



## **Parents Handbook 2018**

### **Welcome to all New Parents!**

This handbook is the definitive advice that you should have regarding your son or daughter's next two years with us. From long experience we know that information sometimes 'goes astray' if not given directly to you therefore we hope this abbreviated version of the students' handbook provides you with a quick reference.

### **Alcohol or Illegal Drugs**

If a student is in possession or under the influence of either of the above during the College day they will either be suspended or expelled.

### **Appearance**

Please ask you son or daughter to wear clothes suitable for a city centre location. Flip flops are not permitted footwear.

### **Attendance**

Attendance is compulsory for all timetabled lessons plus Enrichment. The day begins at 9am and students are expected to be seated in the classroom for that time. If they are late due to transport issues they must contact [reception@palmacollege.com](mailto:reception@palmacollege.com) as soon as possible. If your child is ill please also inform us by email in this way.

Attendance is mandatory from the start to the end of each term (term dates are available on the calendar of the website page). Permission to leave early or return late will only be given in exceptional circumstances. Any other absences are therefore deemed unauthorised and recorded as such. Parents will receive an accurate account of how many absences there have been each term.

## **Books**

All text books are provided by Palma College but the student should look after them and return them at the end of the course in a good condition. Paper and notebooks are provided as are lever arch files if the students want to use them.

Science and Maths students require a good calculator.

## **Communication with the College**

If your query is of an academic nature please contact Ali Stanford Lawrence on [al@palmacollege.com](mailto:al@palmacollege.com). If the query is administrative or financial please contact Jill Witkamp Roberts on [jw@palmacollege.com](mailto:jw@palmacollege.com). If your child is ill please also inform us by emailing [reception@palmacollege.com](mailto:reception@palmacollege.com) this way.

## **Doctors, Dentists and Driving Lessons**

Please try as far as possible to keep these to after 5pm or in the holidays. The courses we teach move at a rapid pace and time away from lessons or 1-2-1 meetings is valuable time lost.

## **Email**

Each student is given a Palma College email and access to the Palma College Portal site which leads into the individual departments. They must check emails each day as this is our prime method of communication. The internal portal also lists details of homework for each subject and links to research information.

## **Exams**

Examinations take place in January, February, May and June. Pre-Assessment examinations are in February each year and the students must achieve a pass in these in order to sit the external exam in the summer. All external exams are timetabled by the exam board from the UK and times cannot be altered nor exams held over from day to day. Punctuality and readiness are essential skills which we expect all students to have during any exam period.

## **Fire Drills and Terrorism Attacks**

Your child will be given all the information that they need to keep themselves safe in the unlikely event of the above happening. We follow all government guidelines within these areas and regularly review our security policies.

## **Homework**

Homework is given to a set timetable and if it is not handed in on the due date a detention is automatic.

## **Illness during the day**

If your son or daughter become unwell during the College day we will contact you and send them home. We are not permitted, under any circumstances, to give students painkillers etc. If there is a regular treatment they must take we are happy to keep this safe for them. If your child has an infectious disease please keep them at home until the recommended period of isolation is complete.

## **Laptops**

Students should have access to a good laptop for their work. As long as the programmes Word and Edexcel are available, and the laptop can connect to the internet, that is satisfactory.

## **Parents' Meetings**

These take place in the winter and spring terms and are held during the day. Each student also receives an interim report before October half term plus a full written report at the end of the winter and spring terms. Lower Six again receive a full report at the end of the summer term and Upper Six receive a Leaver's Reference.

## **Smoking**

Smoking is not permitted in any of the College buildings, nor in Can Veri or Estudio General. We ask all students and parents to be respectful of our neighbours in this respect and to keep these areas litter free.

## **University, College, GAP Years or Work**

We will hold an information session regarding the Next Steps programme for all new parents where options after College can be discussed.