

Mary Ward Settlement Student Bulletin

November 2011

Important opportunity for all students – see page 4

Progress

The year at Mary Ward Centre has got off to a good start. Both our new site at 10 Great Turnstile and our much loved main building in Queen Square are buzzing with students and courses. If you haven't yet visited our new second site, do pop over. It's only ten minutes walk away, off High Holborn.

How well does Mary Ward Centre communicate with you? How can we improve our communication?

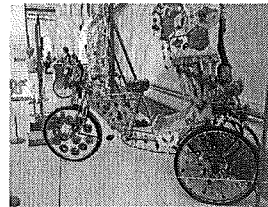
Mary Ward Centre is in the process of creating a new website and prospectus format to improve our communication with existing and potential students. Both will be ready by June 2012 when we start enrolling for the 2012/13 academic year. If you have views on how we could improve either (within tight cost frameworks of course!) please email beryl.washington@marywardcentre.ac.uk who will feed your views through to the team working on the new website.

Are you prepared to be contacted by text message and email by us? – both about any immediate info, for example a time change or tutor sickness, and about other courses that we think you may be interested in? We are about to change our enrolment form so that the default position on this is to agree to be contacted. (We have been told by many students that they did not understand the need to tick a box to permit us to contact you in these ways). Nothing will change for currently enrolled students, unless you actively let us know that you would like us to contact you by email or text. If this is the case please tell our Reception staff and they can change the setting on our enrolment record for you.

And of course, if you have friends or colleagues who you believe would like to know about courses at Mary Ward Centre, do spread the word. Do send a link to our website to your Facebook friends, or pass on a prospectus to them.

Bangladesh Family Day at the British Museum, Celebrating 40 years of Independence

On 17 September Mary Ward Centre took part in celebrations of the 40th anniversary of the Independence of Bangladesh, with dance and musical performances, typical Bangladeshi food and a variety of exciting workshops. The Centre played host to an amazing exhibition of community art works (Nouka fishing boat, Sonar Bangla map of Bangladesh, Bangla



Ghor rural house and Riksha Fusion rickshaws) in various galleries around the Museum. Our most recent art piece – Nakshi Pati – exhibited in the

Great Court, was inspired by the stories that are generated in the richly decorated rugs in Bangladesh; to have a look at this visit room 3A at Great Turnstile.

Bloomsbury Festival

Over the weekend of 22/23 October we contributed to the Bloomsbury Festival. The Mary Ward Centre had a marquee exhibiting large scale community arts work and ran a series of workshops, inspired by techniques used in making some of the exhibition pieces. The weekend was very well attended with over 150 people participating in the workshops alone.



Fundraising for refurbishment of Sculpture Studio

The Sculpture Studio has been serving students for 100 years since Queen Square was operating as the Royal Female School of Art. It is now in urgent need of renovation including new rooflight windows, at a cost of £110,000. So far, we have been given a grant of £100,000 and we are launching an Appeal to raise the remaining £10,000 by March 2012.

If you would like to contribute please click on the 'Donate Now' button on our website www.marywardcentre.ac.uk or ask for a donation gift aid form at Reception.

Quality of provision at Mary Ward Centre

Every year at this time we undertake a review of the last academic year and produce a Self Assessment Report. Below are some of our key findings so far.

- Last year 4953 students took 10,863 course places
- 2,068 student enrolments were on either an English Language course or a course that leads to a qualification. The remaining 8,795 were on non-accredited courses
- 93% of our students completed the course they started
- There was a considerable increase in the proportion of students claiming concessionary fees (43% to 48%)
- The majority of our students are aged between 26 and 59
- 89% of those who took a qualification passed. 90% of those who did a non-accredited course achieved the learning outcomes identified for the course.
- 2747 students said their learning had increased their confidence and 995 said they had improved their work prospects. 3012 students felt ready to move on to the next step in their learning and 2273 felt they had improved their physical or mental well being.

Update on Legal Centre campaign

The planned changes to Legal Aid will have a negative effect on our Legal Centre's ability to offer free legal advice on housing, welfare, employment and debt. Although MPs have already debated the proposed changes it's still not too late to make your voice heard about the changes. Visit our Legal Centre's website www.marywardlegal.org.uk and the Justice for All website www.justice-for-all.org.uk for details on how you can join in the campaigns.

What you can expect from MWC and what we can expect from you?

New Student Charter

The Board of Mary Ward Settlement has recently agreed a new Single Equality Policy. A revised student charter forms part of that policy. In future the charter will be printed on the back of the learning agreements that all

students sign. A copy can be found at page 3 of this bulletin, on our website at www.marywardcentre.ac.uk/studentinfo/student-policies, on most classroom noticeboards and at our Reception desks in Queen Square or Great Turnstile.

Greening Mary Ward Centre

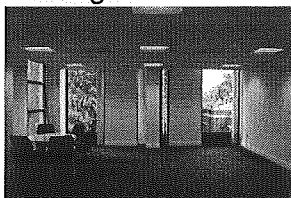
At Queen Square you can recycle all waste paper by taking it to the recycling bin in the basement lift lobby. We lack space for much other recycling, so, if you can, please take any other recyclables over the road to the special bins in the Square. Thank you.

Fundraising for Mary Ward Centre's student bursary fund and legacy campaign

THANKS to all of you who contributed when you enrolled. Your contribution really helps us in our aim that no student is turned away through inability to pay. We are going to launch a new legacy campaign later this year. If you would like to consider including Mary Ward Fund in your will, do contact beryl.washington@marywardcentre.ac.uk and we can help.

NEW! Mary Ward Centre now offers a room hire service

Is your organisation looking for a lovely room to hire for a meeting? Now we have two buildings we are able to offer some room hire



opportunities, mostly at weekends and in the holidays but also on some weekdays. Click on the room hire button on our website

or email melanie.wornell@marywardcentre.ac.uk or ask at Reception for the brochure giving details of rooms, introductory offer prices and a booking form.

Would you like to contribute your views on Mary Ward Settlement's strategic plans?

Come to our Annual General Meeting (AGM) on 6 March 2012 at 5.30pm, Room 13 Queen Square, meet our trustees and comment on our plans for the future.

Or, why not think about standing for election as a student trustee? See page 4

Ceri Williams
Principal

Mary Ward Centre Student Charter

Mary Ward Centre's Mission

Our mission is to develop and provide excellent and innovative Adult Education and Community Services

This Student Charter shows what students can expect from the Centre, and what we expect from students.

Mary Ward students can expect:	If we fail in this you can expect:	What we expect of our students:
<ul style="list-style-type: none"> • Courteous, helpful and friendly staff • Impartial, relevant advice and confidential guidance • Awareness by staff when to refer you to more specialist help • 'Quality assured' teachers • Well-planned courses • A firm commitment to putting equal opportunities into practice • Formal and informal channels for expressing students' views • Any abuse or harassment between students or between students and other people at the Centre to be dealt with under the Student Disciplinary Procedure 	<ul style="list-style-type: none"> • A readiness to accept responsibility for our shortcomings • A willingness to put things right • Staff at all levels empowered to use their initiative to solve problems • A straightforward complaints procedure • A prompt response to any formal complaint • Assurance that we learn from our mistakes 	<ul style="list-style-type: none"> • Punctuality, to avoid disrupting fellow students • Regular attendance, so that the class can proceed as planned • Thoughtfulness, tolerance and respect for others • Considering the needs of fellow students and not being over-demanding of time and attention to the detriment of others • Participating, endeavouring to take full part • Following safety instructions at all time, particularly in specialist classes, and fire evacuation procedures • Cooperating with the class tutor • Switching off mobile phones in class.

Mary Ward Centre's Equality Assurance and Race Equality Statement

We are committed to providing a service which offers equality of opportunity. We believe that all adults have a right to education in an environment which promotes social justice and is free from unfair discrimination both in the delivery of our adult education service and in our recruitment and employment practices. The Centre's Single Equality Policy upholds these principles and legislation requires that we monitor and report on the effectiveness of our arrangements.

All key student facing policies can be found on the Mary Ward Centre website at www.marywardcentre.ac.uk

**Would you like to contribute to governing
the Mary Ward Settlement?
Vacancy for Student Trustee
Deadline for nominations 22 November 2011**

Mary Ward Adult Education Centre is part of Mary Ward Settlement, as is Mary Ward Legal Centre. We have a very long tradition of ensuring that students participate in our governing body, the Board of Trustees. We believe that it is very important for students to play a real role in our governance, and two places on the Board are reserved for student trustees elected by their fellow students. There is one vacancy for a student trustee as Julia Noble has retired now she is no longer a student. Student Elvia Carvalho continues.

All students are automatically members of the Mary Ward Settlement and are entitled to attend the Annual General Meeting (AGM) each year. Students are also welcome to attend the Board meetings as observers but if you become a student trustee you will be a member of the Board and will attend and vote at all Board meetings (five or six a year). The period of service for student trustees is 3 years. Student trustees must be students at the Centre during their trusteeships, and must resign if they cease to be students. The Board is currently undertaking a governance review, and it is possible that its composition and terms of office may change as a result at some point in the future.

Student trustees are not elected as student representatives to represent **only** the particular interests of the student body, but, along with all the other trustees on the Board, carry the responsibility of acting as company directors and of thinking about the best long term interests of the Settlement as a whole. If you would like to find out more about participating in the Board, including the commitment involved, please contact our independent clerk Sarah-Jane Stagg on 020 7269 6073 (Wednesdays only) or sarah-jane.stagg@marywardcentre.ac.uk.

If you would like to stand for election as a student trustee please complete the form overleaf and write a brief statement (up to 100 words) about why you want to stand and what you could contribute, and attach a recent photograph.

Candidates' statements and photographs will be displayed in the Centre (at Queen Square and at 10 Great Turnstile) and on our website during the voting period. *(The form overleaf is available in electronic format on the Mary Ward Centre website on the jobs page or by request to beryl.washington@marywardcentre.ac.uk)*

The closing date for nominations is **22 November 2011**. If there is more than one nomination, there will be an election. If there is an election, voting will open on 25 November and close on 9 December. The first Board meeting for the successful student candidate to attend will be at 6.15pm on 13 December 2011.

**NOMINATION FOR STUDENT TRUSTEE,
MARY WARD SETTLEMENT**

**Please return this form and your statement and photograph to Beryl
Washington, Mary Ward Centre, 42 Queen Square, WC1N 3AQ
(beryl.washington@marywardcentre.ac.uk) by 22 NOVEMBER 2011.**

Name of candidate.....

I wish to stand for election as a student trustee of the Mary Ward Settlement. I understand the duties of a trustee/director, in particular the duty to act in the interests of the Settlement as a whole rather than any particular interest group.

Signature of candidate.....Date.....

100 word statement from nominee on why you wish to stand for election as a student trustee and what you could contribute. Don't forget to attach your photograph.

Insert statement here (continue overleaf) or attach statement to this form.