THE STUDENT'S GUIDE TO THE MAIDSTONE CAMPUS

MidKent College

KEY AREAS OF THE MAIDSTONE CAMPUS

RECEPTION

FINANCE & BURSARY INFORMATION ZONE CAREERS, INFORMATION & GUIDANCE (CIAG)

REFECTORY

BEAN MACHINE

WHAT WILL MY ID BADGE LOOK LIKE?

HOW DO I USE THIS TO GET INTO COLLEGE?

COLLEGE BARRIER

MidKent College
STUDENT

Laura Cooke
743029933

PLACE YOUR ID BADGE ON THE WHITE AREA FOR THE BARRIERS TO OPEN

Entry

HOW DO I READ MY TIMETABLE

MON													
TUE													
WED		10:15 - 11:45 000112895 Ext Cert Health & Social C Ext Cert Health & Social C PT213 (39) Oyebola F (39)											
THU	09:00 - 10:30 000112897 Ext Cert Health & Social C Ext Cert Health & Social C PT208 (39) Canfield S (39)	10:45 - 12:15 000112898 Progression Ext Cert Health & Social C PT208 (39) Canfield S (39)		13:00 - 14:30 000112899 Ext Cert Health & Social C Ext Cert Health & Social C PT208 (39) Canfield S (39)	14:45 - 16:15 000112892 Ext Cert Health & Social C Ext Cert Health & Social C PT208 (39) Canfield S (39)							
FRI	08:45 - 10:15 000112891 Ext Cert Health & Social C Ext Cert Health & Social C PT209 (39) Canfield S (39)			12:45 - 14:15 000112901 PPD Ext Cert Health & Social C PT209 (39) Weeks N (39)								

14:45 - 16:15 **000112892**

Ext Cert Health & Social Care L2

PT208 **(40)**

Canfield S (40)

The time of the lesson

The course name or lesson title

The location and room:

P= Park   T= Tower   2= floor 2   08= room number

Tutors name

OTHER AREAS OF THE COLLEGE

PSG11

P	=	Park
S	=	Spence
G	=	Ground
11	=	Room number

PWG17

P	=	Park
W	=	Workshop

(all workshops are in the John Spence building opposite the quad)

G	=	Ground
17	=	Room number

PM111

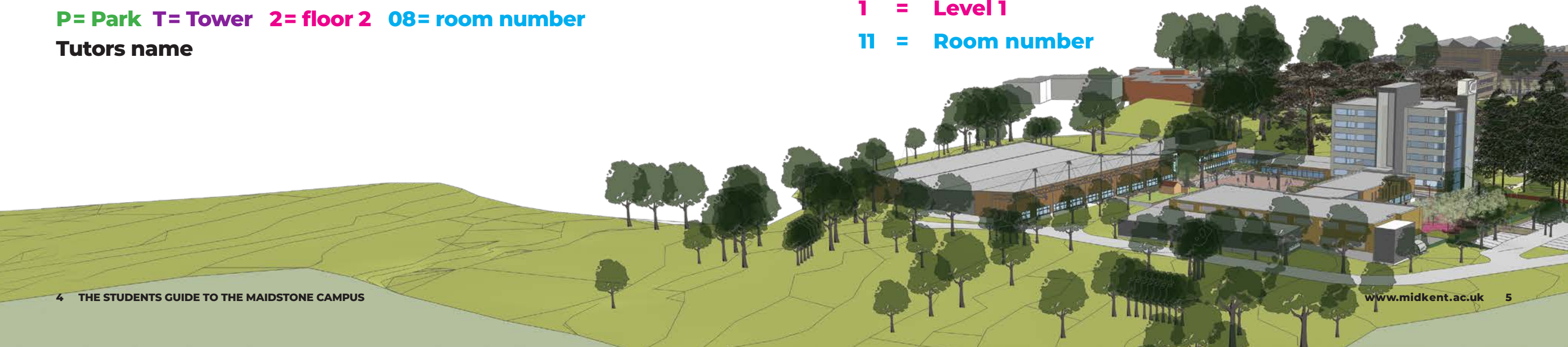| P	=	Park
M	=	Main block

(this is behind reception near the refectory and up stairs one floor only)

1	=	Level 1
11	=	Room number

MAIDSTONE CAMPUS SITE PLAN

GROUND FLOOR

WG-19	WG-20 WG-21 WG-24

WG-07
WG-08
WG-16
WG-17

JOHN SPENCE BLOCK

27

WG-05 WG-04 WG-01

SG-07 SG-08 SG-09

S BLOCK

LIFT

SG-12A SG-12 SG-11

LIFT

TG-01 TG-03

TG-27 TG-04

TG-24 TG-05

23A

TG-06

COSTA COFFEE

MG-36

MG-24

REFECTORY

M BLOCK

MG-22

MG-25

CASH MACHINE

MG-20

MG-19 45

MG-05 AG-01

07 06 AG-05

A BLOCK

RECEPTION

INFORMATION ZONE

LIFT

LIFT

T BLOCK

PURE SALON

LIFT

MG-12

MG-11 MG-08

MG-10

MAIN ENTRANCE

FIRST FLOOR

M1-17

M1-05

T1-09 T1-11

T1-12

M1-16

A1-02 A1-04

LIFT LIFT

M1-15

M BLOCK

LRC

A BLOCK

A1-06 A1-07 A1-08

T BLOCK

T1-14 T1-13

M1-08

T1-15

M1-14

M1-10

M1-11

S BLOCK

S1-04 S1-06/07 S1-08

LIFT

S BLOCK

S1-12 S1-11 S1-10

SECOND FLOOR

T2-08

T2-09

LIFT

T BLOCK

T2-10

T2-13 T2-11

THIRD FLOOR

T3-09

06

LIFT

T BLOCK

T3-12

T3-16 T3-13

FOURTH FLOOR

T4-10

T4-11

LIFT

T BLOCK

T4-12

T4-14 T4-13

FIFTH FLOOR

T5-10 T5-11

07

LIFT

T BLOCK

T5-12

T5-14 T5-13

SIXTH FLOOR

T6-10 T6-12

07

T6-17

LIFT

T BLOCK

T6-13

T6-16 T6-14

WHAT DO I DO IF THE TUTOR DOES NOT COME TO MY CLASS?

1. Check the timetable is still current.
You can do this at the 'Student's Information Screen' there are 2 at Maidstone,1 is by the printer near the English and Maths printer the other is by the cash machine

2. If a tutor has not arrived you MUST ask a member of curriculum or support staff to help you. Knock on the staff room door to ask for help

STUDENT INFORMATION SCREENS

LOCATION: BY THE PRINTERS ALONG THE ENGLISH AND MATHS CORRIDOR

SCAN YOUR STUDENT ID BADGE HERE

OPENS UP TO LOOK LIKE THIS...

LOCATION: BY THE CASH MACHINE ALONG FROM RECEPTION, NEAR THE REFECTORY

THE FIRE ALARM

This will sound similar to the alarm at school. The rules are the same. Leave the class with your tutor who will guide you to the big car park between the main college and UCM.

There you will be shown where to wait as there are several places to wait.

WHO CAN I ASK FOR HELP?

ANYONE WITH A WALKIE TALKIE

OR YOU COULD ASK AT RECEPTION AS WELL

**OR THE STAFF ROOM FOR YOUR AREA.
YOU WILL BE SHOWN ON YOUR INDUCTION DAY WHERE THIS IS.**

HELP I'VE FORGOTTEN MY ID BADGE!

Not to worry if it is your first time, ask at reception for a student day pass. You MUST hand this back in and can only borrow one a term or you will have to pay £3.00 the following day.

If you have lost your badge you can buy another the cost is £3.00. This cost could change in the future.

HELP WITH FINANCES

You can apply for a bursary if your household income is below a certain threshold. Please ask at the finance desk in the lobby Main reception for more information and to collect a form.

THIS SIDE OF RECEPTION IS FINANCE. YOU CAN PAY FOR TRIPS, NEW ID BADGE AND ASK FOR A BURSARY FORMS HERE.

ADDITIONAL LEARNING SUPPORT (ALS)

If you need additional help in class then in each area there are members of staff who can help you, if you have been assessed by a Learning Support Practitioner. You would have ticked a box confirming you have a learning difficulty on your online application.

Transition
If additional support is needed we can offer a phased transition this can be organised via your school. We will discuss your individual needs with you and your school. Once you are at college we can continue to offer some support along with SEMH (Social Emotional Mental Health). 1:1 personalised therapies CBT or counselling Also access our mental health and wellbeing page through Moodle on student support.

English & Math's HUB can offer extra support as well.
If you need to speak someone in confidence you can find a Student Engagement Officer in MG-05 just after reception or opposite the printer.

Safeguarding and Welfare officers are always on hand, and can be found in MG-05.

Along with a counsellor. You can pop in and ask for a self referral alternatively thorough your personal tutor or lecturer.

SEXUAL HEALTH CLINIC

Every Monday during term time.
12:00-14:00 in AG-05 near reception just after the barriers. Clinics offer a free and confidential service to everyone regardless of age, gender or sexual orientation.

LBGT + Spectrum
A confidential support group for lesbian, gay, bisexual, transgender and questioning students. Maidstone -
Pop into MG-05 to ask for dates and times.

We recognise that for many of our staff and students, faith is an integral part of their working and college life. We have a multi-faith prayer room at Maidstone located next to the English and Math Hub.

There are lots of ways to have a voice at MKC. You could be a student rep in student voice. We even have a student who attends our governors' meetings.

LIBRARY TIMES AND WHAT THEY PROVIDE

OPENING TIMES
Monday - Thursday 08:30-16:30
Friday 08:30-16:00

Books you will find here are:
- Motor Vehicle
- Building Crafts
- Travel & Tourism
- Public Services
- Hair & Beauty
- Fiction
- Maths & English and DVDs.
- Health & Social Care
- Sport
- IT
- Childcare
- Business Studies
- Accounting
- Maths & English, Fiction and DVDs.

You can sit and work in any library, and you can use the laptops or desktops in the library if they are free.

You can charge your phone or tablet in the library. You can get help from the library staff if you are looking for a book or trying to find information online.

You can also ask the library staff if you can borrow a laptop to use in class or away from the library. A laptop loan lasts for 3 hours. The laptop must be returned to the same place you borrowed it from. You cannot eat in the library.

HOW TO BORROW A BOOK FROM THE LIBRARY

WE HAVE MACHINES THAT LOOK LIKE THIS IS EVERY LIBRARY. YOU CAN USE THEM TO BORROW OR RETURN A BOOK YOURSELF.

1 Start by touching the screen where it says 'Check Out' in the blue square on the left.

2 Next you will need to slide your ID card through the red beam of light so that the machine can read the barcode and know who you are.
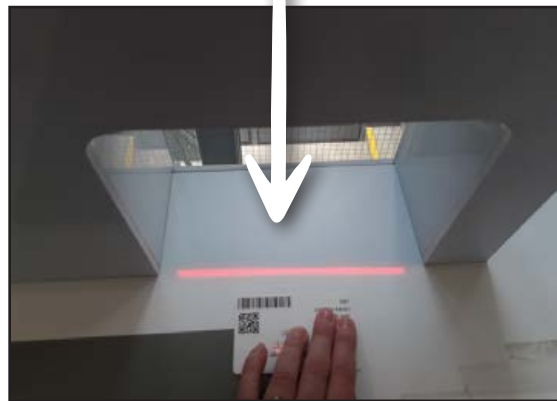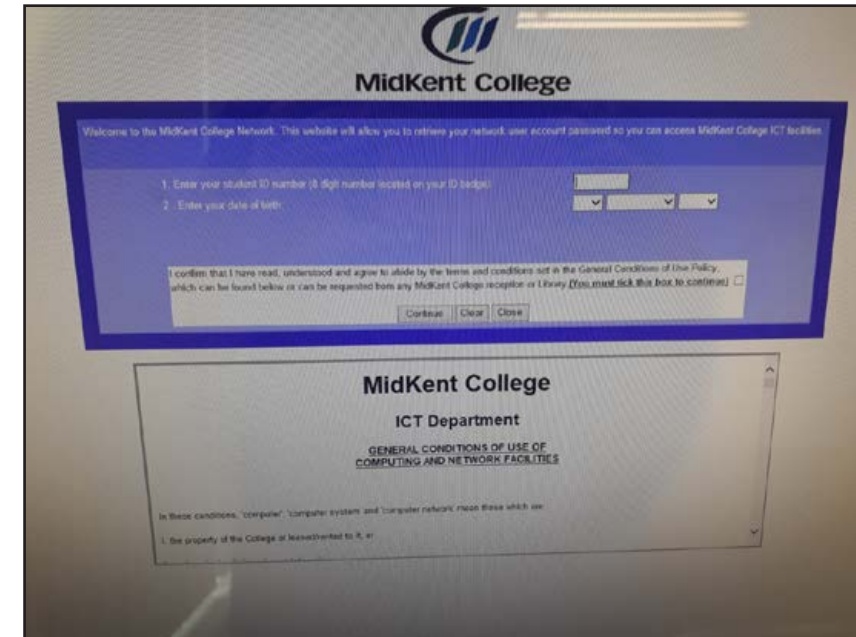

3 Then you just place your book on the grey square. The name of the book will appear on the screen and check the book out to you. When you pick the book up you can press 'Print Receipt' on the screen if you would like a little printout showing you when the book is due back.

Book loans normally last 3-4 weeks.

LOGGING ON TO A COLLEGE COMPUTER

The first time you use a college computer you will need to set up your login details.

On the bottom left corner of the screen there should be an option called 'Other User'. Click on that.

Next you will see a place to type in your username and password.

The very first time you log in, and no other time, you will be given a one off log in name for both username and password.

This will bring up a purple screen where you can set up your new log in details.

On the purple screen you will need to confirm a few details about yourself, including your student ID number and your date of birth.

Next you will see an orange screen, this will include your name and photo. You will need to confirm your details on this screen.

You will be given a password that will start with 3 letters, then and exclamation mark and then some numbers.

From now on when you want to log in to a college computer you will use your student ID number as your username and this password, so make a note of the password and keep it safe!

Don't worry, college staff can give you a new password if you forget it.

HOW TO PRINT FROM A COLLEGE COMPUTER

When you want to print a document or piece of work using a college computer you will normally need to take the mouse to the top left hand corner and click on File and then Print.

Photocopiers are located on all floors.
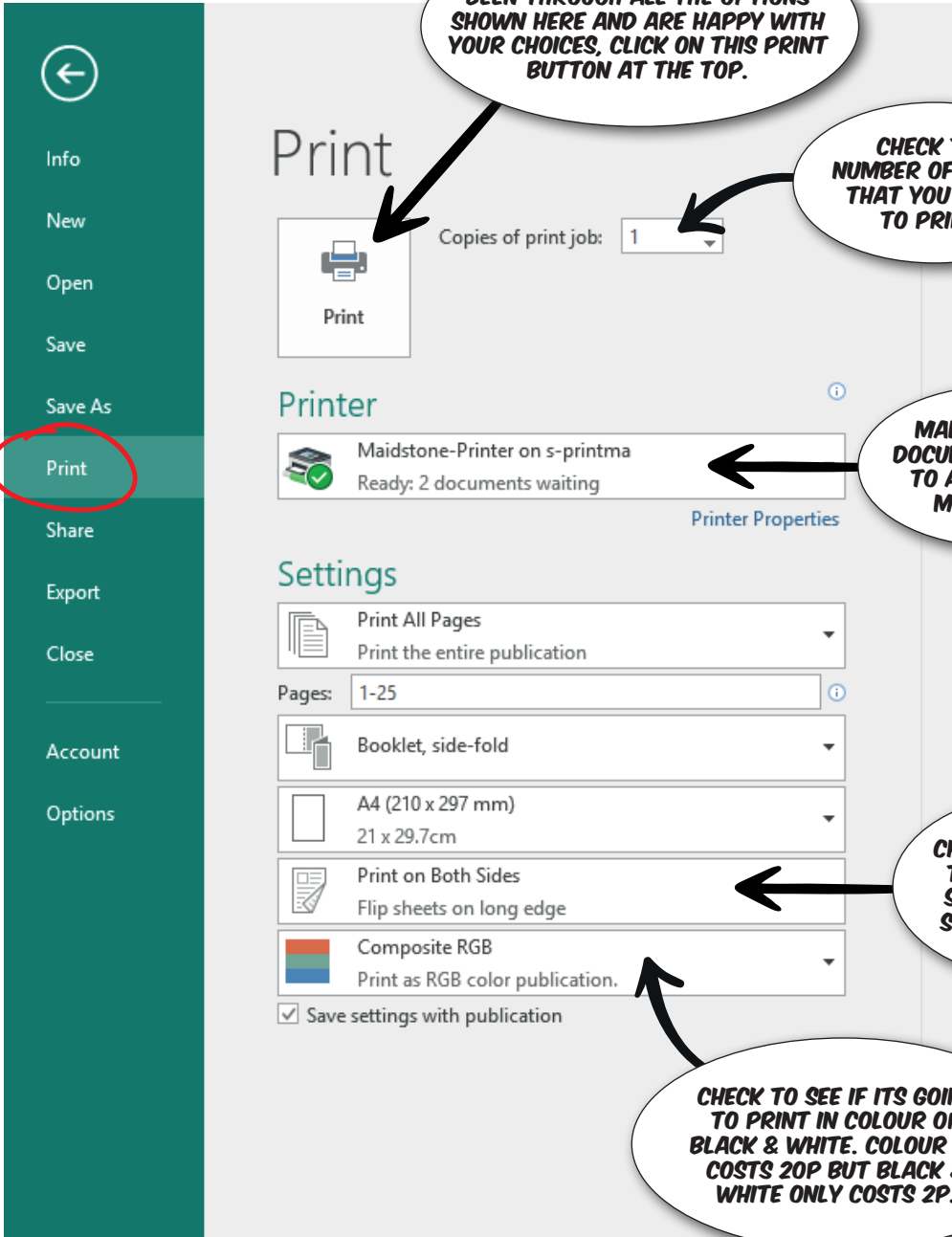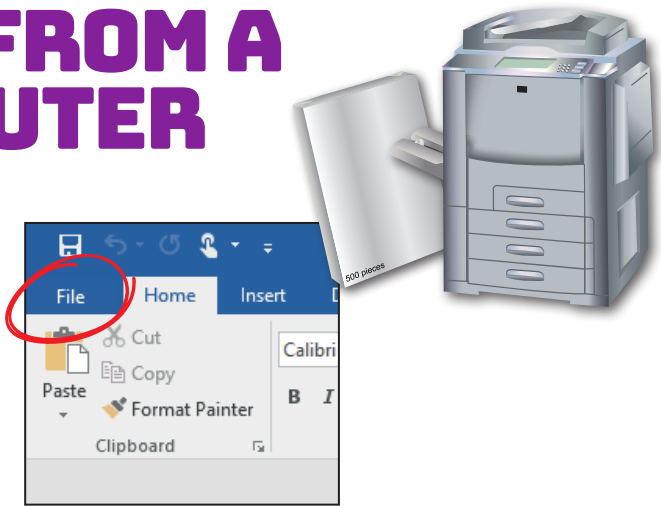
WHEN YOU HAVE BEEN THROUGH ALL THE OPTIONS SHOWN HERE AND ARE HAPPY WITH YOUR CHOICES, CLICK ON THIS PRINT BUTTON AT THE TOP.

CHECK THE NUMBER OF COPIES THAT YOU WANT TO PRINT.

Print

Copies of print job: 1

Print

Printer

Maidstone-Printer on s-printma
Ready: 2 documents waiting

Printer Properties

MAKE SURE THE DOCUMENT IS GOING TO A PRINTER IN MAIDSTONE.

Settings

Print All Pages
Print the entire publication

Pages: 1-25

Booklet, side-fold

A4 (210 x 297 mm)
21 x 29.7cm

Print on Both Sides
Flip sheets on long edge

CHOOSE IF YOU WANT TO PRINT ON BOTH SIDES OR JUST ONE SIDE OF THE PAPER.

Composite RGB
Print as RGB color publication.

☑ Save settings with publication

CHECK TO SEE IF ITS GOING TO PRINT IN COLOUR OR BLACK & WHITE. COLOUR A4 COSTS 20P BUT BLACK & WHITE ONLY COSTS 2P.

WHAT WILL MY COMPUTER LOGIN PAGE LOOK LIKE?

When you first log in your PC screen will look similar to this.
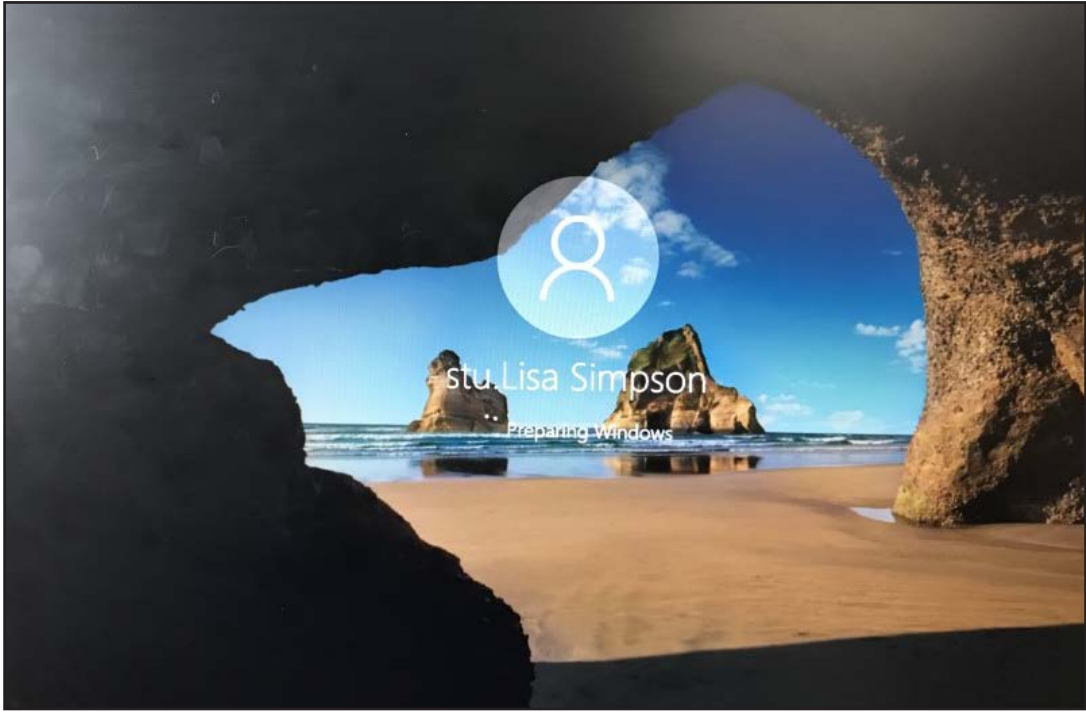
Once logged on your home page will look like this. We are focusing on the top 3 icons Moodle, OneDrive and student portal

ICONS ON YOUR PC SCREEN
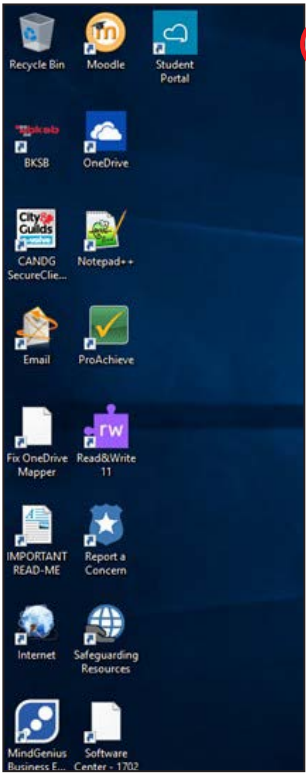
This Student Portal image will take you to this screen below from here you can access everything you will need. You can even put money on your ID card. Just ask your personal tutor to help you.
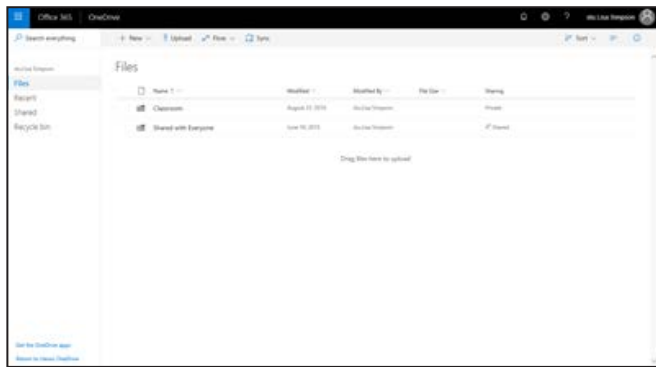

ONEDRIVE

MOODLE

ESSENTIALS. YOUR PPD TUTOR WILL INTRODUCE YOU TO THIS.

PROPORTAL

EMAIL

moodle

MENU

Once your tutor has enrolled you on the right course your screen for each course will look similar to this.

GCSE English Helen Thompson

Home / My courses / English and Maths / GCSE / Staff / GCSE English Helen Thompson

General

Announcements
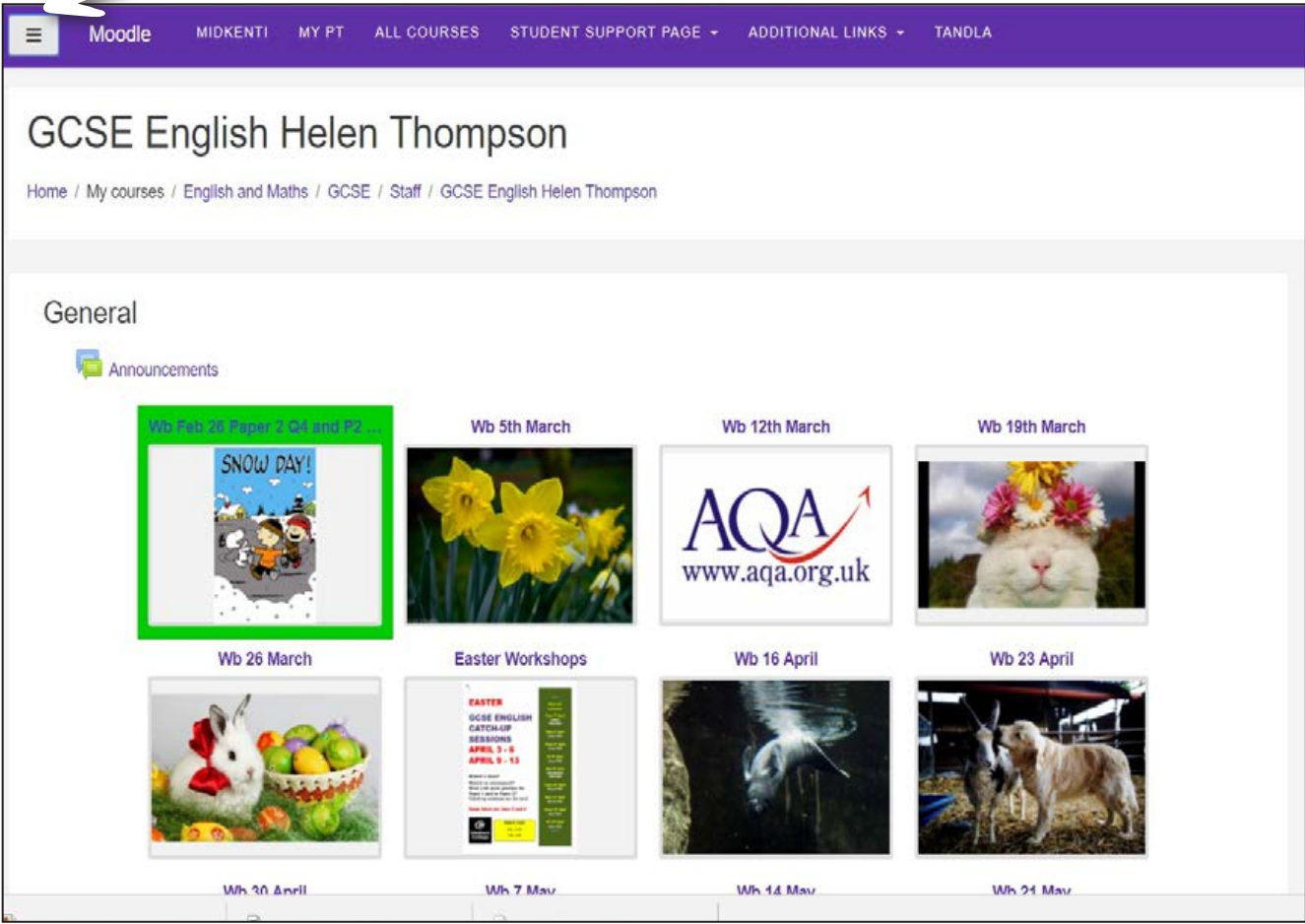
Each tile will open to reveal any course work you are currently working on. Your tutor will show you how to use this.

NOW LETS LOOK AT ONEDRIVE

OneDrive can be accessed anywhere with your personal login. This is what the home page looks like.

OneDrive can be accessed anywhere with your personal login. This is what the home page looks like.
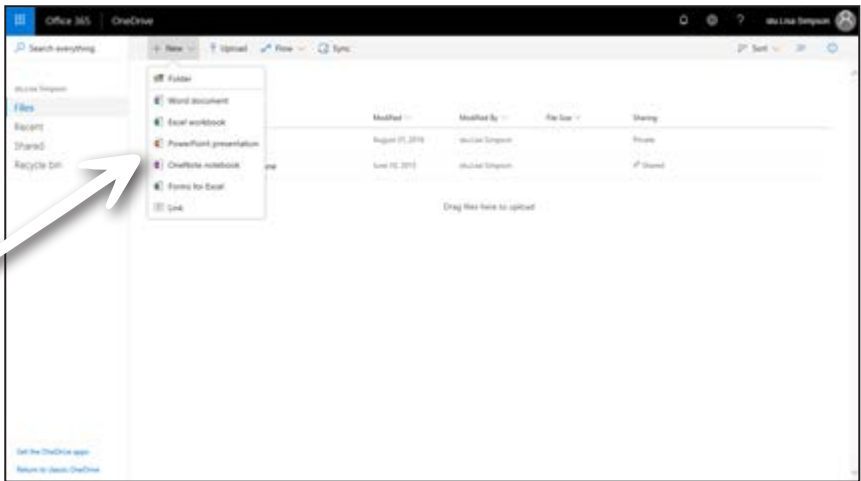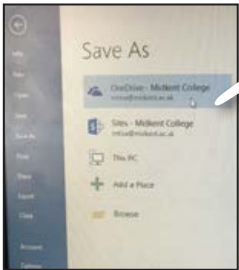
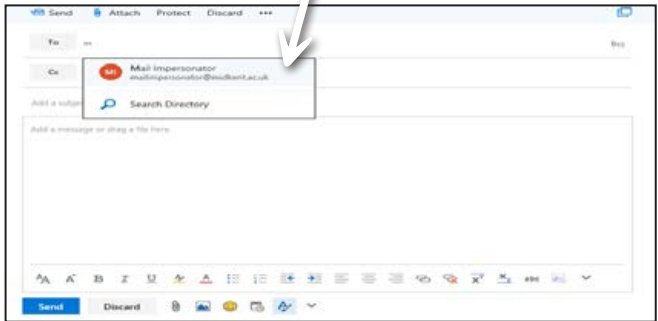From here you can then share your document.
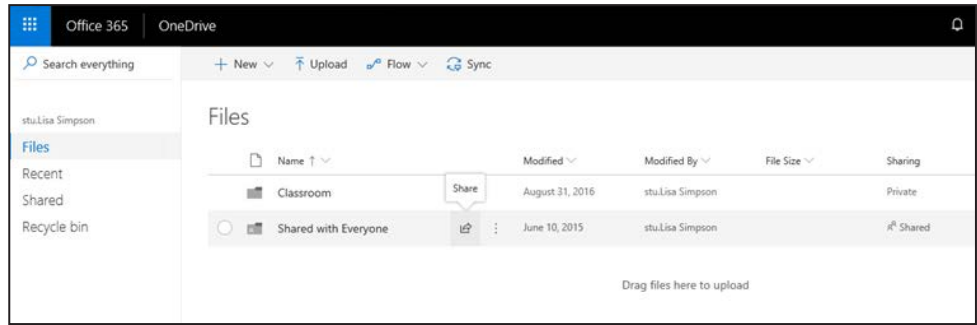
USING EMAIL
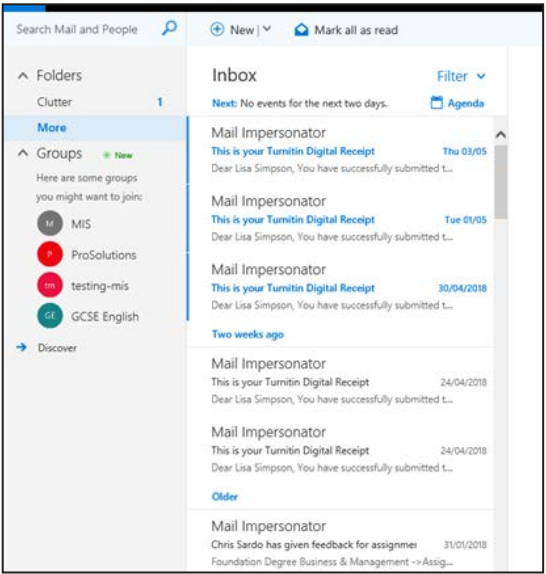
Your opening page will look similar. You may have 1-2 emails already from the administrators at college.
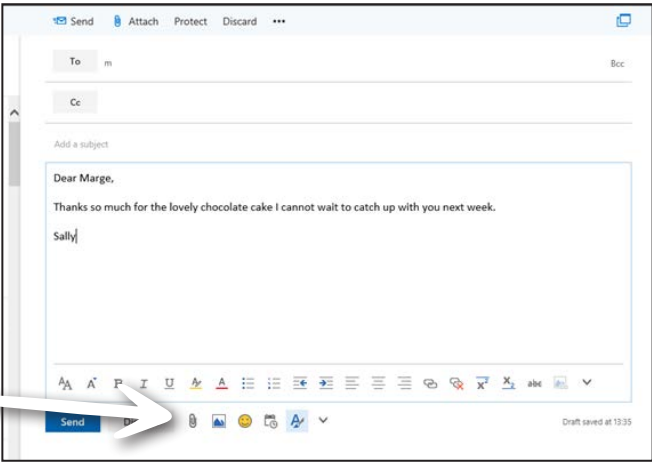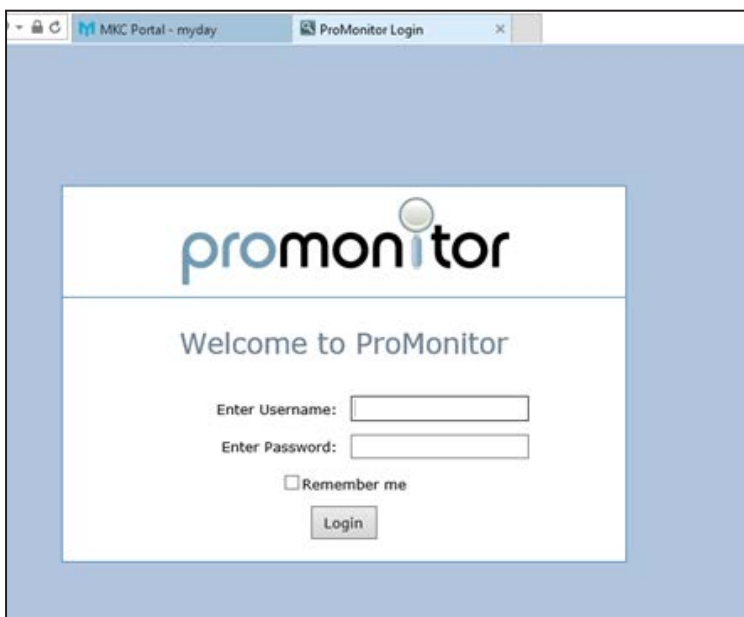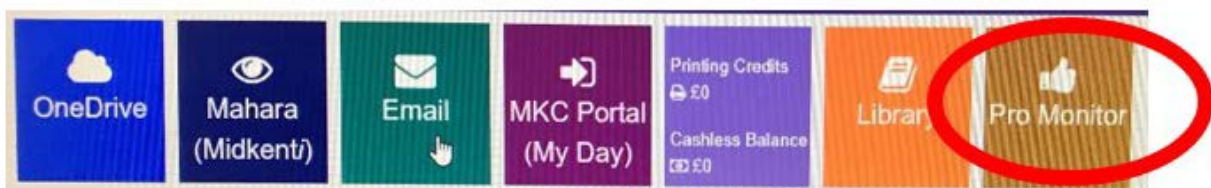

Send a new email from here.
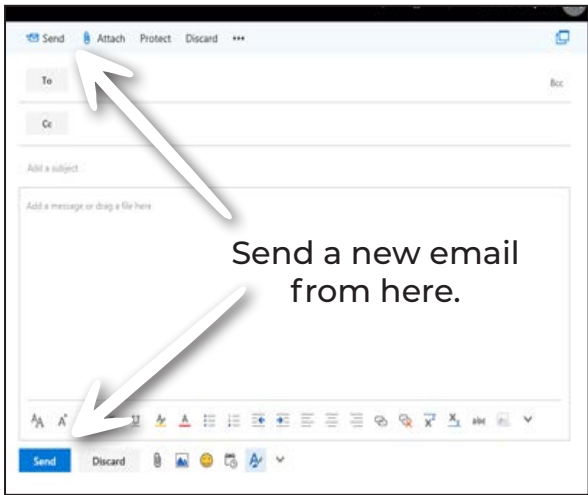
Find who you are sending it to here.

Start to type the persons name a list of possible choices will come up choose the one you want.

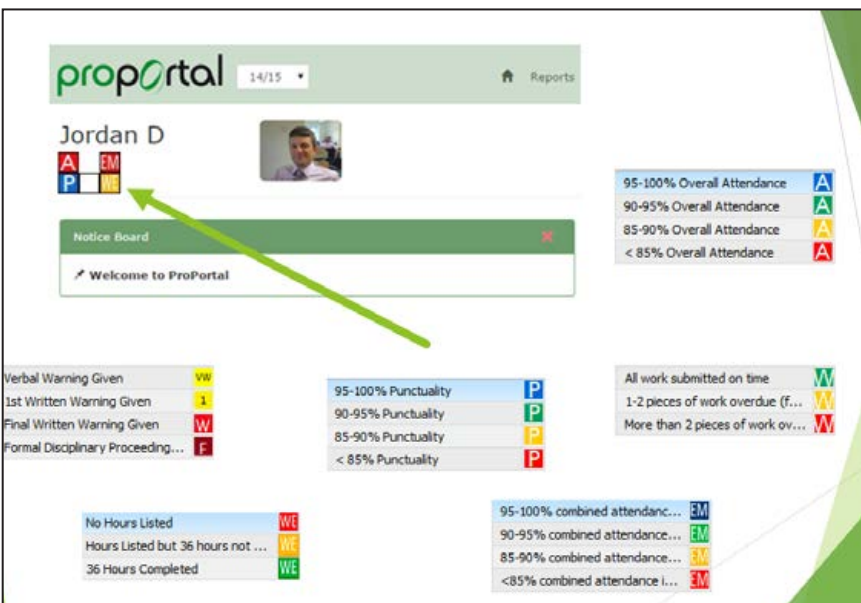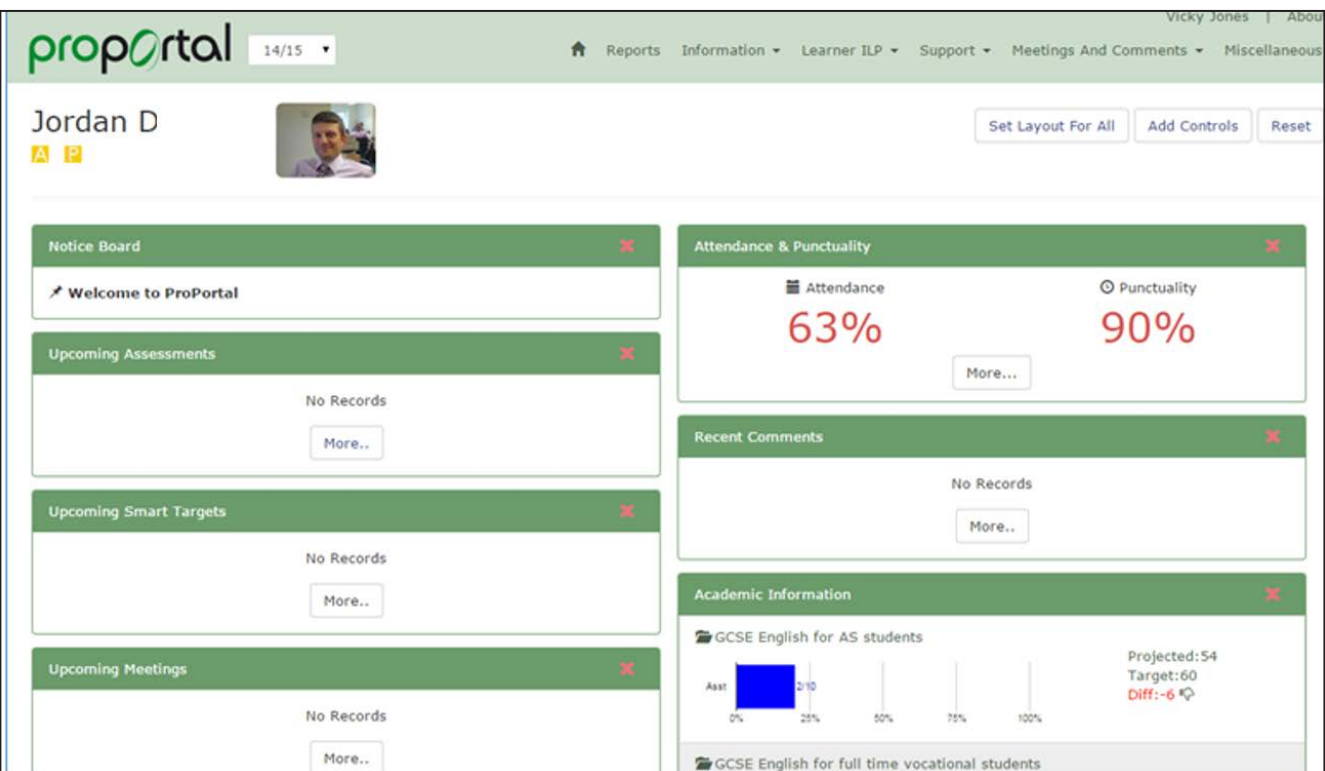You can also attach a document and then send it.
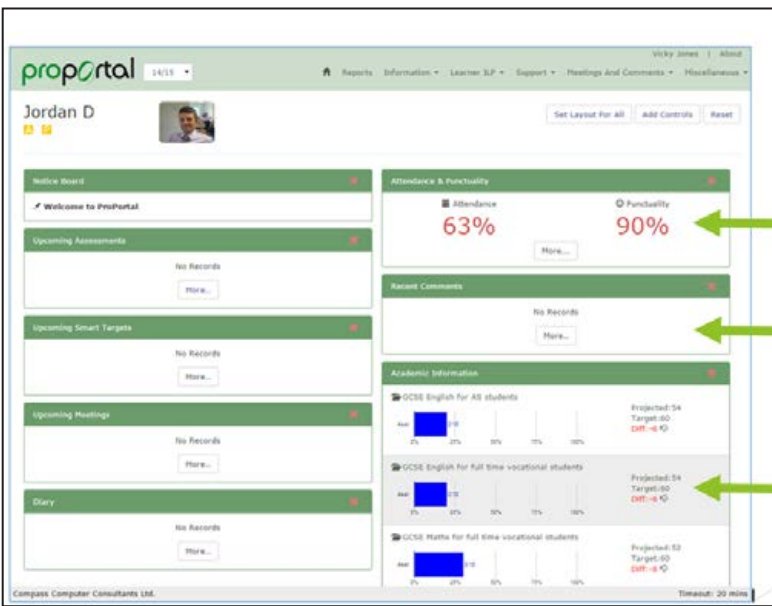
PROMONITOR/PROPORTAL

Proportal is your guide to college, everything from your attendance to your assignment grades are found here.

When you click on this page you will be prompted to use your college logon ID.

This is your home screen once you have logged on.
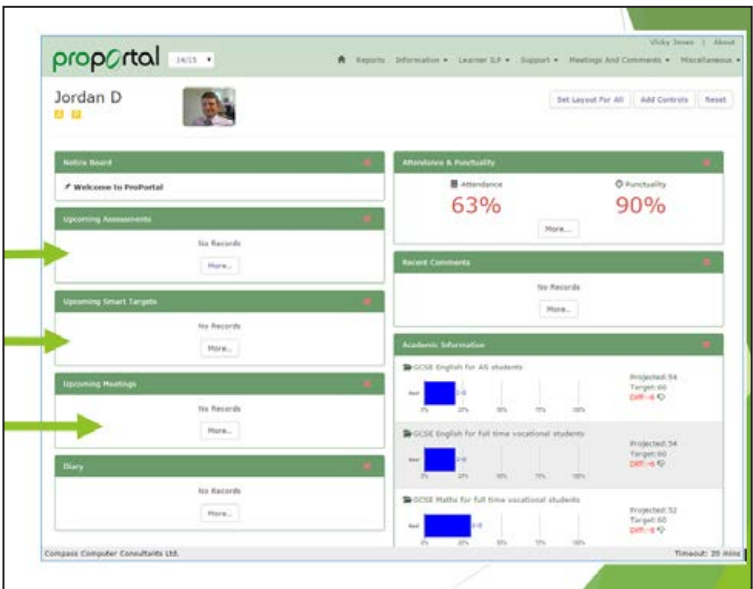

This is what all the boxes mean.

ATTENDANCE AND PUNCTUALITY

CAUSE FOR CONCERN/CELEBRATION AND GENERAL COMMENTS

GRADE TRACKING

Your tutor will show you how to use Proportal for students so please do not worry.

WORK THAT IS DUE SOON

TARGETS THAT ARE DUE FOR COMPLETION

MEETINGS SCHEDULED WITH TUTORS

myday

Download the MyDay app from Google play store or the App store ISO

Each tile will help you at college.

OneDrive all your work in the cloud.

Cashless top up– put money securely on your student ID card.

Attendance and achievements on your course as well as information here and here.

Find you up to date timetable here.

Emails here
Vouchers and student discount here

EDUROAM
FREE COLLEGE WIFI