



Parent & Student Information 2017 - 2018

Palma College follows the UK 'A Level' system of examinations. Students take four subjects in year one (L6) and then normally only three in year two (U6). These qualifications allow students to apply for universities or apprenticeships worldwide. Of course, academic qualifications can also lead into the world of work.

Please find below (in alphabetical order) some quick advice regarding expectations we have for a successful relationship amongst students, staff and parents.

Appointments

If parents wish to speak to a senior member of staff please email reception@palmacollege.com for an appointment. Parent teacher meetings cannot be held outside of the advertised dates.

Attendance/Lateness

Students are expected to arrive on time to all classes and 1-2-1 times with all the required work and ready to start.

If a student misses a class, it is their responsibility to find out what they have missed and to catch up. All departments have a website for information.

If a student is repeatedly late they may be refused entry into the class and/or receive Head's Detention which happens from 8am until 9am each day.

If a student misses too many lessons, as determined by the Head, they may be withdrawn from the subject.

Communication

All students are given a Palma College email address. This is the method we use to communicate between teachers and students. They must check this email each day and be aware that we can look at how this account is used. It must be used for College work only. No student should communicate with a member of staff from a private email account.

Dress Code

Respectful dress is required, suitable for a city centre location. Anyone deemed to be dressed inappropriately will be sent home to change. A member of staff may find the outfits of the students inappropriate and inform the Head who will let parents know.

Dismissal

If a student is under the influence, or suspected to be under the influence, of any illegal drug or alcohol during the College day they will be sent home and may be dismissed from Palma College subject to the Head's discretion.

If a student falls behind in a subject due to poor attendance, lack of catching up or incomplete homework, and is too far behind in their course, as decided by the Head, may be asked to leave that subject course and repeat the year from the following September.

Any behaviour which brings the College into disrepute may result in the student being dismissed.

Enrichment Programme

This is a series of life skills workshops with the emphasis early in the year on higher level study and critical thinking skills. It is compulsory for all full-time students to attend each lecture or seminar/workshops and at no time may they be excused for medical or dental appointments during this time. If they miss Enrichment they will be expected in on Friday morning at 8am to catch up.

Fees

Fees are paid in advance. If a fee becomes overdue the student will be sent home until the fee has been paid in full.

Homework

Homework is given regularly with a deadline for return. No homework will be accepted after the deadline however if the deadline is not met the student will be required to attend Head's detention at 8am each Friday until they are up to date with work.

Illness

Students should let College know if they are absent ill and a parent must send an email to reception@palmacollege.com first thing in the morning. If the absence is over three days a doctor's certificate is required on return.

Lockers

All valuables should be kept in a locker. Keys can be obtained from reception on the first day of term after a refundable deposit of 10 euros is given. Palma College accepts no responsibility for the loss of any valuables which are not kept securely.

Lunch

Lunch can be brought to College and eaten in the Common Room, or students may prefer to buy a sandwich or hot meal locally. Drinking water is provided in both sites.

Medication

If your child takes regular, prescribed medication please let us know. We are unable to issue students with any form of medication for example painkillers. We will however, always provide money for students to buy some if necessary.

Next Steps

All full-time students follow a programme of 'Next Steps' which begins in late autumn of their first year. The programme encourages them to look ahead to routes after leaving Palma College and what choices they may be considering.

University is still the most popular choice for our students but not the only route. We have information regarding Apprenticeships, GAP years or even into work opportunities. Art Degrees normally are accessed through a Foundation Year (an extra generally broad course) before going into a specific discipline; some drama and music degrees in the UK have different application deadlines and we help students to find information on these.

However, these decisions take time to make and can be a long process and parents will be kept informed of progress. Normally, by October of their second year, those applying to the UK will be ready to send off their applications. Other countries have different deadlines and we manage applications worldwide, including sitting of SATS for US admissions. The results of the first set of public examinations (AS level) are vital to access good quality degree courses.

Printing

Students must be able to access a printer at home. Printing should not be done at College. Art students are required to print in colour. A pen drive will be provided.

Reporting on Student Progress

Before October half term parents receive an overview of effort, attainment and progress based on a scale of 1 -10.

At the end of the first term there is a Parent Teacher Meeting opportunity and a full written report. Students are expected to attend with their parents.

Before Spring half term all students sit Pre-Assessment examinations where they will be examined on all course content taught to date. If they do not achieve satisfactory marks in these examinations, they may be withdrawn from the course. A report on their performance is sent to Parents and there is another opportunity for Parent Teacher Meetings.

At the end of the third term (summer) a full report is sent for all L6 students and a Leaver's Reference is written by the Head for all U6 students.

Start and End Times

Students should be in College at least 10 minutes before the start time of their first lesson of the day. They do have permission to leave College during the day if they do not have a timetabled lesson, Art consolidation time or a 1-2-1 meeting, but if they fall behind in their work they will have additional supervised study periods added to their timetable. Classes start on time and students are deemed late if they are not in the classroom ready to start work.

Results

Examination results are given out in August each year (date will be advised). Students should plan to come into College to collect these provisional results. Full certificates arrive in early October and should be collected and securely retained as they will be needed for university applications or for work.

Smoking

Smoking is not permitted within any College building, nor in the street of Can Veri or Estudio General.

Stationery Requirements

An Academic Planner, all text books and folders are provided. Students must bring in pens, pencils, calculators and any additional art supplies that they require. (Art students are provided with a basic kit of materials). If they come to lessons without books and stationery they may be not be able to take part in the lesson.

Support for Learning

Some students may require additional time with a support teacher to enhance their learning. This will, as far as is practical, be timetabled during the week. It may be necessary in some instances to arrange after College classes.

Term Dates

Term Dates are published well in advance on the website. Permission to return late or leave early will not normally be granted unless there are exceptional circumstances. Any unauthorised absences will be noted and this does affect any future reference or application for university.

1-2-1 Meetings

All students have a time alone with each subject teacher for around 15 minutes per week. This is a time for consolidation; for revision or for extension work. In L6 this is every week, and in U6 this is every two weeks. Students should come prepared with questions or queries to each session and they must keep to the appointed time.