



Student Handbook 2021/22

Alcohol or Drugs

If we suspect that you are under the influence of alcohol or drugs during the College day your parents will be informed, and you will either be suspended or expelled. 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 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 subjects have a website and homework portal with the information you require.

If you miss too many lessons, as determined by the Head, you may be invited to either take that subject at a later exams series or be withdrawn from the subject.

Books

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

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 with other students. You may eat there, but no food anywhere else please! There is a microwave, small fridge and hot & cold water available. 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 for any queries of academic, health or personal nature.

Michaela Bowyer reception@palmacollege.com if you are running late or call Can Veri on 971724083

Kimberley Witkamp admin@palmacollege.com for student documents, change of address/phone numbers and anything related to timetables.

Please try not to contact staff after college hours or at the weekend, and if you do, please do not expect a reply until the member of staff is officially working again. If you need to speak to a member of staff urgently contact Jill Witkamp and she will contact them directly.

Confidentiality and Bullying Policy

Anything told in confidence to a member of staff may be shared with a member of the Senior Staff 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 Senior Staff 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.

Coursework / Deadlines

If your BTEC, AS or A2 subject requires coursework you will be given a series of deadlines which you must keep to. Subjects such as Art and Drama will also work with deadlines. 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 will be held every day at 08:15 and 17:00.

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 professional working environment.

Casual and comfortable clothing are appropriate for Drama students and certain Enrichments.

Enrichment Programme

There are weekly timetabled Enrichment Activities which provide you with life skills. Other activities and visits take place during this time. It is important for you to attend all enrichment sessions 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.

Email

You will be given a Palma College email and access to the Palma College Portal site which leads into the individual subjects. You are expected to check emails at least once a day as this is our primary method of communication.

Exams

The official exams take place in May and June and are timetabled by the exam board from the UK. The times and days cannot be altered. Students are expected to arrive at least 15 minutes before the start time of the exam with all the necessary equipment.

Students arriving late to official examinations might not be allowed in the room.

Homework

Purposeful homework is given and you are expected not only to complete your homework on a daily basis but to also make sure you consolidate your learning regularly.

On average AS has 2 and A2 4 hours per subject per week respectively. 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

You should have access to a good laptop. You should be prepared to bring your laptop to and from College as required and have a charger with you. Please remember to back up and save all your documents, ideally use google drive. If important, email them to yourself so you can assess them at all times.

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 waiting times can be long and you should plan accordingly. Food can be brought into College to be eaten in the Comm., please keep it tidy and not only throw away your rubbish, but also wipe the table.

Mobile Phones/Social Media

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. Do not just copy and paste, or try to change a few words to make it look like your own. If you do try to pass off someone else's work as your own, 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.

Pre-Assessments

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 should be entered for the official examinations in May and June or be advised on an alternative.

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.

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.

Reporting

You and your parents receive reports at the end of each term.

There are Parent Teacher Meetings in December and after the Pre-Assessments period, which you are also expected to attend.

Results

Examination results are given out in August each year (date will be advised). You are encouraged to plan to come into College to collect these provisional results. If that is not possible, you must complete the authorisation form. Full certificates will arrive at the end of October and must be collected and kept safe as they will be needed for university application or for work.

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 the 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 textbooks 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 Portal

This portal has details of homework for each subject, exam dates, student handbook, IT support and other college information.

Student Voice

There are Prefects and subject mentors 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.

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 de l'Estudi General, 1