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Student handbook

#BeWhoYouWantToBe

TOTTON
COLLEGE





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Welcome to Totton College



We hope you enjoy your time at college and work together with us to help you achieve your best.

This handbook has all the information you need to get you started at Totton College. You can find out all about the campus and understand what we're all about.

Totton College is a friendly place where students enjoy good relationships with one another and with staff, and we keep rules and regulations to a minimum. But, like all large organisations, we have some common ways of working. You can find out more about those in our Totton Standard.

We've also included information about our facilities and our services, because college is about more than just exam results. We've got plenty of support and opportunities on offer to help you to be successful and to prepare for life after your studies.

If you have any queries or comments about what is in this handbook, please let us know.



Jade Roots
Assistant Principal and Centre Lead
Totton College

How to use this handbook

The student handbook is your go-to resource for navigating through college. Start by checking out the table of contents, which outlines all the available sections, from academic policies to student support. Use this to quickly navigate to specific sections of the handbook. Each section provides clear and concise information, with important points highlighted for quick reference. Whether you need to understand school rules, find academic support resources, or get involved in student organisations, this handbook is here to help you. Keep it handy and refer to it whenever you have questions or need guidance throughout the school year.

You can use this document in a range of ways:

- You can search for a particular word or phrase by pressing Ctrl-F and then typing into the search box.
- As you read through, you will see references to different areas in blue text, you can click on these and will be taken directly to the relevant page.
- Where there are links to external websites or email addresses, you can also click to open up the relevant program.

NOTE: If you are viewing this handbook on an iPad, you should load it into iBooks to ensure the navigation menu works correctly.

Your college

- Welcome
- Contacts & calendar
- Campus map
- Senior management
- Faculties
- Equality & diversity
- Safeguarding students
- Health & wellbeing
- Security

Facilities

- Refectory
- IT facilities
- Health & fitness
- Nursery
- Opus Salon
- Transport

Advice & support

- Introduction
- Information centre
- Your future
- Welfare
- Volunteering
- Learning assistants
- Learning support
- Student finance
- eSafety advice
- Exam access
- Prevent strategy
- Useful contacts

Your learning

- Reach your potential
- Independent study
- Progress monitoring
- Enrichment
- English & maths
- Work experience
- Sports
- Examinations

You

- Student Charter
- Get the most
- Attendance
- Positive behaviours
- Student card
- Your voice
- Your email

Contact details

Main campus

College Switchboard: **023 8087 4874**
Address: Water Lane, Totton,
Southampton, SO40 3ZX

Opening hours

Term time:

Mon, Tue, Thu, Fri 08:30–17:00
Wed 08:30–21:00
(Opus Salon only 17:00–21:00)

Non-term time:

Monday – Friday 08:30–16:30



Our campus and facilities

Ground Floor

- Learning Spaces
- Offices
- Lift
- ♿
- ♿ ♿ ♿



- 1. Opus Salon
- 2. Sensory Garden
- 3. Refectory
- 4. Reception
- 5. Study areas
- 6. Skills for Life Vocational Hub
- 7. Art & Design studio

First Floor

- Learning Spaces
- Offices
- Lift
- ♿
- ♿ ♿ ♿



Our senior management team



Jade Roots

Assistant Principal and Centre Lead

Jade is responsible for developing the curriculum and leading the faculty managers in delivering a high-quality programme of learning that matches local demand and fits the needs of the business.



Kirsty Hayes

Campus General Operations Manager

Kirsty is responsible for the estates and facilities at the college, including administration, student services and safeguarding.



Jenny Mason

Curriculum Manager for Skills for Life

Jenny is responsible for overseeing the Skills for Life faculty.



Lee Morgan

Curriculum Manager for Pathways

Lee is responsible for overseeing the Pathways faculty.



Tom Shrimpton

Curriculum Manager for Apprenticeships

Tom is responsible for overseeing the Apprenticeship provision.



Will Rogers

Head of SEND Support

Will is responsible for overseeing the provision of student support for those with special educational needs and Education Health Care Plans (EHCP) within all faculties.



Gareth McCarthy

Curriculum Manager for Creative and Service Industries

Gareth is responsible for some curriculum areas within CSI: Music, Motor Vehicle, Digital Skills and Media, Sport, Uniformed Public Services, Hair and Beauty, Business, Travel and Tourism and Care.



Simon Hart

Curriculum Manager for Creative and Service Industries

Simon is responsible for overseeing Art and Design, Construction, Hospitality and maths and English.

Our deputy curriculum managers



Rebecca Kennell

Deputy Curriculum Manager

Rebecca is responsible for managing the following curriculum areas in the Creative and Service Industries faculty: Care, Business, Travel and Tourism, Sport and Uniformed Public Services.



Rebecca is currently on maternity leave and this role is being covered by Angus Blair until Rebecca's return.

Angus Blair

(Maternity cover for Rebecca Kennell)



Alice Heath

Deputy Curriculum Manager

Alice is responsible for managing English and maths provision within Creative and Service Industries (CSI) study courses.



Beth Ramshaw

Deputy Curriculum Manager

Beth is responsible for managing the Skills for Life curriculum area.



Kate Palmer

Deputy Curriculum Manager

Kate is responsible for managing the following areas in the Creative and Service Industries faculty: Motor Vehicle, Hair and Beauty.



Lisa O'Reilly

Deputy Curriculum Manager

Lisa is responsible for managing the following areas in the Creative and Service Industries faculty: Art and Design, Construction and Hospitality and Catering.



THRIVE, your tutor and skills

THRIVE

THRIVE stands for:

Transition and Tutorial
Health and Wellbeing
Relationships and Respect
Independence and Identity
Values and Voice
Employability and Enrichment

The THRIVE programme is your space to explore important life topics, build confidence, and develop skills that go beyond the classroom. Through regular sessions, you'll take part in discussions and activities on themes like Fundamental British Values (FBV) —including democracy, individual liberty, and respect for others.

You'll also explore topical issues such as mental health, online safety, and current events, helping you stay informed and think critically. Sessions will also cover alcohol and substance awareness, encouraging safe and healthy choices. These sessions are designed to support your personal growth, prepare you for life after Nacro Education, and help you become an active, responsible member of society.

Your tutor

As part of your course you'll have group sessions with your tutor each week. In Skills for Life, students will have a daily 20-minute tutor slot in the morning to touch base, discuss events, review overall progress and plan individual progression. Your tutor will help you explore your options at the end of your courses (higher education, training, apprenticeships or employment) and review your overall progress and plan individual progression activities.

Group sessions

These cover cross-college, relevant themed topical subjects, activities and guest speakers.

Targets

You will set subject specific skill-based targets and personal development targets with your teachers/tutor. The aim is to ensure that you achieve the very best that you can. Activities might include:

- Organisation
- Assignment structuring
- Research skills
- Revision
- CV writing
- Applying for employment
- Exam techniques
- Areas of personal development.

Skills

In your Skills sessions, as well as all your other subjects, you'll be given opportunities to develop the essential skills needed for future success. Here's why it's great for you:

- **Practical skills for any job:** You'll learn essential skills like teamwork, leadership, and problem-solving that are valuable in any career. These aren't just to use in education; they're skills you'll use for life.
- **Better employability:** Employers look for these skills. By mastering them, you'll stand out in job applications and interviews, making you more attractive to potential employers.
- **Higher earnings and satisfaction:** Studies show that people with strong, developed essential skills earn up to 12% more and enjoy greater job satisfaction.
- **Tailored learning:** Each skill is split into manageable steps, so you can progress at your own pace, from beginner to expert to mastery.
- **Improved resilience and confidence:** There will be plenty of opportunities to develop your skills at Nacro Education as well as resources that you can use anytime, anywhere. Whether you're in the classroom or at home, you can access tools and activities to help you build and track your skills.

How to get the most out of college

Part-time work

If you are a full-time student, then we recommend that you do not work more than 10 hours per week - there is clear evidence that your final grades will be lower if you don't leave sufficient time for homework and independent study.

Alongside studying at college, many students take on part-time work to earn extra money to help pay for essentials and social activities. We understand that, but make sure you get the balance right!

We provide regular updates that include details on part-time vacancies that may be of interest to you.

Independent study

Most of our courses demand a lot of independent work from you outside lessons. That's why you will have some free time as part of your personal timetable. As a rough guide if you have 18 hours of tuition per week, we would expect about 10-15 hours of independent study time. The breakout spaces are a great place to study when you are not in class.

Some students may appear to have a day off on their timetable. It is important to remember to use this for independent study or work experience that is relevant to your course, not as paid work.

On some occasions you may be called into college during independent study sessions for specific activities. The college reserves the right to amend student timetables.

Organising your time

We advise you to work out a study timetable early in your course so that you can make sure you are spending enough time on your work, as well as building in all the other activities you may want to do. Your tutor can help you with this, so please ask if you want any advice.



English and maths

The government has placed increased importance on English and maths as the foundations for future success. This means that the college will be focusing even more on these subjects in the future. This has two main implications for you:

- Firstly, in all your classes you will be asked to do work relating to that subject which demonstrates your maths and English skills. Your teachers will mark your work and, alongside your subject-specific content, they will also be giving you pointers on how you can improve your English and maths skills.
- Secondly, if you do not already have a GCSE Grade 4 or higher in English and maths, you need to continue to work towards that level of qualification if you're under 19 years of age at the start of the year. This might mean that you have to retake your GCSE or attend Functional Skills classes to build your skills.

These classes are compulsory and you will not be able to stay at the college if you do not attend and participate fully.

If you have any concerns about the level of maths or English class that you have been enrolled on, please contact your tutor in the first instance.

Contact:

Alice Heath, Deputy Curriculum Manager English and Maths
Email: aheath@totton.ac.uk

Attendance and absence: 16-19 students

If you are absent we expect you to telephone the college to explain why **straight away. Call 023 8087 4874 and press option 1 for absences or speak to reception** leaving your name and reason for your absence. The Totton Standard sets out our expectations of you. Remember that 87% attendance is our minimum acceptable figure.

Regular and punctual attendance at all college commitments ensures you get the best chance of success on your course. Class registers are kept by all staff who will always check with you why you were away. Unexplained absence may result in us contacting you or your parents to find out where you are. Absence from pre-arranged appointments or lessons for reasons other than illness must be negotiated with subject teachers affected, in advance.

Please do not book appointments during lesson time. We do not expect you to take holiday during term time because of the amount of work you are likely to miss. **If a family holiday is unavoidable because it was booked before you enrolled at college, you must request absence well in advance by writing to the campus lead.** Non-attendance can effect payments for college bursaries and travel costs.

If you're ill in college and cannot attend a lesson, you should report to the staff at reception who will inform your teachers and you can rest in the medical room or be taken/sent home.

If you are absent for a significant proportion of time for any reason, we may decide it is not appropriate to enter you for examinations.

We will use our positive engagement and behaviour systems with 16-19 students whose attendance is not satisfactory.

Positive behaviours

We are committed to creating a positive learning environment for all our students. We will challenge poor engagement and misbehaviour, and celebrate and reward positive engagement and behaviour. Our positive behaviours are a model for how we want all our students to behave when they join our community.

be safe

Our learning community is a safe place to be. You should feel physically and emotionally safe, and able to share and learn without fear of judgement or retaliation. You are part of an inclusive community and your behaviour matters. By sharing this learning space, you are forming a safe environment for you, your peers, and our staff.



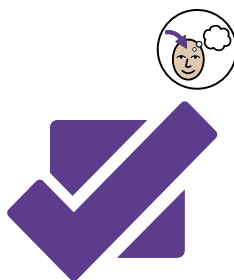
be respectful

We all deserve to be treated with respect, and your behaviour matters. We want you to treat others as you wish to be treated. By showing respect, you're helping to create a positive learning space. Everyone has something to teach us. We share ideas, listen, and learn from each other.



be ready to learn

Your learning is a journey, not a destination. Being ready to learn means you're physically, mentally, and emotionally prepared to take in new information and skills. You should have the same high expectations for your behaviour as we do. You're part of a learning community. We learn from our mistakes, and we celebrate and reward our successes.



Advice and support

Who to see if...?

- You have problems settling in
- You can't seem to cope with your work
- You have personal problems
- You need careers advice
- You want to change your course
- You are considering leaving the college

The answer is your tutor, one of your teachers, or a named person from the sections in this handbook – you choose. They will all help if they can.

An excellent place to start is by visiting the Information Centre, where our advisors will be happy to help answer your question or find someone who can.

Contact:

Kirsty Hayes, Campus General Operations Manager
Email: khayes@totton.ac.uk

Student Charter



Being part of Totton College means you're part of our learning community. We want you, and every other member of our community, to maximise the opportunities and learning experiences available, to help you broaden your skills – both personally and professionally. We ask every person to adhere to our student charter, an agreement outlining what we'll provide for you, and what you'll bring to our community.

We will

- > Make every lesson enjoyable and challenging
- > Set work which reflects our high aspirations
- > Be prompt and well prepared
- > Not cancel lessons without ensuring work is set
- > Negotiate and monitor targets with you
- > Give you regular, timely feedback so that you know how to improve
- > Foster employability skills of reliability, tenacity, and teamwork
- > Set work which helps prepare you for exams and assessments
- > Treat you with respect and help to make the learning environment a safe and inclusive place for everyone
- > Celebrate your achievements with you

You will

- > Take an active part in every lesson
- > Take responsibility for your own learning and stretch yourself to do more than you think you can
- > Attend all lessons promptly and be well prepared
- > Explain unavoidable absence and ensure missed work is covered
- > Agree and monitor your own targets
- > Act on feedback
- > Practise employability skills
- > Complete all work set punctually
- > Treat others with respect and help to make the learning environment a safe and inclusive place for everyone
- > Take pride in your achievements



Be safe. Be respectful. Be ready to learn.

Find out more

For more information about our community, come and speak to our staff at an Open Event, visit our website (totton.ac.uk), or scan the QR code



Information Centre

The Information Centre supports you throughout your course. Whatever your question or issue, we will do our very best to help.

Our experienced and friendly team can help you with:

- Information
- Absence reporting
- Guidance
- Lockers
- Updating your address
- General questions
- Bursary and free meals
- Timetable queries
- Parking permits
- Examination entries
- Volunteering
- Finance
- Contacting staff
- Welfare and wellbeing
- UCAS support
- First Aid advice
- Transport advice
- Appointments
- Job search
- General questions
- Work experience
- Student ID cards
- Careers advice

...and a whole lot more. If we don't know the answer, then we will find someone who does.

The Information Centre is staffed throughout the week:

Monday to Friday: 08:30–17:00

Keep us up-to-date

It is important that your personal and academic records are fully accurate, so please ensure that you tell us about any changes promptly (for example, if you change address or telephone number).



Student wellbeing

The wellbeing service can offer help and advice to any student wanting to talk.

If you have any issues or concern, we may be able to offer some support, these can include but are not limited to:

- College or home life
- Finance/housing issues
- Drugs
- Relationships
- Gender identity
- LBGTQ+
- General health matters, including mental and sexual health

If we cannot help, we will signpost you to other agencies that can.

Contact information is also available for a range of external support agencies.

You can visit the wellbeing service yourself, be referred by a member of staff, or just drop into the Information Centre for a chat.

The nurse and the wellbeing service offer a confidential sexual health service provision and referral service.

For more information on student wellbeing, visit reception and ask for the wellbeing team or go to: totton.ac.uk/studentsupport



The Learning Support Team

The Learning Support Team provides additional help and support during and outside lessons to assist you in your studies across the college. If you have an EHCP or SEND they will help to meet your needs and support, you with college life.

Our friendly and approachable team can give you expert advice and tuition. For example, we can help you if you:

- need help in exams – extra time, reader, small room etc.
- think you might be dyslexic
- need help with reading, writing or numeracy skills
- want to learn how to research effectively
- need help with revision and exam techniques
- want to become better at organisation and planning
... or other learning skills
- want to explore therapy services such as SaLT, OT and Physiotherapy
- need help with speech, language or social communication
- need help with speech, language or social communication.

You may be offered 1:1 help with a member of staff – free private tuition!

Contact:

Will Rogers, Head of SEND Support
Email: wrogers@totton.ac.uk

Sarah Maxwell, Specialist Tutor/Assessor
Email: smaxwell@totton.ac.uk

Learning Support Assistants

We have Learning Support Assistants (LSAs) dedicated to helping you, in whatever you are studying. They'll work with you in lessons or during coaching sessions, and can sometimes support in small groups or 1:1 outside of the classroom.

The team can offer a wide range of support, including assignment writing, research skills, breaking down tasks, note-taking, revision tips and much more, as well as being a friendly face or providing a quiet space if you have any worries. Get in touch with Learning Support or your class teacher, if you feel you need help with your work in class.

We have specialist, dedicated teams in each of our main curriculum areas, Skills for Life (SFL), Pathways and Creative Service Industries (CSI). These members of staff are trained and experienced to support you with a variety of needs from person care and speech language to UCAS applications.

Contact:

Kelly Shepherd, Lead Learning Support Assistant (Pathways)
Email: kshepherd@totton.ac.uk

Wendy Foord, Karen Stansbridge and Bailey Williams,
Lead Teaching Assistants (SfL)
Email: wfoord@totton.ac.uk, kstansbridge@totton.ac.uk
and bwilliams@totton.ac.uk

Sam Collins, Lead Learning Support Assistant (CSI)
Email: scollins@totton.ac.uk



Your future

Careers, higher education, apprenticeships and training advice.

We live in a highly competitive employment and higher education marketplace. It is key that you are able to make informed decisions about your future. We place the highest priority on providing quality careers information, advice and guidance to all students throughout your time at college.

You can make use of the drop-in facility in the Employability Hub (behind reception) to have a chat or to find out more about the careers support we can offer.

Your tutor will also talk to you about your goals and your progress towards them - giving advice on how best to get there, including accessing university taster events and open days. You will be referred to careers information or the careers adviser in the college wherever appropriate.

Contact:

Jon Kingsbury, Careers Advisor
Email: jkingsbury@totton.ac.uk

Advice and handbooks

On **iLearn** you can find a careers advice section containing a range of useful information and links, whatever your destination after college - from gap years to higher education, apprenticeships and employment.

We also maintain information on our website at totton.ac.uk where you can access further information about courses, apprenticeships, student finance and student support. Students also have the benefit of the services of a careers adviser who can offer you an interview at the college. Please book at Reception or email jkingsbury@totton.ac.uk

Your future: useful websites

Apprenticeships and traineeships

If you want to work and earn money at the same time, whilst gaining qualifications then consider apprenticeships.

<https://www.apprenticeships.gov.uk/apprentices>

<https://www.ucas.com/apprenticeships>

www.notgoingtouni.co.uk

University and higher education (HE)

UCAS are responsible for all UK university applications. Visit them online at www.ucas.com

For information about funding your university studies, see Student Finance England: www.gov.uk/browse/education/student-finance

Information is available to find out more about Higher Education from discoveruni.gov.uk, www.whatuni.com and www.prospects.ac.uk. These websites give detailed information on where your degree could take you in the future. You will find information on courses, university ratings and can read reviews left by former students.

Special Educational Needs (SEND) & Disabilities

Find out more about the SEND 'Local Offer' near where you live.

<https://fish.hants.gov.uk/kb5/hampshire/directory/localoffer.page?familychannel=6>

<https://sid.southampton.gov.uk/kb5/southampton/directory/localoffer.page?localofferchannel=0>

<https://www.disabilityrightsuk.org/disabled-students-helpline>

Exploring your options

If you would like to learn more about apprenticeships and traineeships, speak to the Apprenticeship team or contact the Information Centre.

<https://www.totton.ac.uk/apprenticeships/apprenticeships-in-southampton/>



Work experience

During your course, you'll have the chance to take part in a range of work-related activities, including Work Experience placements. These experiences are designed to help you:

- Explore different types of jobs and careers
- Build your confidence and skills
- Try out roles that might suit your future goals

Here's what you can expect: Three Pathways: You'll be supported to follow one of three work experience pathways, based on your needs, previous experience, and future plans:

Pathway	What it looks like	What you'll gain
Supported Engagement	Take part in social action projects, awareness campaigns, or charity events	Build confidence, teamwork, and communication skills
Transitional Placement	Try volunteering, internal roles, or community projects	Grow independence, problem-solving, and responsibility
External Placement	Work with real employers in real workplaces	Gain hands-on experience and boost your career goals

Work Experience Week: We have a dedicated week for work-related activity during week commencing 9th February 2026. This is a great time to get involved in placements, volunteering, employer visits, or community projects.

Opportunities All Year Round: Work-related activities don't just happen in one week! Throughout the year and at least one each term, you'll take part in activities like:

- Careers fairs
- CV and interview workshops
- Work taster days
- Volunteering and community projects
- Employer talks and visits

These activities are designed to help you build confidence, develop skills, and plan your next steps.

Volunteering

In addition to the course-relevant work experience which is compulsory for all students, many students also engage in volunteering. This could be linked to a particular interest or in support of the local community, such as gardening or charity work.

Both employers and university admission tutors promote the fact that they highly rate volunteering on a CV or in a personal statement for UCAS.

There are lots of different organisations in need of willing, young people and adults. Some are brief 'awareness-raising' activities and others may demand more skills. You can volunteer for just a few hours a week or give up some time over a half-term or other college holidays.

If you are interested, just drop into the Information Centre for a chat about getting involved in your spare time or visit:

studentvolunteeringnetwork.com

ncvo.org.uk/get-involved

doit.life/volunteer

Fancy a career in the NHS?

Southampton General Hospital are always keen to take on new volunteers. You can spend a minimum of three hours per week building your confidence, personal skills and also gain valuable experience.

Visit: <https://www.uhs.nhs.uk/get-involved/volunteering-at-uhs>

Contact:

Natalie Marsh, Work Experience Coordinator

Email: nmarsh@totton.ac.uk

Useful addresses and contacts

Physical wellbeing

NHS helpline including dental issues

Phone: **111** (Free from mobiles and landlines) 24 hours a day

Speak to a highly trained adviser, supported by healthcare professionals.

Emotional wellbeing

No Limits: nolimitshelp.org.uk

Phone: **02380 224 224**

Counselling and support in Southampton City Centre, Sholing and Shirley.

Samaritans: samaritans.org

Phone: **116 123**

A confidential listening ear on any topic. Phone and email support.

Health Assured

A confidential listening ear on any topic. Phone and email support.

Call: **0800 028 0199**

Email: client.services@healthassured.co.uk

iTalk: italk.org.uk

Phone: **023 8038 3920**

Email: info@italk.org.uk

Help with a range of mental health problems on phone, 1-1 or in groups.

Websites

www.getselfhelp.co.uk

Information on various aspects of mental health.

<http://www.themix.org.uk/>

Information, support, a chat room, and a notice board on many topics

www.youngminds.org.uk

Information and signposting – mental health and emotional wellbeing.

www.harmless.org.uk

Self help and support around the topic of self-harm.

<https://www.nhs.uk/nhs-services/mental-health-services/>

Practical, useful information, interactive tools, and videos.

www.yellowdoor.org.uk

Supportive charity who assists those who have been affected by sexual and domestic abuse.

www.beateatingdisorders.org.uk

Provides helplines for adults and young people offering support and information about eating disorders.

Smartphone apps



Breathe2Relax

Help with slowing your breathing.



SAM-app

Help and support with anxiety.



7 Cups of Tea

Free, anonymous and confidential chat with trained volunteers.



Stay Alive

A suicide prevention resource for the UK which has tools to help people stay safe when in crisis

Totton College cannot accept any responsibility for the support or advice you receive from any of the services, apps or companies listed. Please use all services responsibly.

Emergencies

If you have an accident on college premises, you should contact reception and ask for a first aider. The team can also call an ambulance for more serious injuries or you can make contact directly yourself. If you have concerns about your own safety or that of another student, you can always speak to any member of staff, a college safeguarding officer or the wellbeing service.

First Aid: **02380 427 390** and Safeguarding: **02380 427 369**

If you feel like your wellbeing or someone else's is at immediate risk, then you should dial 999 and ask for the appropriate service.

Police (Non-emergency)

Phone: **101** 24 hours a day

Use this number to report crime and other issues that do not require an emergency response. If your concern relates to something that has happened in college, we advise you contact the Welfare and Wellbeing Service in the first instance.

We would like you to feel welcome, safe and supported at Totton College whatever your background and whatever courses you are studying.

There are a range of equality and diversity policies in place, designed to protect you and others from bullying, harassment or discrimination and everyone (including you) has a responsibility to help enforce them.

Totton College is committed to providing you and everyone else with an environment that is respectful and free from discrimination, where you have the opportunity to achieve your full potential with a feeling of self-esteem regardless of your age, gender, gender identity, ethnicity, disability, sexual orientation, religion or belief, marital status, family responsibilities, pregnancy or anything else that makes you different from other people.

A summary of what to do and how to get help is displayed in each classroom and it's important to remember that online bullying, harassment or discrimination is treated the same as anything happening at college. If you feel like you're being treated unfairly at Totton College, you can speak to any member of staff confidentially or contact the Welfare and Wellbeing Service.

Safeguarding students

At Totton College we hold as our highest priority the health, safety and welfare of all our students. We have a collective duty of care to prevent the abuse of young people and vulnerable students. All our staff are trained in child protection procedures, and there are safeguarding officers with responsibility for safeguarding.

If you have any concerns about the safety of yourself or others, please contact any member of staff who will help you to make contact with those who can help, or contact one of the named people in this section. If you'd like to have an informal chat about any issue of safety affecting yourself or any of your friends, feel free to talk to the Welfare and Wellbeing Service, who will also be happy to help. If you believe that you or someone else is at immediate risk of harm, then you should contact the police on 999. For more information on safeguarding visit: totton.ac.uk/safeguarding

Contact:

safeguarding@totton.ac.uk

Zoe Stevens

Email: zstevens@totton.ac.uk

Simon Hart

Email: shart@totton.ac.uk

Tom Shrimpton

Email: tshrimpton@totton.ac.uk

Lisa O'Reilly

Email: loreilly@totton.ac.uk

Kate Palmer

Email: kpalmer@totton.ac.uk

Karen Stansbridge

Email: kstansbridge@totton.ac.uk

Wendy Foord

Email: wfoord@totton.ac.uk

Will Rogers

Email: wrogers@totton.ac.uk

Gareth McCarthy

Email: gmccarthy@totton.ac.uk

Hannah Avoth

Email: havoth@totton.ac.uk

Sam Collins

Email: scollins@totton.ac.uk

Kirsty Hayes

Email: khayes@totton.ac.uk

Jenny Mason

Email: jmason@totton.ac.uk

Jade Roots

Email: jroots@totton.ac.uk

Alice Heath

Email: ah Heath@totton.ac.uk

Lee Morgan

Email: lmorgan@totton.ac.uk

Online Safety and Digital Awareness

There are a number of risks associated with using social media and communicating in the online world. It is important for everyone to make informed decisions about how much and what information to reveal online.

- Take care over revealing personal information or contact details to someone you meet online. It's an obvious point, but they might not be who they claim to be.
- If anyone acts in a bullying or harassing way towards you online, via chat rooms, instant messaging, Snapchat, Instagram, text message etc., you can come to us for advice and help in dealing with it. It is useful to keep screenshots of these incidents when they occur so you can provide evidence if needed. In turn, take care that your own behaviour can't be misinterpreted - sometimes it's easy to forget that there is a real person on the other side of the screen when you are commenting anonymously in a chatroom or forum.
- Make sure you protect yourself from identity theft by never revealing passwords to other people and ensuring that you have passwords or a PIN set on smartphones to protect your contact details (and those of your friends).
- Be vigilant against online sextortion. You may think you've got to know someone online and via video chat, but still be cautious about sexual behaviour. Remember that IM chats and video calls can be recorded: there have been cases where money has been extorted by criminals who threaten to release images that you might not want in public or seen by your family.
- Be aware that sexual exploitation is increasingly carried out online. This may be by a stranger or someone you know. Contact us if you are worried - you won't be in trouble.

Protect your own online reputation

Another important aspect to your online life is knowing what is appropriate to publish online. Remember that employers can conduct social media searches on prospective employees - a photograph or video clip of friends having wild times at a party may well show you in a poor light when seen out of context. Equally, a comment that was intended as light-hearted that could be seen as racist, sexist or homophobic is unacceptable. It could well come back to cause you difficulties years later if it turns up in an internet search.

You are legally responsible for the content you publish online and internet companies can be asked by the police to reveal your identity. Remember that you could be prosecuted for criminal behaviour for comments you post on the internet.

It is wise to remember that once something is published online, it is very difficult to remove it - even though you might delete the original, other people may well keep copies.

Social media and staff

We ask that our staff never 'friend' students using their personal Facebook or similar social media accounts and they'll refuse any request from you. We do, however, use social media for educational use and staff have their own official college accounts for this purpose.

Contact:

The Safeguarding Team

Email: safeguarding@totton.ac.uk

Health, safety and wellbeing

We recognise our duty to ensure, as far as is reasonably practicable, the health and safety of staff, students, visitors, and anyone else whilst they are on college premises.

Our safety, health and wellbeing policies and procedures can be accessed on iLearn under Policies & procedures under 'Health, Safety and Wellbeing'.

Accidents/First Aid

If you have, or are witness to, an accident on college premises you should report this to the nearest member of staff. If no-one is nearby then you should go straight to the Information Centre. A first aider will then be contacted to help you, if required.

We have a medical room where you can receive treatment if necessary. The college nurse is available for non-urgent medical help and advice.

Fire safety

If you suspect there is a fire or you see smoke/flames, then raise the alarm immediately by hitting the nearest red break glass point and follow the emergency evacuation procedures.

If you hear the fire alarm sounding, please leave the building by the nearest, safest exit. Please make sure you know your escape routes and where to assemble by reading the notices about this in each classroom.

The fire alarm sirens are tested weekly – you do not need to do anything. We practice evacuation procedures.

Drugs and alcohol

We aim to create a safe environment for staff and students. Drugs and alcohol are all known to be unsafe in a work environment and we therefore, prohibit their use on college premises.

Smoking and vaping

Smoking and vaping are highly addictive. We promote good health and wellbeing for students and staff.

The college has a designated smoking area and this is the only place on campus where you can smoke, so please do not smoke on college grounds and this includes cars parked in college car parks.

(If you would like help to give up smoking you can call the national NHS smoke free helpline on **0300 123 1044** – information on a local stop smoking service will be available).

Alcoholic drink is not to be brought on to the premises. If you are found to have been consuming alcohol during the college day you will be sent home.

If you are found to be in possession of, or under the influence of, alcohol or illegal substances you will be suspended and may be expelled.

Contact:

The Wellbeing Service.

Email: wellbeing@totton.ac.uk

College Nurse

Email: nurse@totton.ac.uk

PREVENT Strategy

The college is part of the Government's counter-terrorism strategy, designed to help protect people against the threat of terrorism. It aims to safeguard against people being exposed to violent extremism and keep communities safe.

Menu



THE PREVENT STRATEGY IS ABOUT PROTECTING PEOPLE FROM THE THREAT OF TERRORISM.

WE CAN...



WORK TOGETHER TO DEVELOP RESILIENCE TO EXTREMIST INFLUENCES WHICH SUPPORT TERRORISM.



IT IS ABOUT STEPPING IN TO HELP VULNERABLE PEOPLE AT RISK OF BEING RECRUITED BY TERRORIST OR EXTREMIST GROUPS AT HOME OR ABROAD.



BE ALERT TO ANY GROUPS WHICH TARGET YOU OR USE YOUR COMMUNITY SPACES FOR PROPAGANDA ACTIVITIES



AND SAFEGUARDING INDIVIDUALS AND THE COMMUNITY AS A WHOLE.



WATCH FOR ANY PEOPLE WHO RAISE FUNDS DESTINED FOR ILLEGAL ACTIVITIES.

TOGETHER WE CAN PREVENT TERRORISM
CALL 101



Security and student ID

The college is a safe environment and we ask that you work with us to ensure it remains an open campus where we can trust one another.

All students are issued with an identification student ID card which you should wear so it is visible at all times when in college.

Valuables

We cannot accept responsibility for any valuables brought into college and we do not advise you to bring them in. If you have to, they can be left at reception while you are in lessons.

CCTV

To help us ensure that we keep our site safe, CCTV is used across the site. Access to this system is strictly limited to authorised personnel only. Recordings from the cameras will be used for the prevention of crime and passed to the police on request. Recordings are routinely wiped after 30 days. If you have any questions, please contact the Information Centre in the first instance.

Visitors

All visitors to college should report to reception and as a student we ask you not to invite friends or relatives to the campus, unless they

are seeing a member of staff or are at a formal college event. This helps to maintain the safety and security of the college. All visitors are required to sign in at reception.

About your student ID card

All students are issued with a student card which should be worn and be visible at all times when in college. The card includes your photograph, name and a reference number to allow you to access college computer systems and printing options. You will sometimes be asked to show this card to prove your identity for example in the refectory. The reverse of the student ID card also carries key information:

- around what happens when the fire alarm sounds
- how to seek first aid
- how to raise safeguarding concerns
- where to go if you have any questions or need information.

Replacement card

If you lose your student card, a replacement can be obtained from the team in the Information Centre.

Looking after our environment

Litter

We ask that you respect our facilities and all members of the college community by putting your litter in the bins provided.

When using the refectory area please use the rubbish and recycling, and do not leave litter on the tables. It takes time and costs money for us to clear away such litter and therefore has an inevitable impact on the price of food. Crockery and cutlery from the refectory should be returned to the tray trolleys near the serving area - thank you for your help.



50 Photography by Emma-Louise Media

Health, fitness and sport

We have excellent health, fitness and sport facilities with friendly, experienced staff who can provide help and guidance whatever your needs.

All Totton College students can access the Sports Hub, the college & dedicated gym, during college hours once you've completed an induction.

Look out for sporting opportunities at lunch times, after college, etc. If we are not running a sport you are interested in, speak to a member of staff about running it yourself!

We have a football team and will be playing friendly matches against other colleges.

Contact:

Kim Grierson, Sport Teacher

Email: kgrierson@totton.ac.uk

Angus Blair, Sport Teacher

Email: ablair@totton.ac.uk



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Refectory and refreshments

The college refectory offers a wide variety of delicious hot and cold meals made every day from fresh ingredients. We offer a three week rolling menu.

Cash and card payment options are available in addition to our online cashless payment system. Details on how to set up an account in the cashless payment portal will be shared with students at the start of term.

Students eligible for free school meals will collect their food from the refectory or Atrium Café.

Opening times:

Monday – Thursday 08:15 – 14:00

Friday 08:15 – 13:45

Our daily menu consist of, but is not limited to:

- Free Porridge at breakfast
- Hot bistro meals including meat free options
- Street Food
- Spud Bar with a variety of toppings
- Fresh seasonal salad bar
- Seasonal fruit and yoghurt pots
- Homemade cakes & pastries
- Selection of hot and cold drinks

Contact:

Refectory: Ext 6736



Information technology

IT is a vital tool to support your success at college. Every student and member of staff is provided with their own network account, storage area and email address. Access to the college intranet is available from inside and outside the college.

iLearn

iLearn is the online hub that gives you access to a wide range of content to support your studies. It's regularly updated with news and information and it also provides you with information for your course.

You can access iLearn from outside college by visiting ilearn.totton.ac.uk, giving you convenient access to your emails and files stored on the college network.

Open access PCs

Make use of the many open access machines around the building in the breakout areas.

Wi-Fi network

The whole campus is covered by our Wi-Fi network which you are welcome to access using your phone, tablet or laptop computer.

When asked for your username and password, simply provide your college email address and your password to connect.

More information about connecting your device can be found on iLearn or feel free to contact your teacher for help and advice.

BYOD (Bring Your Own Device):

If you wish to plug your own device (e.g. laptop etc.) into a college power socket you must first have it 'PAT tested' by a qualified electrician.

If you need any help or advice on the use of the IT facilities, please contact your teacher or the Information Centre.

Opus Salon

Totton College and prestigious Opus hair and beauty salon provides a high quality training environment where we combine practical skills development with delivering industry standard qualifications.

All students at college can benefit from treatments in hair or beauty as well as a range of complementary therapies treatments, at discounted prices at selected times.

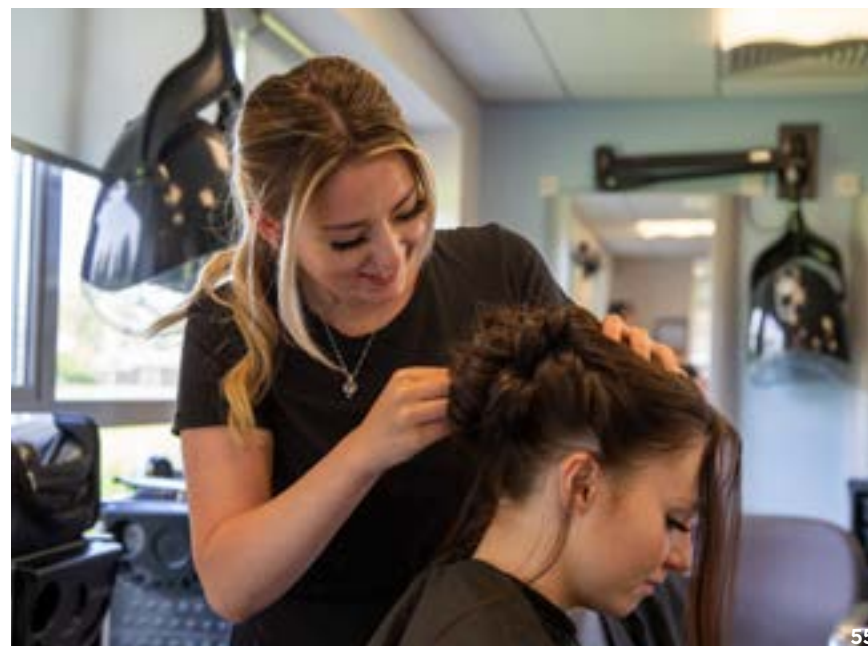
The facility offers the perfect balance of education and enterprise.

Professional standards are maintained throughout, so that our clients can experience services equal to those offered in high street salons.

Contact:

Opus Salon

Contact: **023 8087 4874**



Student finance

Vulnerable bursaries

If you're under 19 and in care, are an unaccompanied asylum seeker, a care leaver or receiving income support or Universal Credit in your own right, or receiving disability living allowance or personal independence payments as well as Employment & Support Allowance or Universal Credit you are eligible for a bursary dependent on your attendance and behaviour. You must apply for this at the start of your course on the relevant form, which you can collect from reception.

If you need help or advice about bursaries, please ask at reception.

Young students with families

Funding support is available to students who want to study a course, but are a parent themselves. Care to Learn is intended to help young parents under the age of 20 to continue or start their education after the birth of a child. The scheme provides funding for Ofsted-registered childcare provision while the young parent is engaged in a course at Totton College. For more information and to see if you're eligible speak to one of our advisors or visit: [gov.uk/care-to-learn](https://www.gov.uk/care-to-learn)

Discretionary bursaries

If you were not eligible for a Vulnerable Bursary and you or your parents/guardians receive any means-tested benefits or consider that they are on a low income, or you are 19 or over and have an Education, Health and Care Plan (EHCP) then you may apply for a discretionary bursary, for help with the costs of transport and essential books or equipment for a course. Get the application form from the Information Centre.

Free meals

If you are entitled to free school meals, then you must apply using the Bursary application form.

iPayimpact – cashless payments

Parents and guardians of students at Totton College can benefit from iPayimpact, a simple and secure 'cashless' way to pay for all college purchases. iPayimpact can be used to buy college meals and snacks, trips, events, tickets, and kits, through a desktop, tablet, or mobile phone.

Through iPayimpact you can:

- Manage all college purchases
- View payment history
- View live 'cashless' balance
- Top up anytime or set up automated payments

All payments made through iPayimpact are covered under the Financial Conduct Authority (FCA), providing parents with the highest level of payment protection.

Transport to college

Financial help towards your travel costs:

Please contact the college's Information Centre for an application form to apply for a discretionary bursary. If you meet the criteria you may qualify for help towards the costs of getting to college.

Car:

A weekly amount towards your fuel will be paid into your bank account.

Train:

South Western Railway: [southwesternrailway.com](https://www.southwesternrailway.com)

Tel: 0345 6000 650

Buses:

Bluestar bus: [bluestarbus.co.uk](https://www.bluestarbus.co.uk)

Termly bus pass available via the Bluestar app.

Customer Service: 01202 338421

Salisbury Reds: [salisburyreds.co.uk](https://www.salisburyreds.co.uk)

Customer Service: 01202 338 420

Nursery

Next door to Totton College the Ofsted registered Pinecones nursery and pre-school provides a safe, happy environment.

Opening times:

Monday – Friday

08:00 – 18:00

50 weeks a year

Places are limited and cannot be guaranteed. We advise any parent who wishes to use the nursery to enquire early or pop in for a prospectus.

If your required hours are unavailable at Pinecones, we can help you locate other childcare facilities in your area.

Contact:

Nursery Manager

Telephone: **023 8086 4894**

For more information visit: totton.ac.uk/nursery



About the nursery

We strongly believe that children learn through the enjoyment of play and outdoor learning. We actively promote their independence, including them in the decision making process throughout the day.

They are encouraged to care for themselves as well as other children and adults within the nursery. Every child is given the same opportunity to play, learn and develop.

We also try to offer the children new and exciting experiences that they might not have elsewhere. We aim:

- To create a safe, caring and stimulating environment for all the children in our care.
- To actively promote the development of positive self-image and self-esteem within each child.
- To provide positive images of ethnic groups, abilities, cultures and genders through posters, books, resources, food and festivals.
- To provide an atmosphere that makes the child and parent comfortable within the nursery, enabling a strong partnership to develop.
- To offer a variety of activities and opportunities that will enable the child to progress and reach their full potential.

Examinations

In order to be entered for a public examination by the college, we will expect you to have regularly attended your course and to have submitted set work punctually. The college pays the examination entry for all full-time 16-19 students who meet these criteria, but if you do not, we reserve the right to withdraw you from an exam. We run a **mock examinations week for English and maths (Monday 2nd February – Friday 6th February 2026)**, so that you build your confidence for the summer series.

Examination guidelines and important information

- Read through the JCQ guidelines for examinations provided with your examination timetable & displayed on the exams board in reception/atrium.
- It is your responsibility to know when your exams are and that you attend all of them punctually. Make sure you have either collected your exam timetable from your Class Teacher or the Examinations Office (Room G02).
- You should arrive 15 minutes prior to your exam start time in order to find your desk. Unless otherwise notified, exams start promptly at 09:30 and 13:30.
- If you are ill or unavoidably late on the day of the exam, please contact the Exams Office 023 8087 4860 as soon as possible.
- You must display photo ID on your desk for every exam you sit. This can be your Student ID card, passport, driving licence or any other photo ID card.
- Mobile phones should not be taken into the examination room, all mobile phones taken into an exam room may not be kept on your person and must be switched off, otherwise you are at risk of disqualification.
- You must remove all hats and caps before entering the examination room.
- You can take a drink of water into exams in a plain, see-through bottle i.e. the label needs to be removed. Other drinks are not allowed.
- Please make sure that you have the correct equipment for each of your exams i.e. black pen only, calculators, rulers etc. as appropriate for your exam subject. You are not permitted to use correction fluid in examinations.
- When you see a 'Silence - exam in progress' sign, it means that exams are taking place in this area of the building. Please be as quiet as possible so as not to distract your fellow students - next time it might be you taking an exam!
- Make sure you keep the college up-to-date with any changes in your home address, otherwise you may not receive your examination certificates.
- Examination boards do charge for replacements.
- With the advent of smart watches, all watches must be removed in examinations.



Examination access arrangements

Access arrangements are additional measures that can be put in place to enable students to have a fair opportunity to perform to the best of their ability in examinations. For example, if you have dyslexia you may be able to have additional time to complete your examination or someone to help you read the paper.

The aim of an access arrangement is to remove any barriers there are for you around the process of completing an exam, not to help you complete the exam itself.

The Joint Council for Qualifications (JCQ) requires us to assess and provide evidence of need for any applications for examination access arrangements.

This assessment will involve two parts:

- Your teachers consider how you work in the class and decide if there may be a requirement for access arrangements
- An assessment by a specialist assessor or other suitably qualified person

Even if you have had access arrangements in the past you may need reassessment from our Learning Support Team and you may find that you are no longer eligible for arrangements you have previously had. This is because you may have developed skills or strategies to help you cope better in class or exams since you were last assessed. Additionally, access arrangements must reflect your usual way of working in the classroom in order to be granted by the relevant awarding body for your exams.

We need to process applications for access arrangements two months before your first exam, so you must let your subject teacher know as soon as possible if you feel you may require them. We cannot guarantee processing of applications, if you do not meet this deadline.

It's your responsibility to know when your exams are and that you attend all of them punctually. Make sure you have collected your exam timetable from your tutor/teacher.

Contact:

Lisa Venables, Exams Coordinator

Email: lvenables@totton.ac.uk

Sarah Maxwell, Specialist Assessor

Email: smaxwell@totton.ac.uk

Community voice

From time to time we will ask you what you think. We're always keen to understand what helps you learn more effectively.

There'll be a number of short surveys throughout the year on different aspects of college life and we appreciate your time spent completing them.

You'll also be asked by each of your teachers what it is that you would like them to do more of and anything that you feel they could do differently to make your experience in the classroom even better.

You'll occasionally notice other members of staff observing your teacher or Learning Support Assistant. Usually they'll also want to speak to you and look at your work. This helps us to ensure the quality of your teaching, learning and support in your lessons.

There are other opportunities to make your voice heard:

Faculty Council - why not put yourself forward to be the class representative and join in a faculty discussion about teaching and learning and your experience at Totton College or talk to any member of the senior management team to share your experience.

Contact:

Natalie Marsh, Work Experience Coordinator
Drop in to see her in the Information Centre for further details.

See our community in action

For the latest news from the Totton College community, make sure you follow us on our social channels:

 @TottonCollege

 @TottonCollege

 facebook.com/TottonCollege/

 linkedin.com/company/apprenticeshipstottoncollege



Your network and email account

You need two pieces of information to access computers, the college network and your email account:

Username

Your college network username is made up of your person code (Reference ID) and can be found on your Student ID card and class register. It is a 5-digit number.

Your college email address is your account login so, in this case: 5 digital ID card ref No@totton.ac.uk, e.g., 12345@totton.ac.uk

You will be given your student number when you enrol at college. It'll also be printed on your Student ID card.

Password

Your teacher will advise you on your first day of the default password. You must change your password via a fixed desktop (it cannot be changed from a mobile, tablet or any wireless device). Once your password has been changed, you can use the Wi-Fi on wireless devices using your username and new password.

Security

You'll be required to change your password at initial login to protect your files and personal information. You're responsible for all actions taken through your logon and email account, therefore you should never give your college password to anyone, including college staff. You should change your password if you think anyone has accidentally learnt it.

Please ensure that you lock your computer when leaving your PC. This can be done by holding Control + Alt + Del and selecting lock or the shortcut: Windows Key +L.

Please leave your computer desk as you would expect to find it (clean and tidy).

File storage

Your network account has an associated file storage area to hold documents and files during your time at college, which will need to be monitored and managed by yourself. You also have access to Microsoft Office 365, which will allow you to work from anywhere. Please utilise OneDrive for extra storage space.

NOTE: College IT facilities are provided to support your studies and other educational activities whilst at college. There are certain restrictions on what you can do using the college network and equipment - so please use sensibly. You will be asked to accept an 'acceptable use policy' the first time you login to the network and if you do not comply with the policy your internet access or network account may be suspended.

If you have any issues relating to IT, that your teacher cannot assist with, please forward your request to nacrosd@uk.cdw.com or call **0121 380 4899**.

Understanding your timetable

You'll be issued with your own personalised timetable when you join college. This includes information on each of your lessons together with the relevant teacher and room information.

Although some lessons will continue in the same format throughout the year, some courses have different start or end dates and others may have different staff or rooms depending on the topic and time of year.

Outside of lesson time

During each week you'll have free time within your timetable which you're expected to use towards your studies as you see fit.

We recommend that you use some of this time to continue your studies in your curriculum area or the break out areas. Remember that if you are in timetabled lessons for 18 hours a week, you should also be undertaking a further 10-15 hours of independent study.

Problems with your timetable

The college timetable is complex to ensure the best access to the wide range of subjects on offer to everyone.

If you have any questions about your timetable, contact your tutor in the first instance or drop into the Information Centre.

Changing courses

We work hard with you during enrolment to make sure you are on the best course to meet your future aims. However, if you are unhappy with your course choices at any point, please discuss them with your tutor, the relevant teacher or the Information Centre.

In some circumstances, during the early part of your studies, you'll be able to make changes to your courses, following discussions with the relevant staff.



Creative and service industries

Dates for your diary

Course induction	
Tuesday 2 September 2025	Welcome Day for all students
Parents consultation	
TBC	17.00-19.30 by appointment only
TBC	17.00-19.30 by appointment only
Work experience week	
Monday 9 February – Friday 13 February 2026	Block week (see 'Welcome Note' for details)
Inset days	
Monday 3 November 2025	No students in college
Friday 19 December 2025	No students in college
Open Events for Year 10s and Year 11s	
Tuesday 14 October 2025	Open evening 17.00-19.30
Thursday 6 November 2025	Open evening 17.00-19.30
Monday 2 March 2026	Open evening 17.00-19.30
Tuesday 16 June 2026	Open evening 17.00-19.30
Other dates	
Monday 2 February – Friday 6 February 2026	English and maths mock exams week
Wednesday 8th July 2026	Welcome Day (for returning students and current year 11 students). Students leaving college are not required to attend.

Term dates

Autumn	
Tuesday 2nd September 2025	First day of term
Monday 27 October – Friday 31 October 2025	Half term
Thursday 18 December 2025	Last day of term
Spring	
Monday 5 January 2026	First day of term
Monday 16 February – Friday 20 February 2026	Half term
Friday 27 March 2026	Last day of term
Summer	
Monday 13 April 2026	First day of term
Monday 25 May – Friday 29 May 2026	Half term
Tuesday 30 June 2026	Last day of term

Pathways

Dates for your diary

Course induction	
Tuesday 2 September 2025	If your timetable does not require you to attend on Tuesdays, your first day will be Wednesday 4th September
Parents consultation	
TBC	17.00-19.30 by appointment only
TBC	17.00-19.30 by appointment only
Work experience	
Monday 2 February – Friday 6 February 2026	Block week (see 'Welcome Note' for details)
Inset days	
Monday 3 November 2025	No students in college
Friday 19 December 2025	No students in college
Open Events for Year 10s and Year 11s	
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Summer	
Monday 13 April 2026	First day of term
Monday 25 May – Friday 29 May 2026	Half term
Tuesday 30 June 2026	Last day of term

Skills for Life

Dates for your diary

Welcome morning (new Skills For Life students only)	
Tuesday 2nd September 2025	Welcome morning for new SFL students – 09.30am-12.00pm
Parents consultation	
TBC	17.00-19.30 by appointment only
TBC	17.00-19.30 by appointment only
Skills for Life training week	
Monday 9 February 2026 – Friday 13 February 2026	No SFL students in college
Inset days	
Monday 3 November 2025	No students in college
Friday 19 December 2025	No students in college
Open Events for year 10s and year 11s	
Tuesday 14 October 2025	Open evening 17.00-19.30
Thursday 6 November 2025	Open evening 17.00-19.30
Monday 2 March 2026	Open evening 17.00-19.30
Tuesday 16 June 2026	Open evening 17.00-19.30

Term dates

Autumn	
Monday 1 September 2025	First day of term for SFL students
Monday 27 October – Friday 31 October 2025	Half term
Thursday 18 December 2025	Last day of term for SFL students
Spring	
Monday 5 January 2026	First day of term
Monday 16 February – Friday 20 February 2026	Half term
Friday 27 March 2026	Last day of term
Summer	
Tuesday 13 April 2026	First day of term
Monday 25 May – Friday 29 May 2026	Half term
Friday 3 July 2026	Last day of term



Opening times

Term time:

Mon, Tue, Thu, Fri 08:30–17:00

Wed 08:30–21:00

(Opus Salon only 17:00–21:00)

Non-term time:

Monday – Friday 08:30–16:30

Call **023 8087 4874**

Email **info@totton.ac.uk**

Web: **totton.ac.uk**

Water Lane, Totton, Southampton SO40 3ZX
Totton College is part of **Nacro**



Nacro
Education

