

## EN ROUTE AND LONG-TERM GUEST ORIENTATION SCHEDULE – SEPTEMBER 2024

### Week 0 (Foundation Course, Undergraduate and En Route)

| 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 <sup>rd</sup>   |           |   |              |       |  |  |                            |  |       |                                |  |  |  |               |  |   |                                    |                 |                                  |                    |                                |
| Tues 24 <sup>th</sup>  |           |   |              |       |  |  |                            |  |       |                                |  |  |  |               |  |   |                                    |                 |                                  | Evening Meal MH    | Free Time                      |
| Weds 25 <sup>th</sup>  |           |   |              |       | Coffee MH 10.30                                      |  |                            |  |       | 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          |                                |
| Thurs 26 <sup>th</sup> | 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 a. En route CWLH (LM) |       | 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/A W) 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) |                    |                                |
| Fri 27 <sup>th</sup>   | Free Time |   | 11. En route |       | Coffee MH 10.30                                      | En route   | 12 En Route (Library Tour) |  |       | Lunch                          | 15.Non-studying Guests Meeting (safeguarding, safety, facilities) SH (ST, KM, FOS)               |  | 17.Barnabas Coffee Chats at Coffee Shop MH<br><i>Book Shop Open / Site Tours with Barnabas</i> |               | 18. IT Drop-in / Support IT Office                                     |   | 19. Photos for Maple Hall Board MH |                 | Evening Meal MH                  | Social Event (tbc) |                                |
| Sat 28 <sup>th</sup>   | Free time |   |              |       |  |  |                            |  |       | Lunch                          | Optional Activities: tba   |  |  |               |  |   |                                    |                 |                                  | Buffet Supper MH   | Social event student committee |
| Sun 29 <sup>th</sup>   | 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          |
|---------------------------------|--|--|------------------------|--|----------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------|
| <b>Mon 30<sup>th</sup> Sept</b> | 8.40 Kick Off for all students <b>MH</b> | 9.30 Class for all students – see teaching timetable | Coffee <b>MH</b> 10.30 | Classes – see teaching timetable                     | Lunch                            | Classes – see teaching timetable |                                  | Evening Meal <b>MH</b>           | Free time              |
| <b>Tues 1<sup>st</sup> Oct</b>  | 8.40 Tutor groups for all students       | 9.30 Class for all students – see teaching timetable | Coffee <b>MH</b> 10.30 | Classes – see teaching timetable                     | Lunch                            | Classes – see teaching timetable |                                  | Evening Meal <b>MH</b>           | Free time              |
| <b>Weds 2<sup>nd</sup> Oct</b>  | 8.40 Community Worship <b>MH</b>         |  | Coffee <b>MH</b> 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 <b>MH</b> |
| <b>Thurs 3<sup>rd</sup> Oct</b> | 8.40 Tutor groups for all students       | 9.30 Class for all students – see teaching timetable | Coffee <b>MH</b> 10.30 | Classes – see teaching timetable                     | Lunch                            | Classes – see teaching timetable |                                  | Evening Meal <b>MH</b>           | WIGS 19.00–19.45       |
| <b>Fri 4<sup>th</sup> Oct</b>   |  | 9.30 Class for all students – see teaching timetable | Coffee <b>MH</b> 10.30 | Classes – see teaching timetable: All Other Students | Lunch                            | Classes – see teaching timetable |                                  | Evening Meal <b>MH</b>           | Free time              |

## Week 2

|                                  | 8.30  | 9.30   | 10.30                     | 11.00   | 13.00                            | 14.00                            | 17.00                            | 18.00                     | 19.00 – 20.00       |
|----------------------------------|---|--|---------------------------|---|----------------------------------|----------------------------------|----------------------------------|---------------------------|---------------------|
| <b>Mon 7<sup>th</sup> Oct</b>    | 8.40 Kick Off for all students<br><b>MH</b> | 9.30 Class for all students – see teaching timetable   | Coffee <b>MH</b><br>10.30 | Classes – see teaching timetable  | Lunch                            | Classes – see teaching timetable |                                  | Evening Meal<br><b>MH</b> | Free time           |
| <b>Tues 8<sup>th</sup> Oct</b>   | 8.40 Tutor groups for all students          | 9.30 Class for all students – see teaching timetable<br><b>27. Team Roles: En Route + Foundation</b><br>9.30–10.30       | Coffee <b>MH</b><br>10.30 | Classes – see teaching timetable  | Lunch                            | Classes – see teaching timetable |                                  | Evening Meal<br><b>MH</b> | Free time           |
| <b>Weds 9<sup>th</sup> Oct</b>   | 8.40 Community Worship<br><b>MH</b>         |  | Coffee <b>MH</b><br>09.50 | Contemporary Issues in Mission<br><b>(MH)</b><br>10.15 – 11.15                                      | Classes – see teaching timetable | Lunch                            | Classes – see teaching timetable | Evening Meal<br><b>MH</b> | Free time           |
| <b>Thurs 10<sup>th</sup> Oct</b> | 8.40 Tutor groups for all students          | 9.30 Class for all students – see teaching timetable<br><b>29. Strength Finders: En Route + Foundation</b><br>9.30–10.30 | Coffee <b>MH</b><br>10.30 | Classes – see teaching timetable<br><b>Strength Finders: En Route + Foundation Course</b> 11- 1p.m. | Lunch                            | Classes – see teaching timetable |                                  | Evening Meal<br><b>MH</b> | WIGS<br>19.00–19.45 |
| <b>Fri 11<sup>th</sup> Oct</b>   |   | 9.30 Class for all students – see teaching timetable   | Coffee <b>MH</b><br>10.30 | Classes – see teaching timetable: All Other Students  | Lunch                            | Classes – see teaching timetable |                                  | Evening Meal<br><b>MH</b> | Free time           |

### Term 1: Additional Notes for diaries:

Spiritual Emphasis Day and Quiet Day (Week 4)

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 EN ROUTE SCHEDULE

| Meeting / Activity Details   | Room Location   | Notes:   | Zoom Code for Remote Access Learners:  | Who should attend this meeting? |   |                  |
|--|---|--|--|---------------------------------|---|------------------|
|  |   |  |  | En Route Students               | Students with Families onsite, & Students Living Off site | Long Term Guests |
| 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.<br><br>New students should bring their ID, original documents and safeguarding letter (as instructed by your administrator)<br><br>All new students should return their enrolment form if not already done so. | On Campus  | *                               | *   | *                |
| 5. Welcome Meeting for Students  | Easneye House & Zoom  | A Welcome to students, students, spouses/children, staff and volunteers  | On campus and on Zoom:<br><a href="https://zoom.us/j/94220060437?pwd=OFMrNk9LL2Q5Z3hLN3dDOTVrMUJlQT09">https://zoom.us/j/94220060437?pwd=OFMrNk9LL2Q5Z3hLN3dDOTVrMUJlQT09</a><br><br>Meeting ID: 942 2006 0437<br>Passcode: 304383 | *                               | *   | *                |
| 6. Academic and Support Staff Introduction Meeting                                 | Sycamore Hall   | An introduction from our Academic and Support Teams, including:<br><br>Tutors<br>College Admin<br>Course Administration<br>Pastoral Care<br>Learning Support   | On campus and on Zoom:<br><a href="https://zoom.us/j/94220060437?pwd=OFMrNk9LL2Q5Z3hLN3dDOTVrMUJlQT09">https://zoom.us/j/94220060437?pwd=OFMrNk9LL2Q5Z3hLN3dDOTVrMUJlQT09</a><br><br>Meeting ID: 942 2006 0437<br>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 <sup>th</sup> September at 12 noon for:                | Essential for all BA and En Route students. Please attend the relevant session for your course/cohort.<br><br>Module students may find some aspects of this session useful, especially for those intending to submit assignments. |  |  |                                 |   |                  |

|  |  |   |  |   |   |   |
|--|--|---|--|---|---|---|
|  | Chris Wright<br>Lecture Hall &<br>Zoom | a. En Route   | <a href="https://zoom.us/j/96584828357">https://zoom.us/j/96584828357</a><br>Meeting ID: 965 8482 8357<br>Passcode: EnR49  | * |   |   |
| 10a. Kitchen Induction<br>Maintenance                            | Maple Hall                             | A meeting for new campus students.  | On Campus  | * | * | * |
| 10b. Accommodation /<br>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 on Zoom:<br><a href="https://zoom.us/j/94220060437?pwd=OFMrNk9LL2Q5Z3hLN3dDOTVrMUJlQT09">https://zoom.us/j/94220060437?pwd=OFMrNk9LL2Q5Z3hLN3dDOTVrMUJlQT09</a><br><br>Meeting ID: 942 2006 0437<br>Passcode: 304383 | * | * | * |
| 10d. Facilities, Onsite<br>Safety, and Safeguarding<br>on Campus | Maple Hall                             | A meeting for new campus students.  | On Campus  | * | * | * |
| 11 En Route Introduction<br>and Programme Overview               | Chris Wright<br>Lecture Hall &<br>Zoom | For En Route students only.   | <a href="https://zoom.us/j/96584828357">https://zoom.us/j/96584828357</a><br>Meeting ID: 965 8482 8357<br>Passcode: EnR49  | * |   |   |
| 12. En Route Library Tour  | Library                                | For En Route students only.   | (Remote Access students should attend 8b. –<br>Remote Access Student IT and Online Overview<br>Meeting)  | * |   |   |
| 15. Non-studying guests<br>meeting                               | Sycamore Hall                          | This meeting is for Long Term Guests that<br>are staying on campus. It covers aspects<br>of safeguarding, on site safety and<br>facilities. | On campus  |   |   | * |
| 16 Committee meet with<br>ALL students                           | Maple Hall and<br>Zoom                 | All students to attend this meeting.<br>Remote students to attend via Zoom  | On campus and on Zoom:<br><a href="https://zoom.us/j/94220060437?pwd=OFMrNk9LL2Q5Z3hLN3dDOTVrMUJlQT09">https://zoom.us/j/94220060437?pwd=OFMrNk9LL2Q5Z3hLN3dDOTVrMUJlQT09</a><br>Meeting ID: 942 2006 0437<br>Passcode: 304383     |   |   |   |
| 17. Barnabas Coffee Chats  | Maple Hall                             | If you have requested a Barnabas, this is a<br>chance to introduce yourself.  | Barnabas to connect directly with Remote Access<br>Students  | * |   |   |
| 18. IT Support Drop-in<br>session.                               | IT Office                              | For campus students only.   | On Campus  | * | * | * |
|  |  | Or, Contact IT Support  | Email: <a href="mailto:itsupport@allnations.ac.uk">itsupport@allnations.ac.uk</a>  | * | * | * |
| 19. Photos   | Maple Hall<br>Lawn                     | For all new and returning on-site students<br>that would like a new photo for the Maple<br>Hall Board.                                      | On Campus  | * | * | * |
| 20. Morning Worship<br>Service                                   | Maple Hall                             | For all campus and remote students,<br>families, long term guests, staff (and their<br>families)  | On campus and on Zoom:<br><a href="https://zoom.us/j/94220060437?pwd=OFMrNk9LL2Q5Z3hLN3dDOTVrMUJlQT09">https://zoom.us/j/94220060437?pwd=OFMrNk9LL2Q5Z3hLN3dDOTVrMUJlQT09</a><br>Meeting ID: 942 2006 0437<br>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.<br>A separate zoom code for the online tutor group to be provided by the tutor   | * | * | * |
| 22. Community Lunch           | Maple Hall                           | For all campus students, families, long term guests, staff & families  | On Campus   | * | * | * |
| 23. Sunday Evening Worship    | Easneye House                        | For Campus Students  | 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):<br><a href="https://zoom.us/j/96584828357">https://zoom.us/j/96584828357</a><br>Meeting ID: 965 8482 8357<br>Passcode: EnR49 | * |   |   |
| 29. Strength Finders sessions | Chris Wright Lecture Hall (and Zoom) | <b>All</b> En Route and <b>Foundation Course</b> students need to attend these sessions                        | On Campus (and Zoom for remote FC students):<br><a href="https://zoom.us/j/96584828357">https://zoom.us/j/96584828357</a><br>Meeting ID: 965 8482 8357<br>Passcode: EnR49 | * |   |   |

### What do all the letters mean?

FOS = Families & Off-site Students

Level 4 = 1<sup>st</sup> year of BA/ Certificate/Diploma

Level 5 = 2<sup>nd</sup> year of BA/ Diploma

Level 6 = 3<sup>rd</sup> 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)