

NKC
TONBRIDGE
COLLEGE

2026
-
2027

STUDENT HANDBOOK



**Click here
for the
North Kent
Website**

CONTENTS

Welcome	3	Learner Voice	12
Principal & Deputy Principal	4	Enrichment	13
Term Dates	5	Information Technology	14
College Facilities	6	Learning Technology Centres	15
Expectations	7	Careers	16
Welfare & Safeguarding	8	Financial Support	17
British Values & Prevent	9	Learning Support	18
Mental Health Support	10	Getting to College	19
Student Union	11	College Socials	20





WELCOME

A Welcome from the Chief Executive and Executive Principal

Dear Student,

Welcome to North Kent College. I'm absolutely delighted that you've chosen us as the next step on your journey toward a successful and fulfilling future.

Here at North Kent College, you'll find an outstanding team of passionate, experienced professionals committed to supporting you in reaching your full potential. Our staff bring a wealth of industry knowledge into the classroom, ensuring that the skills you learn are relevant, up-to-date and give you a head start moving into the world of work.

My advice as you begin your time with us: get involved. Embrace every opportunity – attend your classes, take part in enrichment activities, engage with guest speakers and work placements, and don't hesitate to ask for help when you need it. Our College community is here to support and guide you every step of the way.

Most importantly, enjoy your time here. I wish you every success and look forward to seeing all that you'll achieve during your time with us.

Warm regards,
David Gleed
Chief Executive & Executive Principal

**Welcome to NKC Tonbridge
College from the Principal, Steve
Humphries and Deputy Principal,
James Butterfill.**

**NKC | TONBRIDGE
COLLEGE**



Steven Humphries
Chief Information Officer &
Tonbridge College Principal



James Butterfill
Tonbridge College
Deputy Principal

[Click
here for
the full
calendar](#)



TERM DATES

AUTUMN 2026

START DATE

7 September

HALF TERM

26 October –
30 October

END DATE

17 December

CHRISTMAS BREAK

18 December -
3 January

SPRING 2027

START DATE

4 January

HALF TERM

15 February –
19 February

END DATE

25 March

EASTER BREAK

26 March -
9 April

SUMMER 2027

START DATE

12 April

HALF TERM

31 May -
4 June

END DATE

18 June

SUMMER HOLIDAYS

19 June -
September 2027

YOUR COLLEGE

NKC
TONBRIDGE
COLLEGE



NKC Tonbridge College is located on Brook Street and is within walking distance of the local train station. This modern college provides students with a fantastic auditorium and performing space for our Miskin Music and Applied Theatre students.

There are spacious design and photography studios, a state-of-the-art Assistive Technology suite and fully equipped gym for our students to use during their time with us. The Brook Street Restaurant and Café offer great deals on breakfast, lunch and snacks. The college also offers a commercial restaurant called The View as well as hair and beauty salons, which are open to the public. We have a Learning Technology Centre, which is a fabulous resource for study.

LEARNER CHARTER & COLLEGE EXPECTATIONS

[Click here for the College Expectations](#)

You will have already been, or will soon be, asked to read our College Expectations and sign your Learner Charter. Please take the time to read both documents here. They will outline what is expected of you as a learner and what you can expect from the college.

[Click here for the Learner Charter](#)

NKC Tonbridge College Expectations

Ensuring a "Great place to learn!"



Attendance & Punctuality

Outstanding attendance is expected but if you are absent or late please contact the relevant member of staff before your first lesson.



Mobile Phones

Phones are to be kept on silent in bags unless directed by staff for class tasks related to learning.



Earphones, Earpods and iPods

Learners are asked not to wear these during lessons unless given specific permission by staff. This is to ensure all learners can listen and discuss points when learning.



Smoking and vaping

You must only smoke or vape in designated outside areas. Failure to comply will result in a Level 2 Disciplinary.



Swearing

Speak politely and with respectful language at all times to all individuals.



Dress code

PPE & uniform are an expectation in some areas. Incorrect uniform could lead to you being sent out of the lesson. You will be expected to dress appropriately, demonstrating professional work-readiness.



Food & Drink

Food is only to be eaten in the canteen spaces or outdoors. Bottled water can be consumed in lessons.



Waste and recycling

Please use the waste and recycling bins for your rubbish.



Coats and Hoodies

Hoods should be down when inside buildings and lessons. Coats should also be removed in lessons.



Student IDs

You are expected to wear and display this around campus for the purposes of safeguarding. It must be visible, especially when moving around campus. You must not give anyone else your ID to use.



Bullying, Fighting and Harassment (including through social media)

We want everyone on the campus to feel safe. It is our duty of care to ensure everyone is safeguarded and people are treated with respect and appreciation of all characteristics associated with diversity.



Drug-free Zone

The College does not tolerate any alcohol or drug use. Any involvement in either will result in a Level 3 Disciplinary which may result in a learner being withdrawn from College.



Vehicles/Modes of Transport

Allowing you and your mode of transport on our campus is a privilege. Drive/ride with consideration and without excessive noise or speed on site.

COLLEGE ID CARD

You will be issued a college ID card and lanyard at enrolment. Please ensure you are visibly wearing this around your neck at all times. Your card will give you access to the college. Your unique student number, shown on your card, will form part of your login. Replacement cards are available. Go to reception for more information (costs apply).

WELFARE & SAFEGUARDING

North Kent College has a statutory duty to safeguard and promote the welfare of children and adults. We work within government legislation, Keeping Children Safe in Education, Working Together to Safeguard Children, and all other relevant legislation to ensure this.

[Click here for Welfare & Safeguarding info](#)

There is a welfare & safeguarding team in the College Well-being Hub.

Tonbridge
1C-20 &
2B14C

SOME OF THE AREAS WE CAN SUPPORT WITH ARE:

- Financial concerns
- Drugs and alcohol support
- Sexual abuse and harassment
- Children in care and care leavers
- Counselling and mental health
- Health and well-being
- Housing and homelessness
- Sexual health, healthy relationships and 'Get It' cards
- Teen parents
- Unaccompanied asylum-seekers
- Young carers
- Criminal activity and offending behaviour

We want you to feel safe at college and in the community. If you are concerned about anything, speak to a member of staff who you feel comfortable with, or log a confidential concern on **MyVoice** (found on MyDay).

If you would like to know more about safeguarding at college, please contact one of the Designated Safeguarding Leads, whose details can be found on the website and posters around college.

Find Food & Clothes Banks in the Well-being Hubs



BRITISH VALUES & PREVENT

At North Kent College, we work hard to promote values that ensure you develop a strong sense of social and moral responsibility. These values underpin the work we do and are embedded within our curriculum. They are also promoted through the other experiences you receive during the college year.

BRITISH VALUES

**Mutual
Tolerance
& Respect**

Democracy

**Individual
Liberty**

**Rule of
Law**

PREVENT

Prevent is the name given to a national strategy, which aims to stop people from becoming violent extremists or supporting terrorism. Channel aims to help people through a process supporting people at risk of being drawn towards terrorism or violent extremism.

TUTORIALS

Tutorial sessions will be held by your personal tutor, who will discuss topics linking back to Prevent and British Values to reinforce these messages throughout your college experience. This will include online learning modules, where you will gain a digital badge for successful completion.

You can speak to your course tutor, the safeguarding team, or any member of staff if you are worried about yourself or another student.



MENTAL HEALTH SUPPORT

**Click here
for Mental
Health &
Counselling
Support**

The Welfare and Safeguarding Team provide a wide range of assistance. This includes personalised one-to-one and group support sessions as well as access to a wide range of mental health resources, self-help strategies, and activities. We also offer a professional and confidential counselling service, which students can self-refer to.

WE CAN HELP YOU WITH:

- Anxiety/depression
- Bereavement
- Sexual identity
- Life changes
- Suicidal feelings
- Self-harm behaviours
- Self-esteem and confidence
- Eating disorders

You can talk to our Welfare and Safeguarding Team about **any** issue that has a negative impact on your life. We will then work with you to help you find the right support.

COUNSELLING

We offer a confidential counselling service, where you can explore how you feel freely and openly in a way that is not always possible with friends and family. The counsellor is not there to judge or advise you, but to help you clarify your thoughts and feelings and become more effective at finding your own solutions and coping mechanisms.

To access this service, you can self-refer through the college website or the Mental Health Support tile on MyDay. You can also speak to a member of staff who can help you with this process.



STUDENTS' UNION & LEARNER VOICE

When you are enrolled at college, you automatically become a member of the Students' Union.

We actively encourage students to become involved in student life. There are a number of ways that you can do this; you can be elected as a Class Representative where you gain the views of your classmates and work with the curriculum and College staff teams to ensure your cohort of learners are indeed getting the best learning experience. We will work with you where we are able to continually improve our programmes based on this valuable feedback. The Class Representatives who contribute to our Learner Council Forums on each College are elected through a democratic system, which is based on government principles as identified in Fundamental British Values.

You will have opportunities to be a College Ambassador where you will contribute to promoting the College on one of its many Open Days or visits by special guests, including parents and Governors.

Each year students apply to become a Student Governor where they work even closer with the Corporation Board and our Senior Leadership Teams, attending regular meetings and contributing to the enhance provision at North Kent College Group.

STUDENT DISCOUNTS

All students enrolled at college are able to get discounts in a variety of ways. UNiDAYS is a free app you can join using your college email, or you can apply and pay for the TOTUM card, which offer a wide range of discounts, promotions, and competitions.



STUDENTS' UNION & LEARNER VOICE



Learner Voice

It is important to us that all students are given the opportunity to have their voices heard. Three times per year (usually October, March and May) we have an online survey where every student in the College completes the survey to share their views about their experience so far in terms of their own course and curriculum offer as well as sharing views on their wider College experience. Whilst there are set questions, there is also an opportunity for free text to share what is going well, and what can be even better if...

There will also be other occasions where your curriculum or college leadership team will seek your views of selected projects and activities. We encourage you to contribute wherever possible. Learner Voice provides learners with a platform to share persuasive arguments to improve elements of learner experiences.



STUDENT ENRICHMENT

At North Kent College, we are committed to making your time here exciting, engaging, and rewarding - both inside and outside the classroom - with a variety of activities and opportunities designed to suit a variety of interests.

Whether you are into chess, quizzes, creative workshops, or student led clubs, there is always something happening. Our Learning Technology Centres (LTCs) regularly host fun and interactive sessions.

Organised events take place throughout the year that bring students together. These include college celebrations, charity fundraisers, competitions, and themed days. One of the highlights is the Freshers Week, which kicks off the academic year with a chance to explore what is offered in the college, join in with fun activities, and meet new people.

There is something for everyone at North Kent College so get involved, try something new, and make the most of your college experience.



INFORMATION TECHNOLOGY

[Click here
for the
Digital
Learning &
IT Guide](#)

There are a range of IT resources at your disposal as well as many facilities and tools you may wish to explore. For full details about information technology at the college, please see the Digital Learning and IT Guide - it has been designed to help you understand the available resources.

DIGITAL RESOURCES

- Access to the college network both at college and at home
- £12 worth of print credit (extra credit available to purchase)
- Internet access including free WiFi
- A college Microsoft Office account
- A college email account
- Access to online learning materials, eBooks and other resources
- Access to online course tracking
- Access to online Virtual Learning Environments
- Software packages (relevant for your course)

YOUR COLLEGE IDENTITY

While you study at college, you will have a 'college identity', which will allow you to log in and use the resources. Your identity is linked to your enrolment at the college.

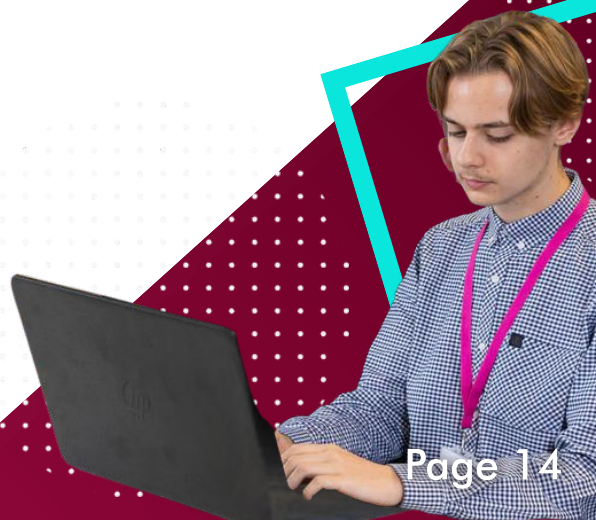
We realise that you will have a digital identity outside of the college and may have your own email address(es) and social network account(s). We ask that you use your college email account when contacting staff and check your college account regularly.

College staff are only permitted to communicate from college email accounts (you will find staff contacts in the Outlook email address book).

SUPPORT

If you have any issues with IT, please talk to your course tutor, who will log an IT support request on your behalf.

The College has a zero tolerance policy regarding bullying and cyberbullying. For any issues or concerns, contact your course tutor, who will report the matter to the IT Department.



LEARNING TECHNOLOGY CENTRES

Our Learning Technology Centres (LTCs) host fantastic resources including desktop computers, loanable laptops, and a curated selection of course related, general interest, and fiction books.

We promote student well-being with resources such as magazines, chess, and board games. We actively connect with students through activities including quizzes, competitions, and extracurricular clubs.

Our friendly staff are available to assist with everyday IT needs including password resets, printing help, document formatting, and assignment submission on platforms like Moodle and Teams.

We also provide study support and training in various digital tools in the LTCs such as:

- Microsoft Office
- Canva
- Virtual Reality (VR)
- Using AI effectively
- Research and referencing



CAREERS INFORMATION ADVICE & GUIDANCE

Our friendly, qualified Careers Advisers are here to support you with personalised, confidential advice to help you make informed decisions about your future - whether you're choosing a course, changing direction, or planning your next steps after college.

**Click here
for
Careers
info**

WHERE TO FIND US

We are based on the first floor mezzanine. You can drop in during the college day, or book an appointment via the Careers Booking Tile on MyDay.

EMAIL US

Tonbridge

careerstonbridge
@northkent.ac.uk

WHAT WE CAN HELP WITH:

- Choosing the right course or pathway
- Exploring career options and future opportunities
- Writing or updating your CV
- Preparing for interviews
- Deciding what to do after college including Employment and Apprenticeships
- Choosing and applying to universities including personal statements & student finance

APPOINTMENT

We are here to help you explore your options, plan your next steps, and feel confident about your future. You can book careers appointments as often as you need, there is no limit to the support available. If it makes you feel more comfortable, you are welcome to bring a parent or carer along too.



STUDENT FINANCIAL SUPPORT

Click here
For
Financial
Support
info

Money and finance doesn't have to be a worrying experience. We want your transition into college to be as smooth as possible. Therefore, we have plenty of information available to help you to understand what costs are involved and how you can find out if you are eligible for any financial support.

Students who are on a full-time course (funded either by the government or via a 19+ Advanced Learner Loan) and have a household income below **£29,000** may be entitled to financial assistance from the college's discretionary bursary. This can help with course-related costs and travel to and from college. Bursaries are individually tailored depending on the course you are studying, where you live, and how you travel to college ([see policy for full detail](#)).

The bursary is only a contribution towards course-related costs and travel, so will not necessarily cover the full amount. Funds are limited and allocated on a first come first served basis on fully completed and eligible bursary applications'

SOME COSTS WE CAN SUPPORT WITH ARE:

- Course contribution/course materials fee applicable to your course
- Essential books, kit, uniform, or equipment required for your course
- Free college meals (subject to meeting the criteria set by the Government)
- Travel allowance (depending on where you live and the number of days you attend college)
- Childcare costs for one child only for students aged 20 or above. Students under the age of 20 should apply to the National Care to Learn Scheme for assistance with childcare



For a full range, please
speak to the Bursary Team

LEARNING SUPPORT

Everyone has different needs and you may require support such as reasonable adjustments to facilities and resources, or specific support like exam access arrangements.

SUPPORT MAY BE AVAILABLE FOR STUDENTS WITH:

- Dyslexia, dyspraxia, and other specific learning difficulties
- Autistic spectrum conditions
- Speech, language and communication difficulties/disabilities
- Physical and mobility difficulties
- Medical conditions
- Moderate learning difficulties
- Social, emotional, and mental health difficulties
- Hearing impairments
- Vision impairments

If you have a learning difference/disability and you do not have an EHCP, but feel you require support, speak to your tutor or the Learning Support Team, who will then arrange a confidential meeting to discuss your requirements.

EDUCATION, HEALTH AND CARE PLAN (EHCP)

If you have an Education, Health and Care Plan (EHCP), a consultation process would have already been completed. The college will ensure your support needs are communicated to key staff working with you, so you receive the support you require.

EXAM CONCESSIONS

If you haven't spoken to us about any previous exam concessions you received, speak to your course tutor (or Maths/English teachers) as soon as possible. You will be required to provide evidence of any access arrangements you had at school.



NKC
contact details

GETTING TO COLLEGE

Click
for more
travel
info

TRAVELLING BY PUBLIC TRANSPORT

The nearest bus stop to the College is Springwell Road, with regular bus services to various towns in Kent (including Tunbridge Wells, Sevenoaks and Maidstone).

Tonbridge railway station has frequent trains to London, Ashford, Dover, Folkestone, Thanet, Hastings and Redhill for Gatwick Airport.

Tonbridge students only, can obtain a 20% discount on rail travel by printing and producing the discount form which can be found on the website. All students will need to show their student ID card as proof.

TRAVELLING BY CAR

The College is just 3 minutes away from the A21/A26 junction, ensuring easy access from Tunbridge Wells, Sevenoaks and up to London.

We have ample FREE parking available at Tonbridge College. However, we would suggest using public transport if you can, to help the environment and ease traffic congestion.





**KEEP UP TO DATE WITH
NKC TONBRIDGE
COLLEGE**



Follow Our Socials

NKCC | TONBRIDGE COLLEGE

Brook Street,
Tonbridge, Kent,
TN9 2PW

