



## **Student Handbook 2019/20**

### **Alcohol or Drugs**

If we suspect that you are under the influence either of the above during the College day your parents will be informed, and you will either be suspended. If you are found in possession, selling or proven to be under the influence you will be expelled immediately.

### **Attendance**

Attendance is compulsory for all timetabled lessons plus Enrichment. We expect you to be in College at least 10 mins before the start of your first lesson of the day and to be seated in the classroom for the start of your lesson. If you are late your parents or you must contact [reception@palmacollege.com](mailto:reception@palmacollege.com) as soon as possible. If you are ill, your parents must contact us by emailing reception.

If you arrive late you must knock on the classroom door and wait for permission from your teacher to enter.

You do have permission to leave College during the day if you do not have a timetabled lesson, Art consolidation, SEN session, support lesson, study period 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 you miss a class, it is your responsibility to find out what you have missed and to catch up. All departments have a website with that information.

If you miss too many lessons, as determined by the Head, you may be withdrawn from the subject.

## Careers

Throughout the year we will be holding careers panels and preparing for university sessions. We will work with you to find the best pathways after College. Please make sure you do some online research. Don't feel limited in any way as we can always find solutions for you!

## Code of Conduct

We don't have endless rules for students; our key word is **RESPECT**: for yourself, others and your environment.

## Common Room

The Comm is your space to work on your own or sit with your friends. You may eat in there, but no food anywhere else please! There is a microwave and small fridge available. Water is provided but for your health's sake we would prefer you not to have cans of fizzy sugary drinks. Please don't leave food or cans lying around the Comm. Be aware that there are lockers for valuables but you are personally responsible for your own belongings and we would ask you NOT to leave valuables lying around in bags etc. There are a large number of people who walk through the Comm on a daily basis.

## Communication with College

Please contact:

**Jill Witkamp Roberts** [jw@palmacollege.com](mailto:jw@palmacollege.com) for any queries of academic, health or personal nature.

**Michaela Bowyer** [reception@palmacollege.com](mailto:reception@palmacollege.com) if you are running late or call Can Veri on 971724083

**Kimberley Witkamp** [admin@palmacollege.com](mailto:admin@palmacollege.com) for student documents, change of address/phone numbers and anything related to timetables.

## Confidentiality and Bullying Policy

Anything told in confidence to a member of staff may be shared with a member of the HODS team, if that member of staff feels the need of support and guidance from them. If you feel you are the victim of bullying whether it be verbal or physical from a member of the community you must talk to a member of staff straight away.

If serious concerns are raised about the safety or welfare of a student the member of staff approached may be obliged by our student protection procedures to consult a member of our HODS Team. The Head would have to consider whether the concern should be shared with the appropriate authorities. In these circumstances, the member of staff approached should not, except in an emergency, breach the confidence of the person seeking help without letting him or her know that this would happen. The Head must, of course, pass on information when legally obliged to do so, for example, by a Court of Law.

## **Course Work**

If your AS or A2 subject requires coursework you will be given a series of deadlines which you must keep to. If you do not meet these deadlines you may be withdrawn from the course or your work may go forward for marking in an unfinished state. Individual members of staff will let you know more about this at the beginning of the course.

## **Detentions**

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

Detentions are held every morning at 08:15 and Wednesday and 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.

## **Enrichment Programme**

There are weekly timetabled Enrichment Activities for all students. These include a programme of activities to provide you with life skills. Other activities and visits take place during this time. It is important for you to attend all these activities as they have been designed to further your social skills so that you have knowledge of things you will need in later life. PSDE (Personal and Social Development Education Lessons) will be run within Enrichment time where we will be discussing many different aspects of life.

## **External Exams and Pre Assessment Exams**

Pre Assessment exams are held in the Spring Term. This is for two reasons: one so that you have experience of what the actual exams will be like, and secondly to allow the staff to make a decision as to whether you can be entered for the actual examinations in May and June. You will not be presented for examinations unless your performance in the Pre Assessment Exams is satisfactory. We will give you the regulations for sitting exams nearer the time. Please be aware that some of your AS/A2 exams may be a great deal longer than your GCSEs or equivalent.

## **Email**

You will be given a Palma College email and access to the Palma College Portal site which leads into the individual departments. You 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.

## **Homework**

Purposeful homework is given and you must at least attempt the minimum asked. If you want to improve your grades more effort and self-study is recommended.

On average AS has 2hr per subject and A2 4 hour per subject per week. Use free periods for study. If your homework is not handed in on time, in correct format and to a satisfactory level you will receive a detention.

## **Laptops**

Ideally each student should have access to their own laptop. We will provide a memory stick for you which you should use to regularly back up any work. Much of your work will be sent by email both to and from your teachers and it is essential that you do not lose it through faulty equipment. We recommend a genuine version of Microsoft Word for all your work as pirate copies can corrupt our system. You should be prepared to bring your laptop to and from College as required and have a charger with you.

## **Lunch and Breaks**

There are many options for lunch and break including small cafes and take away outlets. Please be aware that in the summer term waiting times can be long and you should plan accordingly. Food can be brought into College to be eaten in the Comm. There is a fridge and a microwave available to you in the Comm., please keep it tidy.

## **Mobile Phones/Social Media**

We know you don't want to ever be parted from these! Please have them switched OFF and not on the desk in front of you during lessons. If your teacher agrees that you can access the internet on your phone during the lesson please respect that. Also you must not take photographs during lessons, especially of other students or staff and nothing is to be put on a social media site that would offend another person or detract from the serious business of Palma College.

We ask staff not to 'friend' you on Facebook or other social media platforms whilst you are a student; it is unprofessional. When you leave Palma College at the end of Upper Six the staff are free to keep in contact with you. Similarly if you bump into staff in a social context in the evenings please do not put them in a compromising position by asking them to buy you drinks etc. The legal age for drinking in Mallorca is 18.

## **Plagiarism (Theft of someone's ideas)**

Plagiarism is a term for copying work from a source and claiming it as your own. If you do make notes on someone else's work ensure that you acknowledge them in a bibliography. If you do try to pass off someone else's work as your own and it is discovered, it is a serious matter. All the staff both in College and in universities use sophisticated software programmes to check work for plagiarism. If you are simply taking an idea and using it in your own work then please check with a member of staff how this is done.

## **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.

## **Recycling**

As part of our commitment as a community towards a more sustainable environment we recycle plastic and paper. Please support this by placing your rubbish in the correct bins.

## **Smoking or vaping**

Smoking or vaping is not permitted in any part of the College building. We also do not allow students to smoke in the street of Carrer Can Veri, nor in the courtyard opposite the entrance to the College. Similarly you must not smoke in the street outside Estudio General building. There are nearby areas with litter bins. We do not encourage smoking but we can help if you would like to stop.

## **Stationery Requirements**

All text books and a folder are supplied by College and the Art students are issued with their own art supplies. You need to provide paper, pens, pencils etc. A calculator for Maths and Physics students is required and must adhere to the Examining Board guidelines.

## **Student Voice**

There are three senior students who you can talk to in the first instance if you have ideas or issues you wish to raise. Please feel free to speak to any of the staff, particularly Jill W. or Joan, with any suggestions you may have.

## **Study Skills**

We will be holding a series of study skills sessions early in the year to enable you to find the best way for YOU to study. We are not all the same and the staff will not expect you all to keep your personal notes/revision notes in the same way. You will however, be given guidance on how to present written work for marking and you should keep to this.

## **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.

**HOD** = Head of Department

**Comm.** = Common Room in the Can Veri building

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

**EG** = Estudio General building; Carrer Estudio General 1