

**GRANTHAM COLLEGE  
COMMITTED TO YOUR EDUCATION AND TRAINING  
THE COLLEGE CHARTER**

Grantham College has the mission to provide high quality education and training for the benefit of all. This Charter sets out Grantham College's commitment to provide a high quality service to our students and other clients. Here we outline in each section of our charter, how students can obtain information, advice and teaching appropriate to their particular learning goals.

We aim to provide a high standard of service to all our clients: students, parents, employers, and members of the community and to give opportunity for complaints to be made if our services do not meet the standards which we set for ourselves.

**Please find attached a sheet of contact names, telephone numbers and e-mail addresses for the people whose job titles appear in the College Charter.**

**SECTION A: GRANTHAM COLLEGE IS COMMITTED TO PROVIDING A FULL RANGE OF INFORMATION ABOUT COURSES AND STUDENT PERFORMANCE IN EXAMINATIONS**

<b>What can students expect?</b>	<b>How does the College meet these expectations?</b>	<b>Where can students access this information?</b>
Information on: <ul style="list-style-type: none"> <li>• Fees</li> <li>• Course entry requirements</li> <li>• Opportunities for accreditation of prior learning</li> <li>• How the course will be taught</li> <li>• Work placement arrangements</li> <li>• Target qualifications/aim of a course</li> <li>• Course content and assessment pattern</li> <li>• Examination entry procedure</li> <li>• Examination results and examples of destinations of previous students.</li> </ul>	The College produces: <ul style="list-style-type: none"> <li>• Website – which contains details of all courses, fees and support services, is regularly updated to ensure that material is accurate and up to date and allows on line applications. It also contains all statutory information relating to E&amp;D and Safeguarding</li> <li>• Annual prospectuses which provide course details on all courses</li> <li>• An annual report which includes information on examination results and student destinations</li> <li>• Separate leaflets on courses which were introduced after the prospectus was published, prior to publication these documents are checked to ensure that the information is correct at the time that they go to press</li> </ul>	Annual prospectuses and a copy of the annual report are available from: <ul style="list-style-type: none"> <li>• Information, Advice &amp; Guidance</li> <li>• College Library</li> <li>• Sleaford College</li> <li>• Grantham Library</li> <li>• College Website</li> </ul> Separate leaflets on courses are available from: <ul style="list-style-type: none"> <li>• Sleaford College</li> <li>• Information, Advice &amp; Guidance</li> </ul>

	<p>Students on full time courses and substantial part time courses will receive a handbook specific to their chosen course of study.</p>	<p>Course handbooks are available electronically on the VLE. Hard copies can be provided either by course leader or personal tutor if they are required.</p>
	<p>Course Leaders will provide, at the appropriate time, information regarding examination entry. Students may also acquire information from the College's Examinations Officer.</p>	<p>Course Leaders and/or the Examinations Officer.</p>

**SECTION B: GRANTHAM COLLEGE IS COMMITTED TO DEALING WITH ALL APPLICATIONS EFFICIENTLY AND FAIRLY**

What can students expect?	How does the College meet these expectations?	Where can students access this information?
<p>All applicants for full time courses receive an acknowledgement of their application within 10 working days and are offered an interview date within six weeks of receipt of the application.</p>	<p>College staff involved in the application process do so in accordance with the College's Admissions Policy and associated interviewing procedures.</p> <p>Information, Advice &amp; Guidance is responsible for ensuring that applicants for full time courses receive an acknowledgement within 10 days and an offer of an interview date within six weeks of application.</p> <p>Prior to starting a course all applicants are entitled to an individual interview with the College's Careers Adviser and/or the Course Leader. An action plan is prepared for all students seen by the Careers Adviser.</p>	<p>Copy of the policy available from:</p> <ul style="list-style-type: none"> <li>• Information, Advice &amp; Guidance</li> <li>• College Library</li> <li>• VLE</li> </ul> <p>Appointments with the Careers Adviser can be made at Information, Advice &amp; Guidance</p>
<p>All applications for part time courses with an assessed outcome will be interviewed by an appropriate member of staff prior to commencing their course.</p>	<p>Information, Advice &amp; Guidance is responsible for ensuring that applicants for part time courses receive an acknowledgement within 10 days and an offer of an interview date commensurate with the start date of the course.</p>	<p>Copy of the policy available from:</p> <ul style="list-style-type: none"> <li>• Information, Advice &amp; Guidance</li> <li>• College Library</li> <li>• VLE</li> </ul>
<p>Applicants will only be allowed to commence a course if it is judged that the course matches the needs of the individual.</p>	<p>A student's entry qualifications are recorded on their Qualifications on Entry form which is used to assist in ensuring that the course a student enrolls on is at the correct level for their ability. The student and a lecturing member of staff sign the learning agreement after the necessary academic guidance has taken place.</p>	<p>All students receive a computer generated copy of their enrolment details. Qualifications on Entry Learning Agreements are lodged with Registry.</p>

Applicants who are refused a place on a course are entitled to a reason for the rejection, and advice on alternative options.

Applicants who are rejected for a place on a course are offered an interview with the College's Careers Adviser.

The Career's Adviser 's Diary is held at Information, Advice & Guidance

**SECTION C: GRANTHAM COLLEGE IS COMMITTED TO INFORMING STUDENTS AT INTERVIEW AND INDUCTION IF SIGNIFICANT EXPENDITURE IS REQUIRED DURING THE COURSE**

What can students expect?	How does the College meet these expectations?	Where can students access this information?
<p>All students will be informed of any charges the College is aware of prior to the commencement of their course. There are three main charges levied by the College for courses</p> <ul style="list-style-type: none"> <li>a) Tuition Fees</li> <li>b) Examination Fees</li> <li>c) Registration charge</li> </ul>	<p>Tuition fees for part time courses are published in prospectuses and on individual course leaflets. Additional costs for course specific equipment and materials are published in prospectuses and on individual course leaflets as soon as these fees are known.</p>	<p>Details of fees for part time courses are available from:</p> <ul style="list-style-type: none"> <li>▪ Information, Advice &amp; Guidance</li> <li>▪ Sleaford College</li> <li>▪ Business Development Centre</li> </ul>
<p>Please note there are some courses, for example Hairdressing &amp; Beauty Therapy, Art, Public Services and Hospitality &amp; Catering, where there can be additional costs connected with purchasing uniform, specialist equipment and materials. Others may have additional non-essential expenditure e.g. residential visits for Travel and Tourism</p>	<p>Course Leaders will provide at the appropriate time, information regarding examination entry fees. Students may also obtain information from the College's Examinations Officer.</p>	<p>Course Leaders and/or the Examinations Officer</p>
	<p>When full time students are interviewed there is a checklist on which staff must record that they have informed applicants of any costs, prior to the commencement of their course.</p>	<p>Website</p>

**SECTION D: GRANTHAM COLLEGE IS COMMITTED TO PROVIDING TEACHING OF A HIGH QUALITY**

What can students expect?	How does the College meet these expectations?	Where can students access this information?
<p>Staff will</p> <ul style="list-style-type: none"> <li>• Prepare thoroughly for their teaching</li> <li>• Assess coursework within deadlines agreed with class</li> <li>• Inform students of all the appropriate rules and regulations concerned with the collection and storage of coursework and the arrangements for returning coursework to them,</li> <li>• Teach material that is appropriate to the nature and level of the target qualification</li> </ul>	<p>As part of the College's Quality Assurance system all staff are required to</p> <ul style="list-style-type: none"> <li>• Produce a scheme of work prior to the commencement of the course</li> <li>• Keep a record of work</li> <li>• Mark and return coursework to students within the deadlines agreed with the class and within deadlines set by external examination bodies</li> </ul> <p>This is monitored by the Curriculum Leaders and the Quality Team audits records kept by staff.</p> <p>If any coursework is required to be retained by staff for the purposes of meeting the requirements of an external examination body, the member of staff will inform the students of how and when they can retrieve their work. A record of the arrangements made will be kept in the course file/course handbook.</p>	<p>Schemes of work and records of work are held by subject lecturers. Access to these documents can be gained by making a direct request to the appropriate subject lecturer or to the appropriate Curriculum Leader.</p> <p>Copies of audit reports as carried out by the College's Quality unit are available from:</p> <ul style="list-style-type: none"> <li>• Director of Quality</li> </ul>
<p>Staff will arrange an appropriate work experience as part of the study programme where appropriate.</p>	<p>The College has a work experience policy, which requires staff to arrange work placements which are suitable for the level of ability of the student and which are suitable for the course, that is, the placement provides necessary assessment opportunity. Staff will brief the placement provider and the student as to what is expected of them prior to the commencement of the placement. Any necessary health and safety checks will be carried out prior to the commencement of the placement.</p>	<p>A copy of the work experience policy is available from</p> <ul style="list-style-type: none"> <li>• College Library</li> <li>• Intranet</li> <li>• VLE</li> </ul>

<p>Staff will take into account the individual needs of the full ability range.</p>	<p>College staff undertake regular staff development to ensure that they remain committed to delivering high quality learning experiences which are differentiated to meet the needs of students. They are aware of referral processes if additional support is indicated.</p>	<p>A record of staff development activities is kept by:</p> <ul style="list-style-type: none"> <li>• HR Manager</li> </ul> <p>A copy of Equal Opportunities documentation is available from the website.</p>
<p>Staff will take into account the individual needs of the full ability range (continued)</p>	<p>For full time students who have just left school, a reference is requested by the College from the school, asking for their assessment of the applicant's ability and for details on any additional support required. All other students are asked to provide a professional referee who can give a personal reference.</p>	<p>School references are confidential within the terms of the Data Protection Act, however students can discuss matters of concern with:</p> <ul style="list-style-type: none"> <li>• Assistant Principal- Services for Students</li> </ul>
	<p>All applicants are asked to identify any additional support they require prior to the commencement of their course. The College's Management Information Systems records this information and this is acted on by the ALS Funding &amp; Resources Co-ordinator</p>	<p>Students wishing to find out more about the Learning Support provision can:</p> <ul style="list-style-type: none"> <li>• Contact Information, Advice &amp; Guidance or Personal Tutors</li> <li>• Collect a leaflet on the Learning Support Service from Information, Advice &amp; Guidance</li> </ul>

	<p>If appropriate the ALS Co-ordinator and the Examinations Officer will make the necessary arrangements for students to receive special consideration for having their coursework marked and/or special consideration for arrangements connected with sitting examinations.</p>	<p>Further information concerning the special considerations available are available from:</p> <ul style="list-style-type: none"> <li>• Course Leaders</li> <li>• ALS Co-ordinator</li> <li>• The Examinations Officer</li> </ul>
	<p>All students on full time courses have their Literacy and Numeracy skills assessed if they do not hold relevant GCSE subjects at Grade c or above, and if appropriate they are offered additional support. Part time students are given the same opportunity.</p> <p>All students on full time courses have a dyslexia screening test</p> <p>All students for whom English is a second language have their level of English assessed and ESOL/IELTS lessons offered appropriate to level of English, course and aspiration.</p>	<p>Results of initial assessments are available to tutors and the individual to whom they relate from:</p> <ul style="list-style-type: none"> <li>• Skills for Life Manager</li> </ul>
	<p>All teaching staff will be informed by the College's ALS Co-ordinator of any student in their class who has been identified as requiring additional support.</p>	<p>Details of the additional support provided by the College is available from the ALS Co-ordinator.</p>



**SECTION E: GRANTHAM COLLEGE IS COMMITTED TO PROVIDING APPROPRIATE GUIDANCE FOR ALL STUDENTS**

What can students expect?	How does the College meet these expectations?	Where can students access this information?
<p>Students are entitled to receive guidance and counselling that is consistent with the scope of their course and their individually negotiated learning goals.</p>	<p>The College has a tutorial/ILP policy which is tailored to the full scope of courses offered by the College. The main aim of the College's tutorial system is to ensure that a student's progress is reviewed on a regular basis. The effectiveness of the tutorial system is monitored via Student Surveys and the system is subject to audits carried out by the Director of Quality.</p>	<p>A copy of the tutorial policy is available from:</p> <ul style="list-style-type: none"> <li>• Information, Advice &amp; Guidance</li> <li>• Personal Tutors</li> <li>• VLE</li> </ul>
<p>Students are entitled to</p> <ul style="list-style-type: none"> <li>• Welfare and accommodation advice</li> <li>• Higher Education advice</li> <li>• Careers education and guidance</li> <li>• Personal counselling</li> <li>• Spiritual support</li> <li>• Join the College's Student Association</li> <li>• Join the National Union of Students</li> <li>• Access the College Health Services</li> </ul>	<p>The College has the following posts:</p> <ul style="list-style-type: none"> <li>• ALS Co-ordinator</li> <li>• Personal Tutors</li> <li>• Student Services Manager</li> <li>• Careers Adviser</li> <li>• Mental Health and Wellbeing Adviser</li> <li>• Student Counsellors</li> <li>• Chaplains</li> <li>• Student Finance Officer</li> <li>• College Sport Maker</li> <li>• Student Voice Coordinator</li> </ul> <p>All posts are staffed by people with the appropriate qualifications and/or experience.</p>	<p>Appointments can be made through Information, Advice &amp; Guidance or by attending publicised drop in and open clinic sessions</p>
	<p>The Careers Adviser ensures that students receive their full entitlement to Careers Education and Guidance (CEG) as it appears in the College policy on CEG.</p>	<p>Appointments to see either the College's Careers Adviser or other IAG Adviser can be made through Information, Advice &amp; Guidance</p>

**SECTION F: GRANTHAM COLLEGE IS COMMITTED TO PROVIDING EQUALITY OF OPPORTUNITY AND TO DELIVERING A CURRICULUM WHICH REFLECTS ANTI-DISCRIMINATORY CODES OF BEHAVIOUR**

What can students expect?	How does the College meet these expectations?	Where can students access this information?
<p>Students and all other College contacts can expect to be treated fairly and if anyone feels that they have not been treated fairly they have a right to a written explanation as to why the College has taken the steps that it has. If the College finds that it has acted unfairly it will immediately take action to remedy the situation to the satisfaction of the complainant.</p>	<p>The College has the following policies, statements and associated procedures:</p> <ul style="list-style-type: none"> <li>• Single Equality Scheme</li> <li>• Learning Support Policy</li> <li>• Disability statement</li> <li>• Appeals (coursework) procedure</li> </ul>	<p>Copies of all of the policies, procedures, statements and reports are available from</p> <ul style="list-style-type: none"> <li>• Website</li> <li>• Intranet</li> <li>• VLE</li> </ul>
<p>International students are entitled to additional support to help them to settle into a new culture.</p>	<p>The College is committed to the principle of 'inclusiveness' and delivering the outcomes/meeting the requirements of the Children's and Families Bill and associated legislation.</p>	<p>The person with overall responsibility for monitoring equality and diversity is the Principal</p>
<p>Stepping Stones Nursery , Agnes Road, Grantham offers preferential rates to College staff and students</p>	<p>International students have the services of a designated person at the College to deal with induction, immigration issues, correspondence with parents and sponsors and other matters of concern to them.</p>	<p>Queries to be forwarded to the Assistant Principal- Services for Students</p>
		<p>Information can be obtained by contacting Stepping Stones directly on 01476 593643</p>

**SECTION G: GRANTHAM COLLEGE IS COMMITTED TO OPERATING A PRAISE AND COMPLAINTS PROCEDURE**

<b>What can students expect?</b>	<b>How does the College meet these expectations?</b>	<b>Where can students access this information?</b>
<p>The College will investigate all complaints and pass on credit for appreciated service to where it is due.</p>	<p>The College has a Praise and Complaints procedure.</p>	<p>A copy of the Praise and Complaints policy and form are available from:</p> <ul style="list-style-type: none"> <li>• Website</li> <li>• Intranet</li> <li>• VLE</li> <li>• IAG</li> </ul>
	<p>Any person wishing to communicate with the Principal about our services may do so by requesting a Comment form.</p> <p>Upon our receipt of a complaint, the person will be provided with an acknowledgement reference, which should be quoted in any subsequent enquiry.</p> <p>The Deputy Principal will investigate the comment, and will make an initial reply in writing within 10 working days.</p> <p>Oral complaints will be noted and recorded by the member of staff receiving them. More effective responses can be made where the comment is received in writing and the complainant should be encouraged to use the formal complaints procedure.</p> <p>Where a complaint is found to be unsubstantiated, an explanation of the College reasons will always be given.</p> <p>Except in circumstances where lengthy investigations are necessary, a full response to complaints will be made within one calendar month of the receipt of a critical comment.</p>	<p>Comment forms are available from Information, Advice &amp; Guidance</p>

**SECTION H: GRANTHAM COLLEGE IS COMMITTED TO PROVIDING A SAFE AND SECURE ENVIRONMENT**

What can students expect?	How does the College meet these expectations?	Where can students access this information?
<p>As each area of the College has its own regulations with regard to safe practice, students can expect to be informed of all the relevant systems and procedures.</p>	<p>The College has the following policies and procedures:</p> <ul style="list-style-type: none"> <li>• Health and Safety (including Fire Evacuation),</li> <li>• Educational Visits procedures</li> <li>• Safeguarding</li> <li>• Accident Reporting procedure</li> <li>• Maintenance reporting procedure</li> </ul>	<p>Copies of all policies and procedures are available from:</p> <ul style="list-style-type: none"> <li>• Website (where in public domain)</li> <li>• Intranet</li> <li>• VLE</li> </ul>
	<p>The College has a Health and Safety Committee which meets once a term. The Committee studies in detail accident report forms to ascertain whether or not the College can take action to prevent the reoccurrence of an accident.</p>	<p>Copies of the minutes of the Committee are available on the College intranet</p>
	<p>The College has a suitably qualified Health and Safety Officer and a fully trained Safeguarding team with the Assistant Principal- Services for Students as designated responsible senior manager for safeguarding.</p>	<p>Both the Health and Safety Officer and Assistant Principal- Services for Students can be contacted via Information, Advice &amp; Guidance</p>
<p>Students can expect to be informed as to what happens with the personal details they provide to the College.</p>	<p>On the learning agreement which the student signs, it is clearly stated that:</p> <ul style="list-style-type: none"> <li>• Information given on the Enrolment form and Learning Agreement will be held on computer and some of it will be sent to the Education Funding Agency or Skills Funding Agency (dependant on age of student) for statistical purposes.</li> <li>• The personal data held has been registered under the 1998 Data Protection Act</li> </ul>	<p>The MIS Manager will answer any detailed queries a client may have.</p>

**SECTION I: GRANTHAM COLLEGE IS COMMITTED TO PROVIDING INFORMATION TO INTERESTED PARTIES SUCH AS PARENTS AND/OR EMPLOYERS**

What can students expect?	How does the College meet these expectations?	Where can students access this information?
<p>Parents/Guardians of 16-19 year olds on full time Further Education courses are entitled to be kept up to date with the attendance and progress of their son/daughter.</p>	<p>Parents/Guardians of 16-19 year olds applying for any Grantham College course are invited to attend the initial interview with the applicant.</p> <p>One annual written report is forwarded to the Parents/Guardians of 14-19 year old students. Parents/Guardians of 14-19 year old students on Grantham College courses are also invited to attend one consultation evening per academic year.</p> <p>Parents are invited to join the Parent Forum.</p>	<p>A copy of the letter inviting 14-19 year olds for an interview for a full time Further Education course is available from Information, Advice &amp; Guidance</p> <p>A copy of end of year reports and the invite for Parents/Guardians to attend the consultation evening are available from:</p> <ul style="list-style-type: none"> <li>• The appropriate Personal Tutor</li> </ul>

**SECTION I: GRANTHAM COLLEGE IS COMMITTED TO PROVIDING INFORMATION TO INTERESTED PARTIES SUCH AS PARENTS AND/OR EMPLOYERS (CONTINUED)**

What can students expect?	How does the College meet these expectations?	Where can students access this information?
<p>All employers within the community and parents can expect to be provided with relevant information and/or have the opportunity to make known to the College their views on the services offered by the College. The Corporation welcomes constructive criticism and advice from members of the community. All enquiries will be responded to within 5 working days.</p>	<p>Requests for copies of prospectuses, annual reports and other relevant information should be addressed to the Marketing Department.</p> <p>Requests for general examinations results should be addressed to the Examinations Officer.</p> <p>Written enquiries made in advance of enrolment may be addressed to the Principal.</p> <p>The Chairman of the College's corporation is Mos Kalbassi, and letters to the Corporation may be addressed to him c/o The Clerk to the Corporation at the College.</p>	<p>The College maintains a record of information requested, and details of how and when the request was met.</p>
	<p>Telephone enquiries should be made to Information, Advice &amp; Guidance where calls can be dealt with by a team of staff trained to deal with a wide range of educational and welfare matters.</p>	<p>Information, Advice &amp; Guidance</p>
	<p>Employers can request references on students from the Assistant Principal- Services for Students and/or seek clarification on work experience procedures/details</p>	<p>Copies of references issued are kept electronically</p>

Reviews of short course evaluations with action points if appropriate are distributed to employers.  
Telephone enquiries made to the Business Development Centre are dealt with by an appropriate member of staff.

The Business Development administrator will take all contact details and nature of the enquiry and give the employer the name of the person who will contact them within 48 hours (up to 72 hours if over a weekend). They will give their name and ask the employer to contact them if a response not received within the agreed time the enquiry is then logged electronically. All calls, where an appropriate member of staff is not available, are followed up with 24 hours. All email enquiries are dealt with by the appropriate member of staff and responded to within 5 working days.

The named contact will respond in the agreed timeframe and will take fuller details regarding the enquiry and will arrange to meet with the employer. If the enquiry is very specialist a curriculum expert will also attend. On initial visit the Business Advisor will undertake a business analysis and then discuss delivery solutions that will meet those needs. If Grantham College is unable to meet the enquiry needs the named contact will offer other high quality training providers who may be able to help.

Changes to National Standards are communicated to appropriate personnel within the organisation as soon as is practicable after receipt by the College.

On request employees' progress on their course is made available.  
Curriculum developments and funding arrangements are communicated to the employers.

Employers of Apprentices are given attendance data by means of the 12 week review. Each employer is provided with grades for Effort and Standard of work for

Business Development Centre at the George Centre

Relevant Apprenticeship Advisor or Apprenticeship Manager

Business Development Administration

Apprenticeship Advisor/Business Development Administration

Business Development Administration.

**THE CONTACT NAMES, TELEPHONE NUMBERS AND E-MAIL ADDRESSES FOR THE PEOPLE WHOSE JOB TITLES  
APPEAR IN THE COLLEGE CHARTER**

TITLE	NAME	TELEPHONE NUMBER	e-mail address
CAREERS ADVISER	CAROL DYER	01476 400261	<a href="mailto:cdyer@grantham.ac.uk">cdyer@grantham.ac.uk</a>
CHAPLAINS	VERA QUICK, ANDY SCHOLES, MARTA AGER	01476 400200	<a href="mailto:chaplains@grantham.ac.uk">chaplains@grantham.ac.uk</a>
EXAMINATIONS OFFICER	JANE GLASBY	01476 404311	<a href="mailto:jglasby@grantham.ac.uk">jglasby@grantham.ac.uk</a>
ASSISTANT PRINCIPAL- SERVICES FOR STUDENTS	LINDA WALE	01476 404376	<a href="mailto:lwale@grantham.ac.uk">lwale@grantham.ac.uk</a>
HEALTH AND SAFETY OFFICER	JOHN McMATH	01476 400243	<a href="mailto:jmcmath@grantham.ac.uk">jmcmath@grantham.ac.uk</a>
DIRECTOR OF CURRICULUM, HE & INTERNATIONAL	WAYNE DYBLE	01476 400258	<a href="mailto:wdyble@grantham.ac.uk">wdyble@grantham.ac.uk</a>
HEAD OF MARKETING	DAWN FRENCH	01476 400295	<a href="mailto:dfrench@grantham.ac.uk">dfrench@grantham.ac.uk</a>
ALS CO-ORDINATOR	DEBORAH NORMAN	01476 404363	<a href="mailto:dnorman@grantham.ac.uk">dnorman@grantham.ac.uk</a>
PRINCIPAL	LINDA HOUTBY	01476 400201	<a href="mailto:lhoutby@grantham.ac.uk">lhoutby@grantham.ac.uk</a>
DIRECTOR OF QUALITY	FIONA TWILLEY	01476 400247	<a href="mailto:ftwilley@grantham.ac.uk">ftwilley@grantham.ac.uk</a>
MIS MANAGER	TRACEY HART	01476 404308	<a href="mailto:thart@grantham.ac.uk">thart@grantham.ac.uk</a>
SKILLS FOR LIFE MANAGER	TRACY SCARBOROUGH	01476 404393	<a href="mailto:tscarborough@grantham.ac.uk">tscarborough@grantham.ac.uk</a>
STUDENT FINANCE OFFICER	JO BOWMAN	01476 400281	<a href="mailto:jbowman@grantham.ac.uk">jbowman@grantham.ac.uk</a>
DEPUTY PRINCIPAL	PAUL DEANE	01476 400205	<a href="mailto:pdeane@grantham.ac.uk">pdeane@grantham.ac.uk</a>
ASSISTANT PRINCIPAL- SERVICES FOR BUSINESS	ALISON FOX	01476 400288	<a href="mailto:afox@grantham.ac.uk">afox@grantham.ac.uk</a>
STUDENT SERVICES MANAGER	LUCY FOSTER	01476 404334	lfoster@grantham.ac.uk
MENTAL HEALTH & WELLBEING COORDINATOR	LORNA HOLLANDS	01476 400413	<a href="mailto:lhollands@grantham.ac.uk">lhollands@grantham.ac.uk</a>