



STUDENT HANDBOOK

Academic Courses

2018-2019



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WELCOME

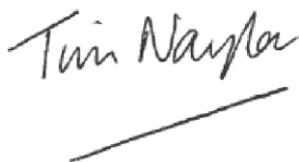
Dear Student,

Welcome to Bath Academy. Our aim is to treat students with respect: rules and regulations are consequently kept to a minimum, but there are certain guidelines which must be observed and respected so that all students may derive maximum benefit and enjoyment from their time here.

The overriding principles of the guidelines which follow are to show consideration for others and to maintain a clean and pleasant environment within which both staff and students may work. We expect that in your appearance, behaviour, work ethic and relationships with others you will uphold the values that give the college its special feel as a learning community.

This booklet contains information and advice, all of it is useful and much of it is essential. **Please read it carefully and keep it to hand for your reference.**

I very much hope that your time with us will be both enjoyable and successful. Please do not hesitate to raise any problems or queries you may have with a member of staff at any time, however trivial they might seem.

A handwritten signature in black ink that reads "Tim Naylor". The signature is written in a cursive style and is positioned above a solid black horizontal line.

Tim Naylor
Principal

TEACHING AND LEARNING

ACADEMIC CURRICULUM ENTITLEMENT

For each course you will be provided with:

1. A Course Specification detailing the examination requirements.
2. Year Plans showing when topics will be taught throughout the year.
3. Details of coursework deadlines and internal test and Mock Exam dates.
4. Relevant weekly homework.
5. Deadlines for the return of assessed work.
6. A regular 'Timed Assessment' invigilated under examination conditions for A Level and students.
7. Constructive feedback as to how your work can be improved.
8. Guidance about how to catch up on missed work.
9. A file check once every half term.
10. Appropriate resources for your course.

WEEKLY TIMETABLE

The College is open to students on Monday to Friday from 8.30am – 6pm. Due to the flexibility of the combination of subjects offered to students, there is no common lunch break.

One Year GCSE	=	4 hours of teaching + a Timed Assessment.
Pre A Level Course	=	15 Hours of English Language per week. 8 Hours of taught academic subjects.
AS Level	=	5 hours of teaching + a Timed Assessment.
A Level	=	5 hours of teaching + a Timed Assessment.
One Year A Level	=	6 hours of teaching + a Timed Assessment per subject.
Intensive retake	=	Number of hours of teaching is dependent upon the number of modules taken + a Timed Assessment.
University Foundation Programme	=	6 hours teaching per module + homework

If a student is taught one-to-one, these hours will be reduced slightly.

HOMEWORK

The amount of work you do is the greatest factor in deciding how successful you are in the external examinations. Homework, therefore, must be completed by the time specified by your subject tutor. You will be expected to undertake at least sixteen hours of independent study per week on academic courses outside of lesson times. If you find that you are regularly doing much more or less than this, it is important that you see your Personal Tutor to discuss the matter.

TIMED ASSESSMENTS

Progress in achieving good grades in your courses is directly related to the feedback you receive on your performance. The key mechanism for this at Bath Academy is regular homework or examination practice under supervised conditions. A Level and GCSE students will have a weekly Timed Assessment (TA). This will assess your knowledge of what has been taught in the previous week. It is important that you revise thoroughly for the TA. You will receive written feedback on your performance to help you make gradual improvements throughout the year.

The exact times of each subject's TA will be indicated on a timetable issued to students shortly after the start of the Autumn Term.

TAs will take place in the Study Centre. For each TA, students should arrive promptly in the Study Centre at the start of the TA session. As with an examination, the question papers will be set out on designated desks and writing paper will be provided. Students are expected to provide their own pens, calculators, etc. for TAs. On some occasions, the tutor setting the TA will allow the use of certain resources such as textbooks, calculators, etc. but these will be specifically identified on the TA's cover sheet. Students are not allowed to talk or leave the Study Centre during their TAs except in an emergency.

TAs are part of your weekly timetable and a register of attendance is taken, as with lessons. If for any reason you miss a TA in a particular subject then you will not be able to attend any lessons in that subject until you have caught up with your TA. We feel that TAs are vital to your progress, if we are worried about your attitude or approach to TAs then we will contact your parents to discuss the matter. Any prolonged

pattern of unauthorised absence will result in completing missed TAs in a detention session. Poor attendance in TAs will also mean that a student is excluded from the leisure and extracurricular activities organised by the college.

If, you finish your TA early, you should remain seated at your desk and continue with either other work set by your tutor, or with private study. Students will not be allowed to sit a TA at a different time from the scheduled one without the written permission of their Personal Tutor. The results of your TAs will be communicated to your parents so they can track your progress.

COURSEWORK

Coursework deadlines will be strictly adhered to. The dates for handing in final versions of all coursework will be set by subject tutors. Deadlines for plans and first drafts will be decided by the subject tutor and students will be informed of these dates as far in advance as the instructions from the examination boards permit. **If you fail to meet all coursework deadlines, your work will not be marked and you will receive no marks for the coursework element of your exam.**

THE STUDY CENTRE

The Study Centre is a quiet study area for use by students and staff and is supervised at all times. It is important that a quiet working atmosphere is maintained to ensure that those students taking TAs can do so in examination conditions, and those doing general private study can also work conscientiously.

Conduct in the Study Centre

Students will be expected to:

- Enter and work quietly
- Ensure mobile phones are switched off and put away (not just on “silent” or “vibrate”) as any phone or personal stereo appearing to be used will be confiscated and handed in to the Principal; confiscated mobile phones will be returned at 5.00pm.
- Treat all furniture, equipment, books and other resources with respect

Students must not:

- Disturb others
- Use a personal stereo or mobile phone for any purpose
- Eat or drink (bottled water allowed if used sensibly)
- Leave any belongings unattended

Timed Study

Some students prefer to have their non-lesson time structured and so can negotiate timed study sessions to be added to their timetable. Personal Tutors may also do this if they feel that students are not making effective use of their non-lesson time. Attendance for these timetabled timed study lessons will be recorded in the same way as the TA attendance. Names of any students missing or late for their timed study will be notified to the College Office and Personal Tutors and these will be followed up accordingly.

The help and support of the Study Centre Supervisor is, of course, also available.

BOOKS

Students will be provided with book lists by each of their tutors, and will be able to buy these books at Waterstone’s bookshop in Milsom Street, which is about 200m from the college.

You can also join the Bath Central Library if you are staying in Bath for longer than six months. Bath Library is located on the top floor of The Podium Shopping Centre (above Waitrose) in the centre of the city.

Bath Central Library, 19 The Podium, Northgate Street, Tel 01225 787400

The opening hours are:	Monday	09.30 – 18:00
	Tuesday	09:30 – 18:00
	Wednesday	09:30 – 18:00
	Thursday	09:30 – 18:00
	Friday & Saturday	09:30 – 17:00
	Sunday	13:00 – 16:00

EXAMINATION ENTRIES

Students will be entered for external examinations if the Principal believes that it is in their best interests; students will not take any examination for which they are insufficiently prepared. All internal and external examinations are taken at the college, except for IELTS and UKCAT. The rules for taking external examinations are appended to these guidelines and are always enforced. It is particularly important that student's attitude and behaviour at the examination centre is exemplary.

Details of all important dates, including mock exam times, are published in the college calendar.

Examination Results and Certificates

UFP, A Level and GCSE students may collect their results personally from the college from 9:00a.m. onwards on the day the college receives them. Otherwise, you must give the college Registrar a UK postal address to which the results and certificates can be sent. If you require the certificate to be sent to an address outside the UK by courier, you must make the necessary financial arrangements with Registrar. Students are strongly recommended to make themselves available on the day of results and on subsequent days to deal with questions relating to university applications. The college cannot email results slips according to JCQ regulations.

Certificates normally arrive at the college around 2 months after receipt of the results. You will need to make arrangements for their collection or posting to you. The college is obliged by the examination boards to destroy all certificates not collected after 12 months.

APPLICATIONS TO HIGHER EDUCATION

All applications to UK universities are submitted via UCAS. Your Personal Tutor will elaborate on the procedure and discuss your applications at the appropriate time. You will need to bring a draft copy of your Personal Statement to the designated meeting. The internal deadline for completed application forms to be submitted to Personal Tutors is:

Deadline for the majority of undergraduate courses is 15th January

Deadline for some Art and Design courses is 24 March

You must keep to these deadlines to allow your Personal Tutor sufficient time to complete a comprehensive and professional reference; this will prove crucial to your obtaining suitable offers from university admissions departments.

PASTORAL

SETTLING IN FOR INTERNATIONAL STUDENTS

During the first few days expect to feel some physical symptoms such as tiredness due to long distance travel and time change. Try and get plenty of rest, fresh air and eat a balanced diet.

During the first month, you may also experience a range of feelings and symptoms, such as confusion and isolation, loss of appetite, sleep disturbances, lack of concentration and tiredness. This is a normal and a fairly healthy reaction for someone who has moved from a familiar to an unfamiliar place. Moving into an unfamiliar culture can be unsettling; this is called 'culture shock'.

There are several things you can do to lessen culture shock

1. Simply understanding that this is a normal experience may itself be helpful. It shows that you are already adapting to your new surroundings.
2. Keep in touch with home.
3. Have familiar things around you, such as pictures of family and friends.
4. Make friends with other students, who are also likely to be experiencing the same feelings as you.
5. Talk to the people around you, friends, your personal tutor, staff, and your homestay or student warden.
6. Don't forget to get as involved as you can in English life; make an effort to get to know Bath and try to establish routines.

Try using 'please' and 'thank you' regularly. British people feel more comfortable when these words and phrases of general politeness are used. You should try and use them when shopping, at college, with your homestay / at the college Residence, and on public transport.

Gender roles in the UK may also be different than in your own country. Women in the UK are entitled to equal respect and status with men in all areas of life.

PERSONAL TUTORS

Our system of personal tutoring provides a close, friendly and constructive monitoring of student's progress that helps to build confidence and motivation. Each student in the college is assigned a Personal Tutor. The Personal Tutors are accessible to parents by appointment and hold regular individual meetings with their students to discuss academic progress, applications to higher education or general welfare. Students' attendance and punctuality are monitored closely. Your tutor will hold an introductory meeting with you at the start of the course to ensure that you are settling in well and to discuss your aspirations for university and future careers. Please make appointments direct with your personal tutor. Students must also check the main noticeboards for communication from their Personal Tutors. **Every Student at the college is expected to check the noticeboards on arrival at the college and on departure.**

ACADEMIC REVIEW MEETINGS

In addition to the regular Personal Tutor meetings students will also undergo a more formal and structured review meeting which will be carried out at key times during the academic year. These review meetings will focus upon target setting and will review and monitor student progress in relation to these targets.

ATTENDANCE

Authorised Absence

Attendance is compulsory unless you, your College Residence Houseparent, Homestay Family, Parent or Guardian have called us in advance to inform us of your absence.

- Notice of any absence e.g., illness, observance of religious festivals etc., must be notified by you/your **parent or guardian**.
- In the case of a prolonged illness, please keep us informed of your situation on a **daily** basis.
- We expect all appointments (medical, dental, etc.) to be made outside the times when your timetable requires you to be in college, as far as possible.
- In the case of appointments such as driving tests and university open days, please inform the college of your absence at the earliest opportunity.
- Please note that a parent or guardian will be contacted in the case of unexplained absence or delay.

Unauthorised Absence

Any absence which is not reported according to the guidelines in the previous paragraph will be deemed to be 'unauthorised'. At the discretion of the Principal, any student whose absence is unauthorised may be suspended by twice the number of days of unauthorised absence. Other requests for absence (i.e. those in exceptional circumstances) must be made in writing to the Principal at least two full weeks in advance of the proposed absence. The decision of the Principal will be final in such matters.

For visa nationals: PERSISTENT ABSENCE WILL BE REPORTED TO UK VISAS AND IMMIGRATION.

Punctuality

Punctuality is essential to gain maximum benefit from lessons and tutorials. If you know you are going to arrive late, please telephone the Front Office. Your subject tutors will register you for each lesson and will follow up with you if you are late more than once. Persistent lateness may result in temporary suspension from the College.

THE STUDENT COMMON ROOM

We expect that you will need to relax in between classes and private study periods in order to study effectively. The Student Common Room is set aside for this and for lunch breaks. Food and drinks may be consumed in the Common Room, but it is the responsibility of all students to ensure that the room is kept as a clean, tidy and pleasant environment for all. We want you to thoroughly enjoy your time here at Bath Academy and that involves respect for one another and collective responsibility for making sure that we all have a pleasant environment in which to live and work. As young adults, you will need to take responsibility by actively playing your part in promoting the good of the whole college community.

THE STUDENT I.T. ROOM

This room is set aside for students to use for private study in a less formal atmosphere than the Study Centre. Computer facilities are available. For reasons of health and safety **no food or drink** may be consumed in the IT room.

COLLEGE ENVIRONMENT

Every student is expected to respect the college environment.

- We operate a zero tolerance policy on vandalism and any student who wilfully damages college property will be permanently excluded.
- Eating and drinking is permitted only in the Student Common Room. Empty cans and food wrappings must be deposited in the bins provided.
- Chewing gum is forbidden on the college premises at all times due to the resulting damage to the carpets.

VISITORS

The safety and well-being of every person who attends or works at Bath Academy is ultimately the responsibility of the Principal. **We do not allow visitors to the college to go beyond the reception area unless they are authorised and accompanied by a member of staff.** We hope that you will appreciate that it is not possible in any college or school to ensure the personal safety of the students and staff if unknown persons are allowed to move about the building. We therefore remind you that you may not bring visitors to the college or college residences. If, for whatever reason, somebody comes to visit you, s/he will be asked to wait in reception until you can be located. No visitor will be permitted to go beyond this area. The administrative staff are very busy and are not able to take personal messages except in the case of emergencies. Students are expected to vacate the college premises by 5:15p.m. each evening. Please help us to keep you safe within the college environment by observing the following:

- Do not invite friends to the college or college residences;
- Report to reception immediately any person who is in the college, including the student common room, who is not a Bath Academy student or a member of staff.

Students should remember that they are responsible for the behaviour of any friends or associates who visit the vicinity of the college. The college will not tolerate any behaviour from friends or associates of students which damages the reputation of Bath Academy. The students in question run the risk of being held accountable for their friends' actions.

ALCOHOL AND DRUGS

Our terms and conditions state that the college reserves the right to terminate the courses of those students whose behaviour is unsatisfactory. It goes without saying that examples of unsatisfactory behaviour include behaviour that is in breach of criminal law, whether committed on or off the college premises.

In this context, students should be aware that any student in possession of alcohol, illegal drugs (or tobacco in the case of students under the age of 16) may face immediate exclusion. Students should also be aware that staff members are obliged to report all suspected cases of possession or use of recreational or illegal drugs to the Principal, who will liaise with the local police as necessary. The college reserves the right to test students randomly if it believes it to be necessary.

SMOKING

Smoking is not permitted inside the college building. If students do feel the need to smoke, they may do so discreetly away from college and not on the pavement directly outside college. Students are urged to show courtesy to local residents and not leave their rubbish behind them. This extends to cigarette packets and cigarette ends.

PLACES OF WORSHIP

The UK is a multi-faith society, where there is freedom to practise your own faith. The college itself is not affiliated to any religious faith and the college premises **may not** be used for religious purposes (e.g. it is not permitted to use the classrooms for prayer). The college observes the UK public holidays only and classes are timetabled on this basis i.e., students may not be absent from class routinely to attend religious services. The college supports students in practicing their faith and students may be absent from college to observe the **major** religious festivals of their faith, if their parent or guardian has notified the college (e.g., Diwali, Yom Kippur, Eid etc.). The largest faith community in Bath is Christian, but there are good relationships between the major faith communities. The vibrant international community in Bath and at Bath Academy offers great opportunity for meeting people of the same tradition and faith, and those from others.

Christian

There are a large number of Christian churches in the City of Bath:

Church of England

Bath Abbey BA1 1LT Tel 01225 422462

Sung Eucharist on Sunday at 11.15am

Alternatively, near the college is Christ Church, Julian Rd, Bath BA1 2RH. Sunday 10.00am

Methodist Church

Nelson Place East, Bath BA1 5DA

Sundays 10.30am

Roman Catholic

The closest Roman Catholic church is St John's located at South Parade Bath, Avon BA2 4AF (Telephone: 01225 464471) Sunday Mass 10.00am

Alternatively, St Mary's Julian Rd, Bath BA1 2SF (01225 311725) Sunday 10.30 am.

Russian Orthodox

Orthodox parish of St John of Kronstadt

(parish priest: Fr Seraphim Johnson tel 01225-317604) bathorthodoxchurch@gmail.com

Divine Liturgy 10.30am at St Matthew's Church, Widcombe Hill, Bath BA2 6AA

Muslim

There is a Mosque and Islamic Centre in the City of Bath at: 8 Pierrepont Street, Bath, BA1 1LA (Telephone 01225 460922). Languages spoken are English, Arabic and Malay.

Buddhist

Bath Buddhist Group: 12 Station Road, Lower Weston, Bath, BA1 3DY (Telephone 01225 337918)

Hindu

The nearest temples are in Bristol: Hindu Temple, 163b Church Road, Red field, Bristol, BS5 9LA (Telephone 01179 351007). Languages spoken are English, Punjabi, Hindi, and Gujarati.

Sikh

The nearest Sikh temples and groups are in Bristol: Bristol Singh Sabha, 491 Stapleton Road, Bristol, BS5 6PQ

Jewish

The nearest Synagogues are in Bristol: Bristol Hebrew Congregation, 9 Park Row, Bristol, BS1 5PL (Telephone 01179 273334). Languages spoken are Hebrew, Yiddish, and English.

Chinese Society

The BEACh (Bath East Asian Chinese) & Friends Group have several monthly meetings and issue a monthly newsletter. The office is located in the centre of town: 27A Westgate Street, 1st Floor, Bath BA1 1EP (Telephone 01225 428688, Email beachgroup_bath@yahoo.co.uk).

HEALTH & MEDICAL

Students who are studying full-time in Britain for more than 6 months are entitled to free medical treatment. All students are required to register with a Doctor, which you do as part of your registration. Those living within the Bath area will be registered with the local doctor. Any student who has been registered previously with a doctor in Britain should bring his or her Medical Card to the office. If this is not available, details of his or her National Health Service number or the name and address of his or her doctor should be provided.

The local **DOCTOR** is based at the following address (about five minutes from the College):

St James Surgery
6-9 Northampton Buildings
Bath
BA1 2SR
Tel: 01225 422 911

Doctors in the UK deal with all non-emergency procedures. You can only see a doctor by booking an appointment. If you have any medical concerns at all, the college staff are always available to help you in any way they can, and please do not hesitate to contact the Welfare and Accommodation Officer.

GETTING THE RIGHT TREATMENT

- If you are at home and would like advice you can call **NHS DIRECT** on **0845 4647**, a nurse-led telephone service offering confidential healthcare advice and information, 24 hours a day, or visit their website www.nhsdirect.nhs.uk
They will offer you advice and reassure you if a visit to the doctor is necessary.
- **ASK A PHARMACIST** – this is a qualified professional who works at a chemist. They can offer you expert advice and offer suitable medication for common illnesses and ailments:
Common colds, stomach upsets, headaches, coughs, small cuts and grazes, bites and stings, blisters, bruises and minor burns, sprains and strains.
You can find pharmacists at the following places:

Boots the Chemist	Southgate Centre & Westgate Street
Superdrug	30/32 Westgate Street
John Preddy	41 Moorland Rd, Oldfield Park
Hounsell & Greene	49 Moorland Road
Luther Wilson Ltd.	28 Brock Street & 22 Newbridge Road
Moss Chemists	125 High Street, Weston
Mount Road Pharmacy Ltd.	100 Mount Road, Southdown
Twerton Pharmacy.	87 High Street, Twerton
Wellsway Pharmacy	2 Hayes Place, Bear Flat

- Bath also has an **NHS WALK-IN CENTRE**:
Riverside Health Centre, James Street West, Bath
Opening hours: Daily 08:00 – 18:30
There you can see an experienced nurse for information; advice or treatment for minor illness and injuries – no appointment necessary, but you will have a short wait.
- Contact and book an appointment with the **DOCTOR** if you feel it is really necessary, Appointments are normally booked up a few days in advance, only emergency appointments are available the same day (Monday – Friday). All appointments can be made through the Welfare and Accommodation Officer. If you require a doctor out of hours or at the weekend, you can book an appointment with the Primary Care Centre (Tel: 01225 461676) which is located at the Royal United Hospital, Combe Park, Bath. If an appointment has been made for you, you must keep it (or cancel it).
- There are situations when you should seek urgent medical help, and it is important to know where and when to go to the nearest Accident and Emergency department, or dial 999 for an ambulance. In Bath the Accident and Emergency department is located at the Royal United Hospital, Combe Park, Bath.

If you have any medical concerns at all the college, staff are always available to help you in any way they can, and please do not hesitate to contact the Welfare and Accommodation Officer. The School nurse is also available to students if they become ill during their time

You may need to visit a Dentist about dental problems or toothache. Although you do not register with a dentist during registration, the College is able to put you in contact and make appointment for you at:

Green Park Dental Practice
40 Green Park
Bath BA1 1HZ
Telephone: 01225 421096

Dental treatment in the UK is not free-of-charge. For emergency treatment you can normally be seen by a dentist within 1-2 days, although a £50 deposit is required towards the treatment you may receive. Please do not hesitate to speak to the Welfare and Accommodation Officer if you need to see a Dentist.

While you are at the College, the registered people in charge of First Aid are Alan Chapman (School Nurse) Sam Hollingshead (College Registrar in reception), John Desmond (ELT teacher), Natalia Knott (Welfare and Accommodation Officer) and James Knott (ELT Director of Studies). If you require first aid for any reason, please go to Reception or contact one of the above people immediately.

GENERAL INFORMATION

OPENING A UK BANK ACCOUNT

In order to open a bank account in the UK, you need to be studying here for a minimum of 6 months. There are several things that most banks will need to see before they can open an account for you. These are:

- Your passport
- A letter of admission/enrolment from the college. You can get one of these from the College Registrar or Welfare Officer who is based in the front office.
- Confirmation of your UK address
- Some banks ask that you put a minimum amount of money in your account. Also check if your bank charges any fees for managing your account.

PERSONAL SAFETY

- When you go out, find out where you are going and let your Homestay Provider or College Residence House Parent know, and tell them when to expect you back.
- If you have a mobile phone make sure that it has sufficient credit for you to make calls, in case your plans change.
- Plan ahead – how are you going to get there?
- Always go out with people you know and trust.
- Always use well-lit, busy roads and avoid shortcuts through dark, quiet areas.
- Walk confidently.
- Walk with friends and never walk alone at night. Use a taxi in case of need.
- Stay alert and be aware of your surroundings. Do not wear your personal stereo when out alone, as you will not be able to hear if someone is following you.
- Do not speak to people you do not know, or go into their cars – even if they speak to you first.
- Never take money or gifts from people you do not know.

- Consider carrying a personal attack alarm, but not a self-defence spray as it is illegal in England.

TRAVELLING SAFELY

- If you are travelling alone on a bus, train or tube, always sit near other passengers.
- Plan your route and check your bus or train times before you leave. Phone numbers for this purpose can be found in the telephone directory.
- Never walk across or touch railway lines – they have an electric current running through them that could kill you.
- Do not open train doors until the train has completely stopped.
- Only share taxis with people you know.
- Never give your personal details to anyone.

EMERGENCY

In an emergency you can dial **999** for the Police, Fire Service or Ambulance. 999 calls are free from any telephone.

For non-emergency calls to Bath Police Station dial 101.

Bath Academy out-of-hours emergency number is 07715 123299.

SOCIAL ACTIVITIES & EVENTS

The purpose for which students attend Bath Academy is to achieve desired results - but we also realise that everyone needs recreation.

SOCIAL EVENTS

In addition to the 'Welcome' event at the beginning of the year, the College holds one major social event each term. Additional events, such as film shows or outings to places of interest will also be organised. You will be given a Social Programme booklet.

Information on the varied activities which Bath has to offer can be found on the College notice boards, in the Library and in the City Information Centre in the Abbey Churchyard. The entertainments guide "The Bath Magazine" is available from the Lobby, recommending pubs, clubs, cafes, restaurants and shops in the city centre.

You will receive a coloured map of Bath in your Welcome Pack upon arrival. Inexpensive maps of Bath can also be bought at the Information Centre at the city centre. The city and surrounding areas offer many interesting sights and it is recommended that students explore them during their stay.

If you would like more information on any of these places, or the possibility of visiting locations such as Stonehenge, the seaside, Bristol, etc., please speak to the Welfare and Accommodation Officer.

ACCOMMODATION

Please read your "Homestay" or "College Residence" Handbook carefully.

Breaking the Homestay rules or any of the rules from the House Handbook could result in disciplinary procedures and students being removed from the house.

Every effort has been made to find you the type of accommodation requested. If this has not been possible, the accommodation reserved for you has been the best available at the time.

- A reasonable amount of time should be taken to settle at the accommodation you have been given.
- However, if you are not happy where you are living, it is a good idea to discuss the problems with the Welfare and Accommodation Officer before making any sudden decision to move.
- Please see the Accommodation and Welfare Officer to discuss any problems or worries you may have. Most problems are easily sorted: changing your homestay is a 'last resort' option, if all else fails. Please remember that you must give 1 week's paid notice.
- You must tell the college if:
 - Anybody behaves in a way you feel is unacceptable
 - Your food is not suitable
 - Your living or sleeping conditions are not suitable
 - You are not allowed home before a given time
 - You feel threatened or afraid for any reason

Should you have any problems or you feel homesick, don't suffer alone. Speak to your Personal Tutor or the Accommodation and Welfare Officer.

Residential Accommodation

There are rules which are specific to each college residence. These rules are not intended to restrict your freedom but to protect your safety, and it is in your own interest to follow them. There is also a College Residence handbook to which you should refer. You will also be asked to sign a code of conduct relating to your College Residence.

If you are unhappy about anything in the college residence, discuss it with the Welfare and Accommodation Officer, your House Parent, or Personal Tutor.

Homestay

You should treat your homestay provider with respect and politeness, as you would expect them to act towards you in your country and at your home. Staying with a homestay provider should be enjoyable and it is a great opportunity to learn about the English culture. Although you are paying for staying with your homestay provider you should not treat this as a hotel. Hotels are very expensive in Bath so the homestay experience is not a substitute for hotel-type accommodation. Living in somebody else's house is really just a matter of consideration, politeness and tolerance. Try to be clean and tidy, offer to help where possible, and enjoy being part of the family. If you are unhappy about something, discuss it immediately with your landlord/landlady. Remember to always ask permission to borrow or use something and never take anything from your host's home without asking first. Homestays are generally anxious to please and many problems can be solved fairly easily. Please refer to the separate Homestay Handbook.

Private Accommodation

Private accommodation is when you live in a house / flat with a friend or other students and this is generally arranged by yourself. Never rush into moving into private accommodation. There are lots of things to think about: a possible loss of contact with speakers of English outside of classroom hours, cooking, washing, and many hidden costs that can arise and should be investigated beforehand. For guidance and advice, please see the Welfare and Accommodation Officer, and refer to the separate leaflet "Private Accommodation".

POINTS TO REMEMBER

- **Never carry all your money or passport** with you. Carry valuables such as cameras out of view.
- **Never leave your bag unattended in public places.** It may be stolen or treated as suspicious.

- **Laws in England may be different** from those in your home country. This especially applies to tobacco, alcohol and self-defence sprays.
- **You must not carry drugs** with you of any kind (unless prescribed by a doctor) **or use any illegal drugs** including cannabis, ecstasy, LSD or amphetamines.
- **You must be 18 to buy cigarettes** or tobacco.
- **You must be 18 to buy alcohol** – most English pubs do not welcome under 18's.
- **It is illegal to carry weapons** including self-defence sprays.
- **It is illegal to steal** – you will be arrested and probably deported.
- It is usual to join the back of a queue in England – do not push in, it will make people angry.
- Be quiet on your way home at night.
- Do not block paths – if you need to group together, find an area with plenty of space.
- Do not litter – put it in a bin or take it home with you.
- Do not walk straight into the road – remember to look right as cars in England drive on the left.

USEFUL CONTACTS & WEBSITES

- www.ukcisa.org.uk (Website for International students)
- www.ind.homeoffice.gov.uk (Home Office's website)
- www.iasuk.org (Immigration Advisory Service)
- www.nusonline.co.uk (National Union of Students website)
- www.ISICcard.com (International Student Identity Card)
- www.ucas.co.uk (Applying to university; UCAS official website)
- www.nhsdirect.nhs.uk (Health advice)
- www.finditbath.co.uk (Complete guide to Bath)
- www.roughguide.com (Has good city guides for most university towns.)
- www.firstgreatwestern.co.uk (Rail information)
- www.pti.org.com (General travel information nationwide)
- www.firstgroup.com (Local bus information)
- www.barclays.co.uk (Barclays Bank website)
- www.endsleigh.co.uk (Endsleigh Insurance company)
- www.oanda.com (Money converter)
- www.bbc.co.uk (News and current affairs)
- www.onlinenewspapers.com (Worldwide newspapers)
- www.advice.org.uk (General advice on everything!)

NOTICES & MESSAGES

All communications are made on the message or notice boards – please check the notice boards every day.

Daily Message Board – is in the main hallway just outside the office. If for any reason a member of staff needs to see you your name will appear on the board.

Academic Notice board – is also in the main hallway outside the office. Timetabling, course information and other college notices will be found on this board.

Welfare & Accommodation Notice Board – is in the common room. All college and welfare information is located here, as well as college sport and social events. Accommodation information including college residence and homestay updates are displayed here.

All mail should be delivered to your residence or homestay. The college can accept occasional parcels and they will be kept in the main office. Your name will be written on the daily message board outside Reception asking you to come and collect them.

DRESS CODE

The dress code of the college is smart casual. Students are expected to dress in a manner which is fit for the purpose of study. Shorts are not appropriate dress for college. Offensive or provocative slogans on clothing will also not be tolerated and students who dress inappropriately may be sent home.

MOBILE TELEPHONES

We recognise that many students will possess a mobile phone, but these can prove a considerable distraction. All mobile phones must be switched off in teaching rooms and in the Study Centre. If your phone goes off in class or in the Study Centre, it will be confiscated by a member of staff. **Phones which have been confiscated may be collected from the Principal only after 5:00p.m.**

POLICY DOCUMENTS

BAD WEATHER POLICY

In the event of snow or bad weather conditions we will always endeavour to run full teaching programmes even if some students are not able to get into the college.

Our bad weather policy therefore is as follows:

If there is snow or ice on the roads or weather conditions are difficult the college will remain open. If you are unable to attend college, please inform Reception in the normal way.

For students living in college residences you should expect to attend unless the college has advised the house manager otherwise.

If you arrive late, please report to reception so that we know exactly who is in the college throughout the day.

It may be that the weather worsens during the day and you feel it is necessary to return home earlier than usual. If this is the case, please inform your Personal Tutor and Reception.

INTERNAL ASSESSMENT APPEALS PROCEDURE

The college is committed to ensuring that whenever its staff assesses student's work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. If a student believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. **Note that appeals may only be made against the process that led to the assessment and not against the mark or the grade.**

The existence of this procedure is made known to students and parents and is available for inspection on request.

1. Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series.
2. Appeals should be made **in writing** to the Examinations Officer who will investigate the appeal. If the Examinations Officer was directly involved in the assessment in question, he/she will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise, if the Examinations Officer is not able to conduct the investigation for any other reason.
3. The person conducting the investigation will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and examination code of practice of the QCA. This will be done before the end of the series.
4. The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body, any changes made to the assessment of the piece of work in question and any changes made for the future.
5. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. **Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the college and is not covered by this procedure.** Details of the appeals procedure for the relevant awarding body is available from the Examinations Officer. Coursework appeals are not available on an individual basis.

Enquiries on Results

All of the awarding bodies offer the following enquiries on results services.

- | | |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Service 1 | Clerical Recheck – this is a recheck of all clerical procedures leading to the issue of a result |
| Service 2 | Review of marking – this is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. |
| Priority Service 2 | Review of marking – this is as Service 2 but is only available if the following criteria are met, a level 3 qualification is concerned and the candidate's place in higher education is dependent on the outcome. |
| Service 3 | Review of moderation – this is a review of the original moderation to ensure the assessment criteria have been fairly, reliably and consistently applied. This service is not available for individual student scripts. |

The college will generally support enquiries on results (EoR) in cases where the candidate's issued grade is considerably different from the grade predicted by the college. The decision to support an EoR will normally be taken by the candidate's Personal Tutor after discussion with subject tutors. The candidate's consent is required for all clerical checks and reviews of marking, as with these services marks and subject grades may be lowered. The fees for these services are set independently by the individual awarding bodies and these will be provided to candidates at the time. The fees for these services will always be met by the candidate, though fees will not be charged if subject grades are amended.

Because of the tight deadlines for submitting requests for EoRs, the following procedure should be followed:

- A written request for an EoR should be submitted by the candidate, to their Personal Tutor, **within three days of the date of issue of results.**
- Following consultation with subject tutors, the Personal Tutor will **make a decision on the request within three working days** and convey this decision, with reasons, to the candidate.
- Where a candidate and the Personal Tutor cannot agree on the submission of an EoR the candidate has a right of appeal to the Principal. **A letter of appeal should be submitted to the Principal along with supporting evidence within three days of the request being refused by a Personal Tutor.**
- The Principal will review the case and the result of the appeal will be communicated to all parties. **The Principal's decision will be final.**

ANTI-BULLYING POLICY

Rationale

Bath Academy is committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere in which students and parents feel that they can report incidents of bullying, confident that they will be dealt with in an appropriate manner. Bullying of any kind is unacceptable at our College. If bullying does occur, all students should be able to tell a member of staff and

know that incidents will be dealt with promptly and effectively. It is the aim of the college to develop a climate of trust and openness, to make the unacceptable nature of bullying and the consequences clear to the bully, staff and parents.

Students are expected to report bullying incidents to a teacher, and parents should let the College know immediately if they believe their son or daughter is being bullied.

The Aims of the Policy

1. To enable students to understand clearly what constitutes bullying throughout the curriculum and day-to-day life at College by raising awareness.
2. To enable students to understand that bullying, whether physical, verbal or **indirect**, will not be tolerated by the College community.
3. To enable parents to feel confident that bullying will be firmly dealt with by the College.
4. To promote a non-violent ethos in the College.
5. To raise staff awareness of the presence of bullying.
6. To establish guidelines for action where bullying is evident.
7. To ensure that all students feel it is 'safe to learn' in our environment.

We expect students and staff to have a clear understanding of the effects of bullying on the individual. Although bullying is not a specific criminal offence, there are criminal laws that apply to harassment and threatening behaviour.

The Principal directs the staff within the College to ensure that measures on behaviour and discipline form part of the code of conduct and behaviour management arrangements.

What Is Bullying?

Bullying is behaviour by an individual or group usually repeated over time that intentionally hurts an individual or group either physically, emotionally or both. Bullying can take many different forms, either physical, psychological or verbal. It can also take indirect forms which include cyber bullying. The motivation to bully can come from racial ideas, religion, individual differences, cultural, sexual and sexist concepts, or bullying can relate to a person's special educational needs and disability.

Bullying can take different forms, but the three main types are:

Physical Hitting, kicking, taking or hiding belongings including money, Verbal Name-calling, teasing, insulting, writing unkind notes, Indirect Spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours, cyber bullying such as sending malicious e-mails or text messages.

All of the above methods of bullying have a psychological effect on the victim. Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

Racist Bullying – this refers to a range of hurtful behaviour, both physical and Psychological, that makes a person feel unwelcome, marginalized, excluded, powerless or worthless because of their colour, ethnicity, culture, faith community, national origin or national status.

Bullying related to sexual orientation/gender – this refers to the hurtful behaviour both physical and psychological, that makes a person feel unwelcome, marginalized, excluded, powerless or worthless because of their sexual orientation (especially those who are lesbian, gay or bisexual, i.e. homophobic bullying), or their gender.

Cyber bullying – this can be defined as the use of Information and Communications Technology (ICT), particularly the use of mobile phones and the internet, or the misuse of associated technology, i.e. camera and video facilities

SEN or disability related - when an individual or group uses someone's individual characteristics such as their intelligence, their learning ability or their disability to cause harm and upset.

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. The College has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All Directors, teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- All Directors and teaching and non-teaching staff should know what the College policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what the College policy is on bullying, and what they should do if bullying arises.
- As a College we take bullying seriously. Students and parents should be reassured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Symptoms

A student may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a student:

- Is frightened of walking to or from College
- Does not want to travel on public transport
- Begs to be driven to College
- Changes their usual routine
- Is unwilling to go to College (phobic)
- Begins to truant
- Becomes withdrawn, anxious, or lacking in confidence
- Starts stammering
- Attempts or threatens suicide or runs away
- Cries at night or has nightmares
- Feels ill in the morning
- Begins to do poorly in academic work
- Comes home with clothes torn or books damaged
- Has possessions which are damaged or which "went missing"
- Asks for money or starts stealing money (to pay bully)
- "loses" money continually
- Has unexplained cuts or bruises
- Comes home hungry (lunch money has been stolen)
- Becomes aggressive, disruptive or unreasonable
- Is bullying other students or siblings
- Stops eating
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above
- Is afraid to use the internet or mobile phone
- Is nervous and jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Raising Awareness of Bullying

This is done by the application of our values throughout the College, through the curriculum, together with the induction of new staff, who are made aware to whom they can express their concerns if the need arises e.g. they can talk to their line manager or a member of the Senior Management Team.

Engaging bullying issues in the curriculum

Teaching may be used to promote pro-social behaviour in lessons; themes such as teamwork (e.g. in the sciences or collaborative classroom work), moral issues (e.g. in Philosophy, Psychology, Religious Studies, Sociology and the sciences) and citizenship (e.g. in PSHEE and Politics) are examples of this.

The focus of such work must direct students to be open in dealing with bullying, so that if a student is being bullied he/she must tell someone. We advise students to tell their Personal Tutor or a member of the Senior Management Team. However, we also urge students to tell a friend or any Tutor if they feel more comfortable doing so. We work vigorously to ensure that friends help the victim and act as a support when it comes to informing details of the bullying. We also advise students to tell their parents if they feel comfortable in doing so.

Procedures

1. Report bullying incidents to staff. Each case will be investigated and dealt with individually in a way that is suitable for both victim and bully.
2. It will be made clear to the victim that he/she will be given support either by empowering him/her to stand up for him/herself or through the intervention of the Personal Tutor.
3. All incidents of bullying should initially be referred to the Personal Tutor. The incidents will be recorded by the Personal Tutor in the students' files.
4. More serious cases of bullying should be referred to the Principal. In serious cases, parents should be informed and will be asked to come in to a meeting to discuss the problem in person or to do so by telephone when this is not practicable.
5. Both the victim and bully will be monitored in order to provide support.
6. If necessary and appropriate, the police will be consulted.
7. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
8. An attempt will be made to help the bully (bullies) change their behaviour.

Outcomes

1. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
2. In serious cases, suspension or even exclusion will be considered.
3. If possible, the students will be reconciled.
4. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Following a report of Bullying

- If a member of staff believes that bullying is taking place, they should allow the victim to talk whilst reassuring the student that the College will deal with it sensitively but firmly.
- The member of staff must refer any incidents of bullying in writing to the student's Personal Tutor, who will liaise with the Principal and decide on action to be taken. This may include:
 - a. Talking with the victim.
 - b. Asking the victim to write down their version of events.
 - c. Calming their feelings.
 - d. Talking with the alleged bully.
 - e. Informing the parents of both parties.
 - f. Trying to resolve the problem through counselling.
- If the allegation is proven and serious, this may require disciplinary action.
- Support may be provided for the victim via the Personal Tutor or external agencies.
- A Senior Management Team member will liaise with the student's Tutors to monitor the situation, checking that further bullying is not occurring.
- The Personal Tutor will record the incident and take action.

Guidance on advice to victim and protagonist

To the victim

- revenge is not appropriate.
- involving other students / friends may not help.
- report future fears or incidents to an appropriate adult.
- reconciliation or avoidance should be considered.

To the protagonist

- behaviour is unacceptable.
- behaviour is recognised as designed to cause distress.
- serious sanctions may follow.
- reconciliation or avoidance should be considered.

To the parents

- advise their son or daughter to inform the College as soon as possible.
- reassure that the College does its best to resolve all cases.
- parents who are made aware that their son or daughter is bullying other students are asked to explain that what he/she is doing is wrong and makes others unhappy.

Sanctions

- Parents informed.
- Student withdrawn from social contact with others.
- Exclusion from individual lessons.
- Temporary exclusion from College.
- Permanent exclusion from College.

The College will endeavour to maintain counselling even when sanctions have been applied. If the College feels that a pattern has emerged with an individual who is being bullied, or someone who is bullying, the College will act quickly and sensitively to ensure that this is dealt with.

Who is responsible for implementing the policy?

The Senior Management Team and staff.

When is the policy implemented?

Whenever the College is responsible for the conduct and welfare of its students.

Monitoring and Success Criteria

By the number of reported incidents and responses to questionnaires (parental and student). Each year the relevant records will be evaluated to identify any patterns and improve the effectiveness of the process.

This policy has been formulated using the following publication:

DCSF Safe to Learn – Embedding anti-bullying work in schools

and is informed by a range of materials from the Anti-Bullying Alliance and Kidscape e.g. Stay Cool in School by Margaret Goldthorpe and other relevant texts.

HELP ORGANISATIONS:

Advisory Centre for Education (ACE)	0808 800 5793 www.ace-ed.org.uk
Community Legal Advice	0845 345 4345 www.communitylegaladvice.org.uk
Parentline Plus, part of Family Lives	0808 800 2222 www.familylives.org.uk
Bullying Online	www.bullying.co.uk
KIDSCAPE Parents Helpline	08451 205 204 (Mon-Thurs 10-4) www.kidscape.org.uk

STUDENT BEHAVIOUR POLICY

Introduction

The purpose of the policy is to encourage self-discipline and an awareness of the positive contribution that the individual can make to college life and the wider community. Students are expected to conduct themselves with courtesy and common sense at all times. The college believes that each individual has a right to live in peace within the community and the college acknowledges its obligations under the terms of the variety of Health and Safety and Child Protection Legislation. The college aims to provide a moral framework for students' personal development so that they may become courteous and tolerant members of the community. Bullying, racist, sexist and other anti-social behaviour will not be tolerated.

Students learn of these expectations through a number of communication channels and individual conversations with staff, particularly Personal Tutors, in PSHE lessons and through the general ethos of the college. The importance of self-discipline and the positive contribution that an individual can make are stressed wherever appropriate. The highest standards of work and behaviour are expected and staff will take whatever actions are needed to ensure those high standards. College Management will ensure there is no differential application of the policy on any grounds, particularly ethnic or national origin, culture, religion, gender, disability or sexuality. College Management will also ensure that the concerns of students are listened to and appropriately addressed.

Parents will be expected to take responsibility for the behaviour of their child both inside and outside the college. They will be encouraged to work in partnership with the college to assist the college in maintaining high standards of behaviour and will have the opportunity to raise with the college any issues arising from the operation of the policy. Students have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported, as stated in the college's Anti-Bullying Policy. The Principal in consultation with all staff will develop the procedures arising from this policy. This Behaviour and Discipline Policy makes it clear to students how acceptable standards of behaviour can be achieved, in addition to having a clear rationale, which is made explicit to staff, students and parents. The procedures will be consistently and fairly applied and will promote the idea of personal responsibility and that every member of the college has a responsibility towards the whole community.

Aims of Policy

1. To make the college's expectations of behaviour clear to all students
2. To provide positive adult role models of caring, considerate and co-operative behaviour
3. To promote good behaviour and a proper regard for authority
4. To encourage the development of self-discipline and a sense of responsibility for one's own actions
5. To create an orderly atmosphere conducive to learning and effective teaching
6. To create an environment based upon mutual respect
7. To ensure that all adults in the college share a common responsibility for maintaining good discipline and promoting the college's guidelines on behaviour.

Practice

1. All teaching staff will practise consistent classroom organization and management;
2. Teachers will make every effort to motivate and encourage students by providing an appropriate curriculum;
3. All students will be made aware of what is appropriate and inappropriate behaviour through discussion and clarification of college rules with staff;
4. Teaching staff and members of the College Management will enforce the expected standards around the college generally and outside;
5. Bad behaviour both in and outside the college will be responded to according to the colleges disciplinary procedure.
6. Good behaviour will be recognized, encouraged, praised and rewarded;
7. Inappropriate or unacceptable behaviour will be punished in a fair and consistent manner;
8. There will be a hierarchical system of responsibility and of support for staff;
9. Incidents of inappropriate or unacceptable behaviour may be recorded. Parents may be informed about poor behaviour of their child, and their support enlisted and expected;
10. Every effort will be made to identify and support students with behavioural difficulties.

Discipline

The fundamental assumption underlying the college's approach to discipline is that of trust and respect between individuals. Formal rules are therefore kept to a workable minimum while conventions about conduct are, as in any good family, stressed. Only when the relationship breaks down or the conventions are flouted will disciplinary procedures be invoked. The Principal, who lays down broad principles, is responsible for the promulgation of college rules and makes specific decisions on particular occasions relating to serious issues of discipline. He also delegates the routine overview of day-to-day discipline to the Director of Studies and the various disciplinary codes to the teaching staff. He acts as a Court of Appeal where necessary. Routine discipline is exercised by staff on a day-to-day basis as the need arises. Particular rules apply to laboratories and other specialist teaching rooms. There is no fixed scale of punishment; however, there is a procedure for the recording and intervention in cases of underachievement, which is appended to this policy. Sanctions are decided by the severity of the offence and by what is customary. They are usually imposed at the level at which they arise, but may be referred upwards as deemed necessary. Those who consider that they have been unjustly punished may appeal upwards through the Director of Studies.

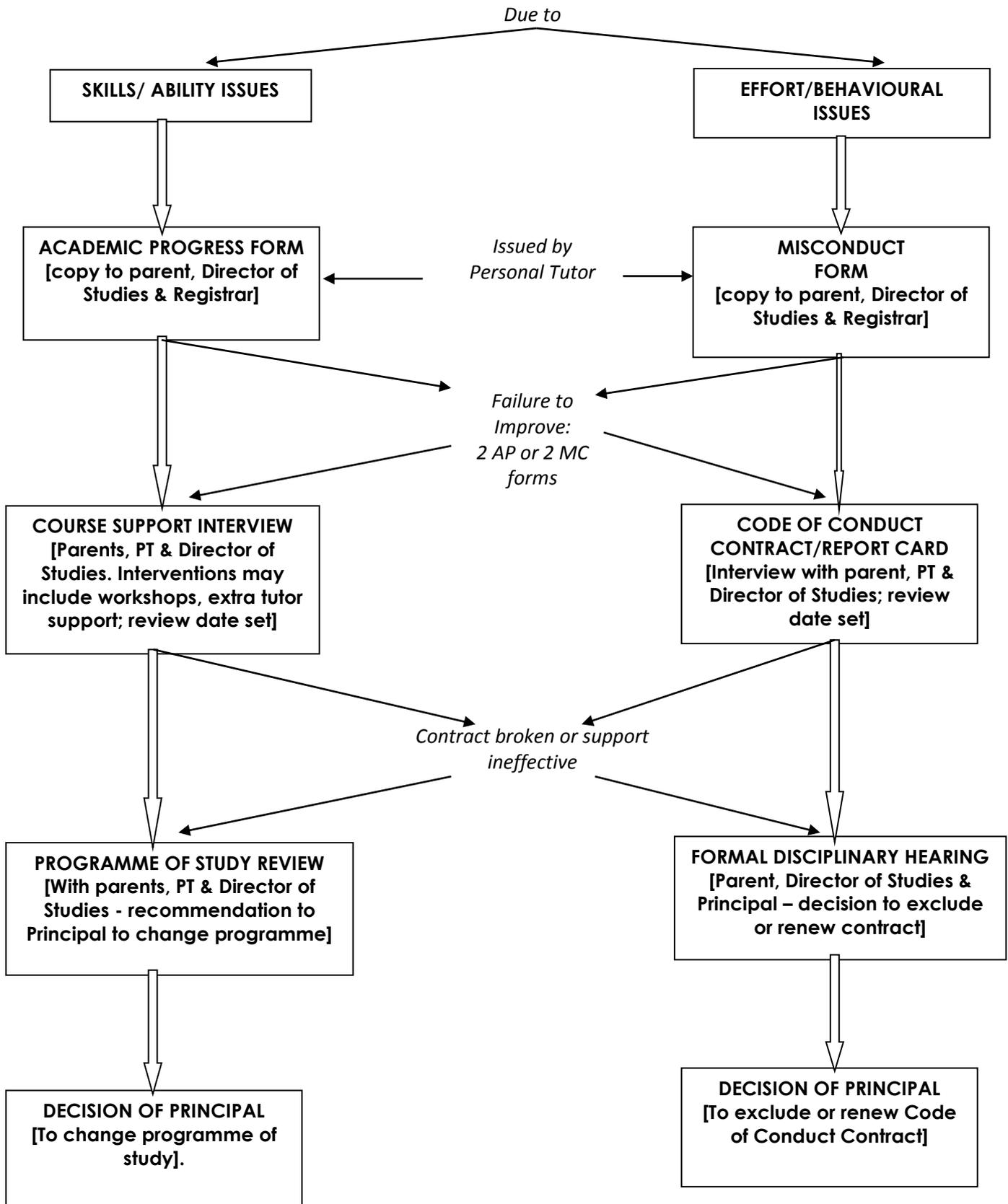
Rewards and Sanctions

A college ethos of encouragement is central to the promotion of good behaviour. Students will thus achieve recognition for a positive contribution to college life. Such a contribution includes sound academic work and effort, good behaviour and enthusiastic participation in extracurricular activities. As a college, attention should not be limited to those whose behaviour is consistently poor. Sanctions are needed to respond to inappropriate behaviour. Students have a right to expect fair and consistently applied sanctions. An appropriate sanction is one which is designed to put matters right and encourage better performance or behaviour in the future.

Interrelationship with other College Policies

In order for the Behaviour and Discipline Policy to be effective, a clear relationship with other College policies, particularly Equal Opportunities, and Anti-Bullying, have been established.

Additional Support



ATTENDANCE POLICY

Records of attendance are kept for all students studying at Bath Academy irrespective of course and students are expected to attend all timetabled classes.

If you are unable to attend your lesson(s), you must inform the college no later than 10a.m. on the day you will be absent.

Tel.: 01225 334577 / Email: admissions@bathacademy.co.uk

All absences are recorded. They are categorised as 'authorised' or 'unauthorised' and your Personal Tutor will be notified. Please refer to the Student Handbook for clarification of these terms.

For patterns of non-attendance or an unacceptable number of unauthorised absences, you will be asked to meet with the Director of Studies (ELT students) or your Personal Tutor (Academic Students) to discuss this. They will decide whether there is a need for additional support. Details of this can be found under the Student Behaviour Policy in the Student Handbook.

International students with Tier 4 visas: If a significant period is missed due to illness, this will be noted on your record for visa purposes if a doctor's note is produced as evidence. Students will be reported to UKVI for attendance that continues to be unacceptable. Please note that poor attendance will affect future visa applications. Students will be asked to leave Bath Academy at the Principal's discretion.

Failing to register and withdrawing from your course:

UKVI will be informed of any student with a Tier 4 visa who fails to register after enrolling on a course at Bath Academy or withdraws from their course once it has started. Students are required to register at the beginning of each term.

EXCLUSION POLICY

The Decision to Exclude

If, as a result of previous disciplinary action, a student has been issued with a 'Code of Conduct' or put 'on report' and this has been broken, then a formal disciplinary hearing will be convened to review the breach. The hearing panel will be made up of the Principal and another member of the Senior Management Team. Those invited to attend the hearing will include, the parents or guardian of the student, as well as the student. After the meeting, the two members of the panel will make a decision that the Code of Conduct be renewed, or that there is no case to answer, or that the student be excluded for a fixed term or permanently.

A decision to exclude a student is taken if;

- a) The student is in serious breach of the Behaviour Policy/Student Guidelines
- b) If allowing the student to remain in the school would seriously harm the education or welfare of the student or others in the college

The Principal (or the Vice Principle in the absence of the Principal) may exclude a student. There will be exceptional circumstances where, in the Principal's judgement, it is appropriate to exclude permanently a student for a 'first' or 'one-off' offence. These might include;

- a) Serious actual or threatened violence against another student or a member of staff
- b) Sexual abuse or assault
- c) Supplying an illegal drug
- d) Carrying an offensive weapon

The Principal will consider whether or not to inform the Police where a criminal offence has taken place.

Before taking the decision to exclude a student, the Principal should;

- a) Ensure that an appropriate investigation has taken place
- b) Consider all the evidence available to support the allegations taking into account the Behaviour Policy and Equal Opportunities Policy
- c) Allow the student to give his or her version of events
- d) Check whether the incident may have been provoked
- e) Consult the Vice Principal and any other member of staff who may have relevant information or who witnessed the incident

The Procedure for Excluding a Student

It is the responsibility of the Principal to ensure fairness and openness in the handling of exclusions.

When the Principal excludes a student, the parents or guardians should be notified immediately in the first instance by telephone. This should then be followed up by a letter within one college day. The letter of notification of exclusion should state;

- a) The fact that it is either permanent or fixed term exclusion
- b) The reasons for the exclusion
- c) The parent's/guardian's right to make representations about the exclusion to the Directors
- d) The persons whom the parent should contact if they wish to make such representations (in the case of Bath Academy this is Mr David Game and Mr Mansour Kaveh)
- e) The date the exclusion takes effect and any relevant previous history
- f) Contact numbers of the Local Education Authority (LEA) who can provide advice

The Principal must inform the Director of any decision to exclude a student

EQUAL OPPORTUNITIES POLICY

The College affirms its commitment to the equal treatment of all human beings regardless of their sex, age, race, ethnic or national origins, colour, marital status, sexual orientation, family responsibility, physical and sensory disability, political or religious beliefs and activities, unless those activities are contrary to the policies of the College. It is firmly opposed to any form of discrimination, which can be shown to be either directly or indirectly based on these human attributes and values.

The College will, therefore, as an employer operate an equal opportunities policy in the recruitment, selection, appraisal, training and promotion of staff at all levels. Selection criteria and procedures will be monitored and reviewed to ensure that individuals are recruited and selected on the basis of their relevant merits and abilities by ways that can be shown are not indirectly discriminatory as defined in the Sex and Race Discrimination Acts. All employees will be afforded the opportunity to undertake training appropriate to their present posts and future aspirations.

The College will, therefore, as a provider of educational services offer equal opportunities for access to its courses within its Admissions Policy and pursue positive recruitment policies to ensure maximum open access. Selection criteria and procedures will be monitored and reviewed to ensure that students are recruited on the basis of their relevant merits and abilities. Student progress and achievement will similarly depend on their relevant merits and abilities and will be subject to monitoring and review to ensure that discrimination is not occurring.

The College will take all appropriate disciplinary or legal action to protect staff and students from any discriminatory behaviour, verbal or physical, by any individual or groups from within or outside the institution.

HEALTH AND SAFETY STATEMENT

The health and safety of our employees is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide them with the necessary information, instruction and training to achieve this aim.

Appropriate preventative and protective measures are, and will continue to be, implemented following the identification of work related to hazards and assessment of the risks associated with them.

We recognise the importance of employer-employee consultation on matters of health and safety and the value of individual consultation prior to allocating specific health and safety functions.

We also accept our responsibility for the health and safety of other persons who may be affected by our activities. The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out herein and/or in associated health and safety documents and records.

Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them.

The objectives of this safety statement can only be achieved through the support and cooperation of employees and all other persons who use the premises, e.g. contractors, visitors, students.

The contents of this statement will be kept up to date to reflect the changes in the nature of the activities and the size or complexity of the organisation/establishment.

We will review its effectiveness as appropriate and in any case, at least annually.

A written Health and Safety Policy has been produced with the above in mind and in accordance with current understanding of the laws and regulations.

WHO'S WHO

Tim Naylor	Principal	Principal's Office
Paul Francis	Vice Principal	Room 10
James Knott	Director of Studies (ELT)	Room 10
Samuel Hollingshead	Registrar	Reception
Anna Hall	Administration	Reception
Natalia Knott	Welfare and Accommodation Officer	Reception
Laura Willmington	Bookkeeper / Finance	Reception
Tracey Ellis	Marketing Officer	Reception
Sophie Sparkes	Examinations Officer	Room 10