



Preferred name, legal name and preferred pronouns:

1. Hereford College of Arts is an inclusive and accepting community. We encourage all of our students to be themselves, to share their views and to be compassionate and empathetic when working with all members of the HCA community and beyond. Hereford College of Arts candidates are asked at application stage what their **preferred name** is (it's on the application form). This can be straight forward, like Catherine preferring to be called Cat, or maybe less obvious at first, like Chloe preferring to be called Cai. Your **preferred name is your choice** and at Hereford College of Arts we are happy to call any member of our college community by their **preferred name**, just let us know what that name is.
2. However, unless a person decides to change their name officially by **deed poll** (A Deed Poll is a legal document whereby a person can change any part of their name, add or remove names and hyphens, or change a spelling) – then the educational setting that the student attends, **must keep a reference** to that given and legal name **by law**. Using the example above this means that on a college attendance register it would say 'Chloe' (the **legal and given name**) but in brackets it would say 'Cai' (the name that the student has said that they prefer to be called). As well as our internal information systems, all students are registered with an 'awarding body' for their respective qualifications. In the case of Further Education, it's the University of the Arts London (UAL) and for Higher Education students, it's the University of Wales, Trinity Saint David (UWTSD). The awarding body has a legal obligation to refer to the students by their **given** (and not necessarily **preferred**) **name**. This means that when a student completes their qualification with us, the certificate from the awarding body will state the **given name** of the student. This cannot be changed unless the **given name** is legally changed by deed poll prior to the completion of the qualification and the awarding body has notice of this change in advance of the award.
3. It is important for staff and students at Hereford College of Arts to recognise the diversity of our community and to celebrate individuality. With this comes an awareness of gender identity and the way in which a trans, non-binary, genderfluid or genderqueer student or staff member could be affected by the use of incorrect **pronouns** and mis-gendering.

4. **What are pronouns?** Pronouns refer to a person (or object) in place of their name. The most commonly used are:
- She/her/hers
 - He/him/his
 - They/them/theirs
5. Using incorrect pronouns can make people feel excluded, misunderstood and underappreciated. Many non-binary individuals choose to use the pronouns “they/them/theirs”. “They” provides the non-binary community a pronoun that more comfortably aligns with their identities, the Collins English Dictionary states that ‘they’ refers to a person with a non-binary gender identity who has expressed a preference to be referred to in this way’. If you have chosen to be referred to as ‘they’ then you can tell your tutors and peers to address you in this way. If you are addressed incorrectly, then please point this out. Equally, if you are unsure of someone’s chosen pronouns, then just ask. We live in a society that worries about causing offence; but it can be more offensive to wrongly presume. Asking someone their preferred pronouns should be as natural as asking someone their name. Don’t worry if you make a mistake by accident, just say you’re sorry quickly. If someone else makes a mistake just gently correct them. The important thing is to be respectful of how others prefer to be addressed.

For a more detailed article on pronouns: <https://edu/lgbtrc/support/gender-pronouns/>