



Parents Handbook

2019/20

Alcohol or Drugs

If a student is in possession, under the influence or selling of either of the above during the College day you will be informed, and the student will either be suspended or expelled.

Attendance

Attendance is compulsory for all timetabled lessons plus Enrichment. Students are expected to be in College at least 10 mins before the start of their first lesson of the day and to be seated in the classroom for the start of their lesson. If they are late the student or you must contact reception@palmacollege.com as soon as possible. If your child is ill, you must contact us by emailing reception.

If a student arrives late they must knock on the classroom door and wait for permission from their teacher to enter.

Students do have permission to leave College during the day if they do not have a timetabled lesson, Art consolidation, SEN session, support lesson or a 1-2-1 meeting.

Attendance is mandatory from the start to the end of each term (term dates are available on the calendar on the College website). 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.

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

If a student misses too many lessons, as determined by the Head, they may be withdrawn from the subject.

Books

All textbooks are provided by Palma College, but the students are responsible for them and therefore must replace them if they are lost, damaged or not returned at the end of the course.

Communication with the College

Please contact:

Jill Witkamp Roberts jw@palmacollege.com for any queries of academic, financial, health or personal nature.

Joan Aguilo Carreras jac@palmacollege.com para comunicar en Castellano/Catalán.

Michaela Bowyer reception@palmacollege.com for lates or absences and to organise any appointments with Jill W. Also, the first point of contact for any enquiries for prospective students if you wish to recommend us to friends and acquaintances.

Kimberley Witkamp admin@palmacollege.com for student documents, change of address/phone numbers and parents' meetings

Please do not contact teaching staff directly, first contact Jill W.

Detentions

Detentions are mainly given for incomplete or late homework but can also be given for other reasons when appropriate.

Detentions will be held every morning at 08:15 and Wednesday & Friday at 16:00.

Doctors, Dentists and Driving Lessons

Please 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.

Dress code

Sensible clothing is required for a city centre location; a professional working environment and one where we have many visitors and potential students coming in throughout the day. For health and safety no flip flops. We would much prefer not to be exposed to students' cleavages, bare midriffs, short shorts or skirts. We do not expect to see any underwear, strapless or string strapped tops or any clothing with offensive slogans or wording. Casual and comfortable clothing are appropriate for Drama students and certain Enrichments.

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 primary method of communication. The internal portal also lists details of homework for each subject and links to research information.

Exams

Pre-Assessment examinations are in February each year and the students must achieve a pass in these in order to sit the external exams in the summer.

The official exams take place in May and June and are timetabled by the exam board from the UK and times or days cannot be altered. Punctuality and readiness are essential skills which we expect all students to have during any exam period.

Retakes are possible in January and June at an extra cost.

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. One term's notice must be given (even between academic years) otherwise full fee is owed.

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

Purposeful homework is given and if it is not handed in on the due date to satisfactory level a detention is automatic.

Illness

If your son or daughter becomes 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 your child has an infectious disease, please keep them at home until the recommended period of isolation is complete. Please email reception@palmacollege.com if your child is going to be off sick daily.

Laptops

Students should have access to a good laptop for their work. Ideally with the programmes Word and Excel.

Medication

If your child takes regular, prescribed medication please let us know and we are happy to keep this safe for them.

Next Steps

All full-time students follow a programme of 'Next Steps'. The programme encourages them to look ahead to routes after leaving Palma College and what choices they may be considering. We encourage you to actively help your son/daughter research their future plans.

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

However, these decisions take time, 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. The results of the first set of official examinations (AS levels) are vital to access good quality degree courses.

Parents' Meetings

These take place in the winter and spring during College hours. Please make note of Parents' Meeting dates as this is the only time you can meet with all the teachers at one time. Your son or daughter is expected to attend the meetings too.

Printing

Students must be able to have access to 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.

At the end of the first term there is a Parent Teacher Meeting opportunity and a full written report.

Before Spring half term all students sit Pre-Assessment examinations, 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) the final report is sent.

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. If that is not possible, they must complete the authorisation form. Full certificates will arrive in early October and should be collected and securely retained as they will be needed for university application or for work.

Smoking or vaping

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

Stationery requirements

All text books and a folder 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 students arrive to lessons without books and stationery they may not be allowed to participate 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 feasible, 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 College 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 may affect any future references and University applications.

Words and abbreviations

L6 = Lower Sixth; first year Sixth Form students

U6 = Upper Sixth; second year Sixth Form students

AS Level = Advanced Subsidiary Level; representing the first component of an A level qualification. Usually studied in the first year.

A2 Level = Advanced Level; representing the second component of an A level qualification. Usually studied in the second year.

FT = Fast Track; a full A-level qualification studied in one year.

CV = Can Veri building (our main building); Carrer Can Veri 5, phone number 971724083

EG = Estudio General building; Carrer Estudio General 1