

17 August 2021

Jackie Galbraith
Principal & Chief Executive

Dear Student

Congratulations on gaining your place at West Lothian College!

If you're returning to the college, we can't wait to see you again! If you're new, welcome! Whether you're starting or continuing at our college I know you will enjoy your time with us.

A lot has been happening on our campus over the summer to make your time at college the best it can be. In our main building, we've created a new **Learning Centre** with lots of individual and group study areas.

There's a new **Information Point** where you will be guided to any support you need, a new **Campus Cafe** and a fantastic **Student Association hub** at the heart of this building. We are also making it easier to find your way around the college campus by renaming our buildings and installing new signs.

The last year and a half have been hard for students, with the campus closed for months and learning taking place online from home much of the time. With the great progress being made on vaccination, I'm sure this year will be better and everyone at the college is working hard to support you.

There are some things you can do to help.

First, please get vaccinated as soon as possible if you haven't already had your jab. The more students and staff who have had the vaccine, the smaller the chance of you having to self-isolate.

Secondly, when you're on campus we need you to help us prevent the virus spreading. Up until the October break, you will be expected to wear face coverings indoors – except when seated in the Campus Café. Please wash and sanitise your hands regularly, and keep your distance from others where required.

Regular testing is important and test kits will be available for you to use. We will make sure that all areas of the college are well ventilated.

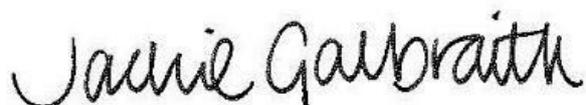
If you need any support to get you off to the best possible start at college, let us know as soon as possible. Whether this is help related to money, your health, support for learning, digital devices or anything else, our staff will do their best to help. We care about your success and I've included some useful information with this letter.

The first few weeks at college can be a lot to deal with. If you're feeling worried, overwhelmed or confused please speak to someone. It's amazing how even the biggest problems can be fixed quickly. And remember, you're not alone. If you're feeling this way, I guarantee others will be too. Never be embarrassed to ask for help or to ask questions.

Thank you for choosing to study at West Lothian College. We are all really excited to meet you and help you get off to a great start on your course.

See you soon!

Yours sincerely



Jackie Galbraith
Principal of West Lothian College

USEFUL INFORMATION

Free breakfast and lunch – a free hot breakfast is available for all students during term time. You can choose between toast or porridge. At lunchtime, all students can get free soup and a roll.

Laptops – we know what courses need access to a computer to do online classes and complete coursework. If you don't have a computer at home and you're not able to source one yourself, your tutor will let you know how to borrow one after you have enrolled on your course.

Respect – all students and staff are expected to treat each other with respect. We will not tolerate any verbal or physical acts of hate against anyone in relation to, for example, their race, gender, sexuality, age or disability.

The Student Association is located in the entrance of the main building (Number 1 on The Square). All students are automatically members of our Student Association which is run by an elected, full-time, paid president and vice president.

We are a smoke-free campus – this means that if you need to smoke or vape, you have to go outside of the college grounds to do so.

Parking – while there are free parking facilities on campus, these are in great demand. If you want to find a space you should aim to be on campus before 8.30am. There are several bike racks on our campus, and walking or cycling to college is great exercise.

Period support – free sanitary products are available in all toilets for students.

Washing machine – some students don't have access to a washing machine where they stay so we have installed an outdoor machine on campus.

Mental health and wellbeing – many of us struggle with our mental health at some points in our lives. If you are feeling low or anxious in any way, please speak to a member of staff who will be able to point you to support in and outwith the college

Social media – follow us for the latest information about the college on Twitter, Facebook, LinkedIn or Instagram