! Speak to your tutor who is here to guide and mentor you.

Term Dates

Keep these dates handy so you know when college is closed throughout the year.

Please share these dates with parents/carers and those closest to you.

2025/2026 Term Dates

Term Start Date

Term End Date

Monday 15th September 2025

Friday 24th October 2025

Monday 3rd November 2025

Friday 19th December 2025

Monday 5th January 2026

Friday 13th February 2026

Monday 23rd February 2026

Friday 27th March 2026

Monday 13th April 2026

Friday 22nd May 2026

Monday 1st June 2026

Friday 3rd July 2026

Accessing your timetable

Your timetable will be given to you by your tutor when you enrol, but you can access your timetable via your learner hub account once you

How to report absence

To report an absence, please telephone the relevant curriculum area absence line below. You can find all of the contact details below by scanning the QR code.



Get in touch

01246 500500

www.chesterfield.ac.uk

advice@chesterfield.ac.uk



Inspiring Futures. 
 **Changing Lives.**