



Parents Handbook

2022/23

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 enter the classroom quietly and avoid any interruption.

Please do read our **Attendance and Punctuality Policy** for more details.

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 subjects have a website and homework portal with the information they require.

If a student misses too many lessons, as determined by the Head, they may be invited to either take that subject at a later exams series or be withdrawn from the subject.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. 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 or **Joan Aguiló Carreras** jac@palmacollege.com for any queries of academic, health or personal nature.

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.

Maria Antònia Ferragut admin@palmacollege.com for student documents, financial and change of address/phone numbers.

College phone number: +34 971724083

Please do not contact teaching staff directly, first contact Jill Witkamp or Joan Aguiló.

Contacting your child

Students will be requested to turn off and leave their phone in a box on the teacher's desk during their lessons. If you need to contact them urgently, you can do it through the College line.

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 after 5pm or during 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.

Drugs & Alcohol

If a student is under the influence of alcohol or drugs during the College day you will be informed, and the student will either be suspended or expelled. If the student is found to be in possession, selling or proven to be under the influence of these substances they will be expelled immediately. During the enrichment programme students cover these topics, but your support as parents is also essential.

Palma College will put all its efforts to educate students on these topics. However, it cannot be responsible for what students might be doing after College hours.

Email

Each student is given a Palma College email and access to the Palma College Portal site which leads into the individual subjects. Students 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.

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. If for any reason you decide to withdraw your child from Palma College, we require one full term's notice (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.

Students are expected not only to complete their homework on a daily basis but to make sure they consolidate their learning regularly.

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.

Laptops

Students should have access to a good laptop with Google Chrome.

Medication

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

Mobile Phones/Social Media

Students will be requested to turn off and leave their phone in a box on the teacher's desk. If you need to contact them urgently, you can do it through the College line.

If your teacher agrees that you can access the internet on your phone during the lesson please respect that.

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.

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.

You will be receiving an email from Administration with the time availability. Please be aware that the sooner you reply to it, the easier it will be for us to meet your time restrictions.

Pre-Assessments

Pre-Assessment exams are held in the Spring Term. This is for two reasons: one so that students have experience of what the actual exams will be like, and secondly to allow the staff to make a decision as to whether they 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.

Reporting on Student progress

Parents receive reports at the end of each term. There are Parent Teacher Meetings in December and after the Pre-Assessments period.

Results

Examination results are given out in August each year (date will be advised). Students are encouraged to 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 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 of the College buildings, nor in Can Veri or Estudi General streets. We ask all students and parents to be respectful of our neighbours and to keep these areas litter free.

Stationery Requirements

All textbooks are provided. Art students are provided with a basic kit of materials. Students must bring in pens, pencils, calculators and any additional art supplies that they require.

Student Portal

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

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.

Words and abbreviations

L6 = Lower Sixth; first year Sixth Form students (year 12)

U6 = Upper Sixth; second year Sixth Form students (year 13)

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 de l'Estudi General, 1