

BA CAMPUS STUDENTS ORIENTATION SCHEDULE – SEPTEMBER 2024

Week -1

Day	8.30	9.00	9.30	10.00	10.30	11.00	11.30	12.00	12.30	13.00	14.00	14.30	15.00	15.30	16.00	16.30	17.00	17.30	18.00	19.00 – 20.00	
Weds 18 th			Student Committee Arrive							Lunch											

Week 0 (BA plus Foundation Course)

Day	8.30	9.00	9.30	10.00	10.30	11.00	11.30	12.00	12.30	13.00	14.00	14.30	15.00	15.30	16.00	16.30	17.00	17.30	18.00	19.00 – 20.00
Mon 23 rd											Foundation Course Students follow own programme on Zoom									
Tues 24 th											Returning Students Arrive							Evening Meal MH	Free Time	
											Foundation Course Students follow own programme on Zoom						Free Time			
Weds 25 th	Free Time				Coffee MH 10.30	1. All Families & Students living off-site Meeting SH (ST, KM + FOS rep)		Free Time		Lunch 13.00	3. All New students Arrival & Tea from 2 p.m. EH (Staff serving & student committee meet & greet)				5. Welcome Meeting EH (with Support Staff) From 5 p.m.		Evening Meal MH	Free Time		
									2a 12.45 Lunch Returners + Staff helping arrivals	2b. Arrival set-up in EH	4. Arrival Checks for All Students / Enrolment of New Undergraduate Students EH (SC/KHe/SCr)									
Thurs 26 th	Free Time	6. Introduction Meeting. SH Including: Tutors College Admin Training Admin Pastoral Care Learning Support			Coffee MH 10.30	7. Virtual Learning Environment (VLE) IT Zoom Overview SH (KW / FW/ PM)		8. Programme Meetings b. Level 4 AB (JF) c. Level 5/6 SH / Zoom		Lunch	10a. Kitchen MH (PH+ Kitchen Rep) 2 – 2.30	10b. Accom', Housekeeping & Maintenance MH (KM+ST / Cleaning Rep) 2.30-3	10c. Finance MH & Zoom (ED/AW) 3-3.30	Break 30 mins	10d. Facilities, Onsite Safety and Safeguarding (ST) MH 4.00 – 5. p.m.	Free Time		Evening Meal MH	Social Event (Student Committee)	
		Free Time		13. Returners Practical Ministry Meeting SH (CJ)		Coffee MH 10.30	14. New Students Practical Ministry Meeting SH (CJ)		Free Time		Lunch					17. Barnabas Coffee Chats at Coffee Shop MH Book Shop Open / Site Tours with Barnabas		19. Photos for Maple Hall Board MH	Evening Meal MH	Social Event (tbc)
											Lunch	16. Committee meet with ALL students MH				18. IT Drop-in / Support IT Office				
Sat 28 th	Free time									Lunch	Optional Activities: tba							Buffet Supper MH	Social event student committee	
Sun 29 th	Free time				20. Morning Worship Service. MH Note 20 (JF) 10.30am		21 Coffee in Tutor Groups		22. College Community Lunch MH		Tutor Group Social (optional)							Buffet Supper MH	23. Sunday Worship in EH	

Week 1

	8.30	9.30	10.30	11.00	13.00	14.00	17.00	18.00	19.00 – 20.00
Mon 30th Sept	8.40 Kick Off for all students MH	9.30 Class for all students – see teaching timetable	Coffee MH 10.30	Classes – see teaching timetable	Lunch	Classes – see teaching timetable 24.BA Library Tours – for New BA Students		Evening Meal MH	Free time
Tues 1st Oct	8.40 Tutor groups for all students	9.30 Class for all students – see teaching timetable	Coffee MH 10.30	Classes – see teaching timetable	Lunch	Classes – see teaching timetable 24.BA Library Tours – for New BA Students		Evening Meal MH	Free time
Weds 2nd Oct	8.40 Community Worship MH		Coffee MH 09.50	Contemporary Issues in Mission (MH) 10.15 – 11.15	Classes – see teaching timetable	Lunch	Classes – see teaching timetable	Classes – see teaching timetable	Evening Meal MH 25. Practical Ministry Meal with Supervisor New and Returning BA Students 6-8 pm
Thurs 3rd Oct	8.40 Tutor groups for all students	9.30 Class for all students – see teaching timetable	Coffee MH 10.30	Classes – see teaching timetable	Lunch	Classes – see teaching timetable		Evening Meal MH	WIGS 19.00-19.45
Fri 4th Oct		9.30 Class for all students – see teaching timetable		Classes – see teaching timetable: All Other Students	Lunch	Classes – see teaching timetable		Evening Meal MH	Free time
		26 a. Visa Docs Meeting (SC/SCr) 9.30 – 10.30 New Level 4 Visa Students (AB)	Coffee MH 10.30	26 b Visa Docs Meeting (SC/SCr) 11 – 12 noon. New and Continuing Level 5 and 6 Visa Students (SH)					

Week 2

	8.30	9.30	10.30	11.00	13.00	14.00	17.00	18.00	19.00 – 20.00	
Mon 7th Oct	8.40 Kick Off for all students MH	9.30 Class for all students – see teaching timetable	Coffee MH 10.30	Classes – see teaching timetable	Lunch	Classes – see teaching timetable		Evening Meal MH	Free time	
Tues 8th Oct	8.40 Tutor groups for all students	9.30 Class for all students – see teaching timetable 27. Team Roles: En Route + Foundation 9.30–10.30	Coffee MH 10.30	Classes – see teaching timetable	Lunch	Classes – see teaching timetable		Evening Meal MH	Free time	
Weds 9th Oct	8.40 Community Worship MH		Coffee MH 09.50	Contemporary Issues in Mission (MH) 10.15 – 11.15	Classes – see teaching timetable	Lunch	Classes – see teaching timetable 28. Practical Ministry Choices / Ministry Internship / RPEL Meeting: Level 5 BA Students 2- 3.30 p.m. (SH)	Classes – see teaching timetable	Evening Meal MH	Free time
Thurs 10th Oct	8.40 Tutor groups for all students	9.30 Class for all students – see teaching timetable 29. Strength Finders: En Route + Foundation 9.30–10.30	Coffee MH 10.30	Classes – see teaching timetable Strength Finders: En Route + Foundation Course 11- 1p.m.	Lunch	Classes – see teaching timetable		Evening Meal MH	WIGS 19.00-19.45	
Fri 11th Oct		9.30 Class for all students – see teaching timetable	Coffee MH 10.30	Classes – see teaching timetable: All Other Students 30. Practical Ministry (Choices and Next Steps Meeting): Levels 4 and 6 BA Students	Lunch	Classes – see teaching timetable		Evening Meal MH	Free time	

Term 1: Additional Notes for diaries:

Foundation Course: Theological Reflection. (Week 3, Monday, 2 p.m.)

Foundation Course with BA Students: CIM on Intercultural Community (Week 3, a.m.)

Foundation Course with BA Students: Learning Strategies (Wednesday afternoons from 2 p.m.)

Spiritual Emphasis Day and Quiet Day (Week 4)

Level 4 Integral Mission Foundation and Practice Intensive (Week 5)

Level 6 Contemporary Islam Intensive (Week 5)

Level 4 Practical Ministry Assignment Meeting, (Week 6, Monday 2- 3 p.m.)

Research Week for BA Students (Week 6)

Security Simulation for En Route and selected BA students (Week 7: Thursday 9.30 to 1 p.m. and Friday 9.15 start to 1 p.m. approx...)

NOTES TO BA & FOUNDATION COURSE SCHEDULE

Meeting / Activity Details	Room Location	Notes:	Zoom Code for Remote Access Learners:	New Students: Campus Based – plus Families, Students Living Off Site and Long Term Guests					For Committee / BA Returners
				BA Students	Foundation Course	Module Students	Students with Families onsite, & Students	Long Term Guests	
1 Families and Students Living Off Site Meeting	Sycamore Hall	All Families & Students living off-site Meeting SH	On Campus				*		
2a Early lunch for returners	Maple Hall	For returning students involved in set up and running of the Arrival Tea	On Campus						*
2b Set up of Arrival Tea	Easneye House		On Campus						*
3 Arrival Tea	Easneye House	All New Campus Access Learners	On Campus	*		*	*	*	*
4. Arrival Checks and Enrolment with Admin	Easneye House	Essential for all students, including students that arrived early with families and Foundation Course students. New students should bring their ID, original documents and safeguarding letter (as instructed by your administrator) All new students should return their enrolment form if not already done so.	(Admin to contact remote access learners separately)	*		*	*	*	*
5. Welcome Meeting for Students	Easneye House & Zoom	A Welcome to students, students, spouses/children, staff and volunteers	On campus (and Zoom for remote FC students): https://zoom.us/j/94220060437?pwd=OFMrNk9lL2Q5Z3hLN3dDOTVrMUjJlQT09 Meeting ID: 942 2006 0437 Passcode: 304383	*		*	*	*	
6. Academic and Support Staff	Sycamore Hall	An introduction from our Academic and Support Teams, including: Tutors	On campus (and Zoom for remote FC students): https://zoom.us/j/94220060437?p	*		*			

Introduction Meeting		Finance College Admin Course Administration Pastoral Care Learning Support	wd=OFMrNk9lL2Q5Z3hLN3dDOTVrMUJlQT09 Meeting ID: 942 2006 0437 Passcode: 304383						
7. Intro to Virtual Learning Environment (VLE) / IT / Zoom Usage and Online Safety	Sycamore Hall	A meeting for New Campus and Returning Students.	On campus	*		*			*
8. Programme Meetings on 26 th September at 12 noon for:	Essential for all BA and En Route students. Please attend the relevant session for your course/cohort. Module students may find some aspects of this session useful, especially for those intending to submit assignments.								
	Allen Building & Zoom	b. BA Level 4	https://zoom.us/j/99594284961?pwd=LORaYURvSVpKSDdrSWxiUXAvMlUJZz09 Meeting ID: 995 9428 4961 Passcode: 886245	*Level 4 Students		*Optional If taking Level 4			
	Sycamore Hall & Zoom	c. BA Level 5 & 6	On Campus (and Zoom for remote FC students): https://zoom.us/j/92704058240?pwd=7Abb4Kr1DmlcjAGZYOedlyRpcb1busv.1 Meeting ID: 927 0405 8240 Passcode: 601207	*Level 5 Students only		*Optional If taking Level 5 modules			* Students progressed into Levels 5 and 6 to
10a. Kitchen Induction Maintenance	Maple Hall	A meeting for new campus students.	On Campus	*		*	*	*	
10b. Accommodation / House-keeping &	Maple Hall	A meeting for new campus students.	On Campus	*		*	*	*	
10c. Finance Induction	Maple Hall	This meeting is for all new students	On campus (and Zoom for remote FC students): https://zoom.us/j/94220060437?pwd=OFMrNk9lL2Q5Z3hLN3dDOTVrMUJlQT09 Meeting ID: 942 2006 0437 Passcode: 304383	*		*	*	*	
10d. Facilities, Onsite Safety, and Safeguarding on Campus	Maple Hall	A meeting for new campus students.	On Campus	*		*	*	*	

13. Returners Practical Ministry Meeting (For Campus Learners)	Sycamore Hall + Zoom	For Returning BA Students, (Campus Access and Remote Students). With the Practical Ministry Tutor.	On campus (and Zoom for remote FC students): https://zoom.us/j/94220060437?pwd=OFMrNk9lL2Q5Z3hLN3dDOTVrMUjJlQT09 Meeting ID: 942 2006 0437 Passcode: 304383						*
14. New Student Practical Ministry Meeting	Sycamore Hall + Zoom Zoom	For New BA, (Campus Access and Remote Students). With the Practical Ministry Tutor.	On campus (and Zoom for remote FC students): https://zoom.us/j/94220060437?pwd=OFMrNk9lL2Q5Z3hLN3dDOTVrMUjJlQT09 Meeting ID: 942 2006 0437 Passcode: 304383	*					
16 Committee meet with ALL students	Maple Hall and Zoom	All students to attend this meeting. Remote students to attend via Zoom	On campus (and Zoom for remote FC students): https://zoom.us/j/94220060437?pwd=OFMrNk9lL2Q5Z3hLN3dDOTVrMUjJlQT09 Meeting ID: 942 2006 0437 Passcode: 304383	*	*	*			*
17. Barnabas Coffee Chats	Maple Hall	If you have requested a Barnabas, this is a chance to introduce yourself.	Barnabas to connect directly with Remote Access Students	*					
18. IT Support Drop-in session.	IT Office	For campus students only.	On Campus	*		*	*	*	
		Or, Contact IT Support	Email: itsupport@allnations.ac.uk	*		*	*	*	
19. Photos	Maple Hall Lawn	For all new and returning on-site students that would like a new photo for the Maple Hall Board.	On Campus	*		*	*	*	
20. Morning Worship Service	Maple Hall	For all campus and remote students, families, long term guests, staff (and their families)	On campus (and Zoom for remote FC students): https://zoom.us/j/94220060437?pwd=OFMrNk9lL2Q5Z3hLN3dDOTVrMUjJlQT09 Meeting ID: 942 2006 0437 Passcode: 304383	*		*	*	*	*
21. Tutor Group Coffee	To be advised	All staff and students and long-term guests will be directed to their tutor group to meet and greet each other	On campus.	*			*	*	*
22. Community Lunch	Maple Hall	For all campus students, families, long term guests, staff (and their families)	On Campus	*		*	*	*	*
23. Sunday Evening Worship	Easneye House	For Campus Students	On Campus	*		*	*	*	*
24 Library Tours (all other courses)	Library	Campus tour of library. For new, on-site students. Please check the notice board outside the library for your allocated time slot.	On Campus	*				*	

25. Practical Ministry Meal with Supervisor	Maple Hall	An opportunity for new campus access BA students to meet potential Practical Ministry Supervisors from the local area.	On Campus	*					
26a. Visa meeting and checks – new Level 4 students	Allen Building	Essential meeting for all visa students. Please bring all your visa documentation.	On Campus	*					
26b. Visa meeting and checks – Levels 5 and 6	Sycamore Hall	Essential meeting for all new and continuing visa students. New Students – please bring all your visa documentation.	On Campus	*					*
27. Team Roles session	Chris Wright Lecture Hall (and Zoom)	En Route and Foundation Course Students to attend this session	On Campus (and Zoom for remote FC students): https://zoom.us/j/96584828357 Meeting ID: 965 8482 8357 Passcode: EnR49		*				
28. Practical Ministry Choices / Ministry Internship / RPEL Meeting: Level 5 BA Students	Sycamore Hall and Zoom	All Level 5 students to attend this meeting: covering Practical Ministry choices / Ministry Internship / and RPEL	On campus (and Zoom for remote FC students): https://zoom.us/j/94220060437?pwd=OFMrNk9lL2Q5Z3hLN3dDOTVrMUjJlQT09 Meeting ID: 942 2006 0437 Passcode: 304383	*					*
29. Strength Finders sessions	Chris Wright Lecture Hall (and Zoom)	All En Route and Foundation Course students need to attend these sessions	On Campus (and Zoom for remote FC students): https://zoom.us/j/96584828357 Meeting ID: 965 8482 8357 Passcode: EnR49		*				
30. Practical Ministry Choices for Level 4 and 6 BA Students	Sycamore Hall and Zoom	All Level 4 and 6 students to attend this meeting: covering Practical Ministry choices / Ministry Internship / and RPEL	On Campus (and Zoom for remote FC students): https://zoom.us/j/94220060437?pwd=OFMrNk9lL2Q5Z3hLN3dDOTVrMUjJlQT09 Meeting ID: 942 2006 0437 Passcode: 304383	*					

What do all the letters mean?

FOS = Families & Off-site Students

Level 4 = 1st year of BA/ Certificate/Diploma

Level 5 = 2nd year of BA/ Diploma

Level 6 = 3rd year of BA/Degree

Level 7= Masters

ROOMS

AB = Allen building

CWLH = Chris Wright Lecture Hall, upstairs in Ash Centre

EH = Easneye House

GBR = Godfrey Buxton Room, upstairs in Easneye House

MH = Maple Hall

ML = Morris Lounge in Easneye House

SH = Sycamore Hall, downstairs in Ash Centre

STAFF

VJS V J Samkutty (Acting Principal/CEO, Vice Principal Ac & BA Programme Leader)

PM Phil Moysey (IT Officer)

CJ Clare Jackson (Practical Ministry Tutor)

LM Lucy Monger (En Route Leader)

JF Jill Ford (Arts Tutor)

ST Steve Tompkins (Head of Operations)

KHe Karen Herbert (Administrator)

HG Hannah Green (Tutor)

TD Tim Davy (Tutor)

SC Sam Cooper (Administrator)

SCr Steph Cramphorn (Administrator)

ED Emma Davies (Finance Assistant)

KH Karen Hoar (Head of Finance)

AW Andy Walker (Deputy Head of Finance)

FW Frances Walker (Librarian)

KM Kim Mina (Conferences & Housekeeping Manager)

KW Kate Wiseman (Head of Learning Services)

PH Paige Harmsworth (Catering Manager)