

ACORN HOUSE COLLEGE



**STUDENT
HANDBOOK
2016-2017**

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WELCOME TO ACORN HOUSE COLLEGE

Welcome to Acorn House College and congratulations on deciding to study with us. 2016-2017 should be very exciting and filled with challenges and adventures as you make new friends and participate in different activities. We want to make your time with us as rewarding and enjoyable as possible so that you can have successful college life. The staff at the College will provide lots of advice, information and guidance to help you to achieve your goals but you must work hard too.

We want you to feel valued as individuals and we will make sure that we listen to you and provide a programme of study to meet your needs. You will receive support from your Academic Tutor and Subject Teachers to make sure that you can do well in your studies but also to challenge you to reach your potential.

In addition to your programme of study, you will be provided with opportunities for enrichment. You may want to become a College Prefect, take part in sporting activities, help organise the Leavers event, raise money for charity, or volunteer to support younger students. If you think of any other ideas, you will be able to put your ideas forward and if the request is reasonable and practical, we will support you in putting it into practice.

We expect you to remain motivated and to always try to produce the best work possible by the deadlines that you are given. We expect high standards of attendance, behaviour and dress and you must always remember that you are a role model for younger students in Acorn House College.

This Student Handbook has been designed to help you organise your time. It contains information about how best to succeed at the College. The rules and regulations described here are few in number and are there to ensure your welfare. Please follow them. Acorn House College is your college. Take pride in it. Work hard and take advantage of all the opportunities the college offers.

“It is not where you begin that matters it is where we will help you go”

Good luck!

John Wilson

Principal

ACORN HOUSE COLLEGE MISSION, VISION, CORE VALUES, AIMS

MISSION

Our mission is to provide a world-class education for every student that chooses us. We believe that we can add value to every student and we strive to do this every day through outstanding teaching and market-leading pre-university advice. We will strive to enhance and develop a bespoke extra-curricular and enrichment programme.

VISION

We will be the first-choice private college in West London for students who wish to study A level or GCSE courses. Parents will see joining in us as an investment in their children's future.

CORE VALUES

Education first

Our students are at the centre of everything we do. We are always engaging, always inspiring, always striving to deliver the best experience for our students and for ourselves. We are passionate in our belief that a quality educational experience can change the life of a learner.

Aspirational

We aim to inspire and empower students to aim high, as well as providing a first-class education. We aim to provide pathways to university both in the UK and worldwide.

Bespoke

We aim to build a personal relationship with our students and to train them to be independent learners setting personalised goals and developing their learning skills.

Premier

We believe that the experiences offered at our college should feel as special as the students they are designed for and that they truly feel they have joined the market leader.

AIMS AND EXPECTATIONS

We expect our students to:

- Work with us to be the very best they can be
- Take responsibility for their learning, their actions and for the wellbeing of others
- Be ready and prepared to learn
- Want to become independent learners
- Have a global outlook
- Be honest and to forgive
- Be ambitious, aspirational and excited by their future
- Be respectful towards their teachers, peers, the non-teaching staff and their learning spaces
- Be prepared and willing to share their college, possessions, ideas, time, experiences and the planet
- Understand, appreciate, respect, value and embrace differences
- Treat others as they would like to be treated
- Be happy, confident and empowered

We aim

- To add value to the academic performance of every student who chooses to join us and to help them to achieve the highest possible GCSE and A level grades
- To support, encourage and value every student
- To encourage every student to make an informed, ambitious and realistic university choice considering universities in the UK and abroad
- To ensure that whether students join us in year 9, 10, 11, 12 or 13 they stay with us for as long as they want to be in education and achieve their academic potential with us
- To create a sense of ownership of and community within the college through an ever-improving extra-curricular programme, creation of positions of responsibility and development of student common areas
- To create a culture of world-class, innovative teaching and learning
- To maintain and promote a culture of continuous improvement to enable all staff and students to be aligned on achieving outstanding performance and realising their individual potential and aspirations
- To offer well-being and respect, regardless of ethnicity, gender, faith, sexual orientation, religion or disability, such that we are an excellent college of choice

ACORN HOUSE COLLEGE CALENDAR 2016-2017

Autumn	8.30 am Monday 12th September	Term 1 Starts
Term 1	4.40 pm Friday 15th December	Term 1 Ends
	4.40 pm Thursday 20 th October	Half Term Break
	8.30 am Monday 31 st October	
Spring	8.30 am Monday 9th January	Term 2 Starts
Term 2	4.40 pm Friday 31st March	Term 2 Ends
	4.40 pm Friday 10 th February	Half Term Break
	8.30 am Monday 20 th February	
Summer	8.30 am Monday 24th April	Term 3 Starts
Term 3	4.40 pm Friday 23rd June	Term 3 Ends
	4.40 pm Friday 26 th May	Half Term Break
	8.30 am Monday 5 th June	

Please note Acorn House College calendar dates must be respected. Students need to avoid absences, holidays may not be taken during term time and attendance needs to be over 90%

ACORN HOUSE COLLEGE DAY STRUCTURE

Monday –Friday	
8.30-8.40	Registration
8.40-9.30	P1
9.30-10.20	P2
10.20-10.40	Break
10.40-11.30	P3
11.30-12.20	P4
12.20-1.10	Lunch
1.10-2.00	P5
2.00-2.50	P6
2.50-3.00	Break
3.00-3.50	P7
3.50-4.40	P8

LUNCH, BREAK AND FREE PERIODS

Sixth Form students

Break times – All students must spend break times in the study areas or the sixth form common room. We do not expect to see students loitering in the corridors or on the staircases.

Lunch time – Students may go out to eat lunch, purchase food to eat on the College premises or bring food from home. All food must be consumed in Room 4B which students should keep clean and tidy at all times. No food is to be consumed in the common areas or study areas.

Free periods – Students should use free periods as additional study time in the allocated study areas.

Middle School students

Registration – Students to have morning registration at 8.30am and lunchtime registration.

Break times – All students must spend break times in the Middle School common room. We do not expect to see students loitering in the corridors or on the staircases.

Lunch time – Students may go out to purchase food to eat on the College premises if parental permission has been given or bring food from home. All food must be consumed in the Middle School common room, which students should keep clean and tidy at all times. No food is to be consumed in the study areas.

Free periods – Most Middle School students have a full timetable. Any free periods must be spent in the Middle School common room which will be supervised

ACORN HOUSE COLLEGE CODE OF CONDUCT

- Be caring and considerate to everyone
- Be as polite and look as smart as you can, all the time
- Work hard and to the best of your ability, and be prepared for lessons
- Listen carefully to adults in the College and do what they ask
- Look after books and equipment, and respect others and their property
- Move around the College sensibly and quietly, taking care of the College environment
- Work sensibly with other students, talking quietly and sharing with each other
- Respect the ethos, values and expectations of the College
- Attend all timetabled classes, and arrive on time to all classes
- Bring correct equipment to College, meet deadlines for written work, and other tasks including coursework
- Move between lessons quietly and without delay, walk on the right side, being especially careful on the stairs
- In free periods students should be in the study room working quietly or the common room, and should never hang around corridors, stairways or visitor area
- Study silently in Lab 8 Study Area where food, drink and chewing gum is not allowed, yet water is permitted
- Can leave the premises at lunch time or end of the day, never between lessons
- Chewing gum, sweets and fizzy drinks are not allowed in College
- Food and drink may only be consumed in the allocated area and never in teaching rooms, and all food wrappings must be placed in bins
- Mobile phones must be silent or switched off, and should never be used in teaching rooms or study areas
- Wearing headphones is not permitted around the College due to health and safety
- Students should behave at all times in a sensible and responsible manner, and should show courtesy to all fellow students and to all College staff

PROMOTING GOOD BEHAVIOUR AND REWARDS

Students who demonstrate outstanding conduct with regard to attendance, work ethic, attitude and effort throughout the year (or who demonstrate significant improvement in a particular subject area) are eligible to be considered for the “Principal’s awards”. Awards for academic achievement are made at the end of each academic year, and the students’ who achieve highest grades their names are added to the College ‘honours board.’ In addition to promoting academic standards, the College also looks to reward positive contributions to the college community and students who have exceptional standards of behaviour. This may be in a very informal way for example by writing or calling home to parents or more formally such as by offering positions of responsibility at the College.

During the first term of the academic year, the Principal will, with input from the teaching and administration staff, appoint student leadership positions within the College consisting of a Head Boy and/or Head Girl and their deputies. These are positions of privilege and students who are appointed are expected to undertake responsibilities throughout the year. The College also

appoints a team of prefects with specific responsibilities in the college who represent the college in promoting the good name of the college in and around the college community. The Head Boy/Girl team and the prefects are expected to lead by example and be role models to whom college students aspire to.

DISCIPLINARY PROCEDURES

Acorn House College has a graduated scale for dealing with any disciplinary concerns related to student behaviour or academic performance; all breaches of the College's Behaviour Policy are dealt with based upon their nature and severity. If it is alleged that a student has breached acceptable standards of behaviour or discipline, he or she must be informed of what he or she is alleged to have done, and given an opportunity to state his or her case. Sanctions for poor behaviour may include, student meetings; parental contact by telephone or e-mail; parental meetings; detention/supervised study; suspension from the College for a fixed term; expulsion or required removal.

DRESS CODE AND APPEARANCE

We expect our students to dress in a manner appropriate to a positive learning environment. Whilst we want our students to be comfortable, what they wear on the premises should be distinct from what they wear out of college and we expect them to be smartly and appropriately dressed. Almost all of our students join us to prepare for university degrees that will lead them towards professional careers and we believe that they should begin to prepare for this now. We ask that students come to college dressed according to these guidelines and expect that students will:

- Be smartly dressed
- Distinguish between clothes they wear for College and clothes they wear outside of the college at weekends and in the evenings
- Not wear clothing that others could find offensive
- Dress for work – coming to college is to prepare for work and students should dress accordingly

We believe the following guidelines are appropriate:

- Smart dark jeans and trousers are acceptable, tracksuit trousers and shorts are not
- Shirts and smart t-shirts are acceptable, t-shirts with large logos are not
- Shoes are preferable to trainers
- Jackets and jumpers are acceptable, hoodies and track suits are not
- Non-religious headwear is not allowed in the college, this is for health and safety reasons

Students who wear religious clothing will be considered to be dressed appropriately.

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality at Acorn House College is essential for progress. Much research has been carried out on the negative impact of poor attendance on achievement. Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage students in their academic achievement. Acorn House College is working with parents to improve College attendance. The College is committed to improving achievement through attendance, and monitors the attendance of all of its students.

In case of lateness or absence due to illness, parents should call the office between 8.00am and 8.30am. The Receptionist will call home or send an email if no call has been received. If a student is absent for three days or more due to illness, a doctor's certificate is required upon returning to College. If a student is going to be absent for an extended period of time due to personal circumstances, parents should contact the college to discuss the matter with the Academic Tutor and the Principal, and ask for the Principal's approval. The college expects students to plan for medical visits and other appointments outside the college day. Yet, if it is necessary to leave the college early, the college needs to be informed at least a day in advance. If a student has Principal permission to leave during the college day, he/she must sign out in the signing out book at the Reception office.

If a student's absence is of serious concern, the student will meet with the Principal and parents will receive a letter advising them about improving the attendance. After this, any further unauthorised absence may result in the College taking further action. It is the student's responsibility to obtain and catch up with work and assignments missed when late or absent. Students must attend Acorn House College regularly and on time to achieve their academic goals. Students should aim to arrive to lessons on time, and have attendance above 90 % each academic year, as this is essential for their academic progress. Student attendance will be monitored throughout the year. There will be a half termly attendance review. If student attendance is below 90%, a student and parent meeting will be held with the Principal.

HOMEWORK EXPECTATIONS

Each student is expected to:

- Keep details of homework set each day in their Student Diary
- Complete all homework on time and present it on time
- Do homework to the best of the student's ability in a neat and tidy fashion
- Work their hardest during the college day and on their homework
- Take an orderly and self-directed approach to their homework, which should be seen as a necessary extension of the college day
- Know what is meant by 'plagiarism' and understand that it is unacceptable. Therefore they will only use downloaded material from the internet in an authorised manner in assignments, clearly acknowledging its source
- Not plagiarise or copy their classmates' work, copy directly from another source, buy, borrow or steal someone else's paper or homework
- Complete their own homework and cannot receive inappropriate help from tutors or other people

- Plan their time, by completing an assignment or preparing for a test over a number of nights rather than leaving this until the last available night
- Do homework at home, at a homework club or in study periods
- With the assistance of their Academic Tutor develop a homework/study timetable that works for them
- Have an obligation to go over material they have recently studied in class to make sure that they have fully understood it, if no homework has been set
- Discover what work has been set if the student has been absent and to endeavour to complete it within the time given
- **Student organisation of homework:**
 - Record carefully the instructions for their homework in the Student Diary
 - Ask questions, when necessary, to clarify the assignment
 - Before leaving college in the evening students should check that they have all the books and any other material needed for that night's homework
 - Find a quiet place where possible and establish a routine to complete homework
 - Try to avoid all obvious distractions, TV, Radio, Phone calls, Text messages
 - When possible, homework should be completed early in the evening rather than late at night
 - Try to complete homework on the night it is given, even though it may not be required for the next day
 - Design your own personal timetable for homework, half hour blocks are recommended followed by a short break. Allocate time for study and revision also
 - Take notes when studying, highlight key areas, headings etc. These can be used later for revision
 - Use your textbook or notes given in class to help you answer written questions
 - Where the homework involves solving problems, study the examples given in class first, before attempting the problems
 - When you have to learn off material such as vocabulary, grammar, definitions, diagrams or formulae, test yourself regularly and keep testing until you know it
 - Carefully plan homework time for the completion of long-term projects
 - Produce quality work on the day for which it is set
 - When homework is completed, timetable and college bag should be checked to ensure that all textbooks, exercise books, files, materials, etc. are ready for the next day

TUTOR PERIOD AND MEETINGS WITH YOUR ACADEMIC TUTOR

Tutor Periods are compulsory and count towards attendance data. It is very important that students attend tutor periods and get to know their Academic Tutor as they will be student and parents' first point of contact should they need to discuss any issues relating to life in the College. Academic Tutors can provide support and guidance about all aspects of College life. The Academic Tutors will pass on any issues to the appropriate person where necessary. Academic Tutors meet with small groups of students and one to one on a rolling basis, ensuring that students are seen at least three times per half term. Middle School students will meet with the Head of Middle School who is their Tutor.

The Academic Tutor is expected to encourage high standards in all aspects of college life; promote a college culture which is happy, purposeful and productive; support and motivate students; encourage consultation and discussion. Academic Tutors are responsible for the general welfare and happiness of students in their group. They contribute effectively to the work of the year group and support a working atmosphere which encourages co-operation and values the contribution which individuals make to the work of the team.

CAREERS AND UNIVERSITY GUIDANCE

The Vice Principal and Academic Tutors are responsible for the careers, university, and personal guidance of students in the sixth form. This is an opportunity for students to explore a wide variety of career options and pathways. They look at various application processes in preparation for Higher Education or the world of work. Sixth Form students also receive personalised guidance and support with all aspects of career pathways including interview skills and CV writing. Academic Tutors help students to apply to university and focus on academic and personal development so they achieve success in the college and are prepared to lead fulfilling lives as responsible members of society. The careers advisory service is principally concerned with the personal, social, educational, and career needs of all students in the sixth form.

ACADEMIC MONITORING

Students at the College will have assessments and exams throughout the year. The Principal, Vice Principal, Head of Middle School and members of the Senior Leadership Team will closely monitor the progress of each student based upon their performance in each assessment. There will be regular progress reports sent to parents and there will be parents' meetings help with both parents and students to review their progress. Various interventions will be employed by the College to assist those students failing to meet their academic potential.

SUCCESSFUL STUDY TIPS

The following points should be used to explore whether you are developing the necessary skills at Acorn House College.

Motivation

- Have high expectations of yourself
- Develop clear reasons for studying your courses
- Set regular and achievable goals
- Take a real interest in your subjects, read additional materials and make additional notes
- Get regular feedback from your teachers
- Be competitive with a friend to motivate you
- Enjoy your successes

Time Management

- Make sure you understand the requirements of each course and the assessments to be completed
- Make a year long plan, fitting in all of the above requirements e.g. exams, coursework, etc.
- Work consistently, develop a weekly plan of when you will do work to fit in with other activities
- Complete assignments early rather than just before a deadline so that you have time to ask for help if needed
- Do more than the set work. Be self-motivated and complete additional reading or study
- Revise your work throughout the year

Getting Down to Study

- Make the most of study periods, do not waste this time
- Get into a weekly routine
- Do easy tasks first before starting the harder ones
- Do the tasks you don't want to do early, don't put them off
- Be aware of interruptions and distractions, and choose to avoid these situations
- Regularly remind yourself to stick to deadlines
- Reward yourself when you complete a task
- Use a 'to do' list regularly - write your tasks down the night before
- Decide upon important things on your list and do them first

Organise Your Workspace

- Get the environment right – one where you feel comfortable. Try to have a clear workspace with your books and files close to hand
- Tidy up between task – do not try to work in clutter
- Keep your things in one place rather than scattered around different rooms

ENRICHMENT

Many of our enrichment activities run from September to the end of the academic year, while others offer you the opportunity to do something for a short time only. These activities allow you to enhance some of your skills whilst meeting new people outside of your subject areas. Our aim is to offer something for everyone so that you have a great time whilst learning. The College offers numerous different enrichment activities including timetabled games for Middle School, sports club for Sixth Form students, leadership opportunities, debating club, mentoring, community service volunteering and more.

There are many reasons to take part in enrichment activities including, making friends outside your course; developing your own opinions and ideas; enhancing your skills; doing something fun in between classes; enhancing your personal statement and CV; getting exercise while enjoying yourself; being part of a team; developing your character and personality; making a difference to other people's lives through volunteering.

PREFECTS

Prefects in the Sixth Form are Acorn House College's role models. If a student has an excellent record of behaviour, attendance, punctuality and dress code then they are a suitable candidate to become a prefect. There will be a selection procedure and students will be made aware of the role. Prefects should like working with and talking to other students, and be able to build good working relationships with staff. They may have to work with people who are not necessarily their friends and who may not agree with their ideas. Prefects should want to make a lasting impact at the College and be involved in decision making where applicable.

STUDENT COUNCIL

Students are elected for the Student Council to represent the views of all students in the Middle School and Sixth Form and to improve the college. Through the Student Council students have the opportunity to discuss and sort out problems, and present projects and views. The Student Council meets once a month, usually with a teacher present. Members of the Student Council will be responsible for carrying out the ideas that have been agreed.

COMMON ROOM USE

Students can go to the common room to relax in their lunch break. Middle School students will have their lunch break in room 2F and Sixth Form students can eat out or have lunch in room 4B. Litter should be placed in bins provided, and furniture should not be moved. It is the responsibility of all students to keep their common room tidy at all times.

LEARNING RESOURCE ROOM

The Learning Resource Room has computers which can be used for educational purposes. It can be booked by the Subject Teacher for their class and it can be booked by individual Sixth Form students in their free study time. The sign in sheet will be available in the Admin Office. The College will use a filtering system to regulate traffic on the Internet. This system is monitored and students who are found to misuse the computers will have their computer use privileges withdrawn. If there is any damage to the computers by the students, they will be asked to pay for damage or repairs.

SILENT STUDY AREA

Lab 8 Study Area is for silent study only. No food, drink or chewing gum is allowed. Students need to keep the silent study area tidy. Water is permitted. Mobile phones and other devices need to be silent. Students need to wait quietly if they have a lesson in Lab 8. This area needs to be as quiet as being in a library. There are university prospectuses in the study area to read for students who are planning to apply to university. Students should encourage each other to study in silence and not encourage each other to talk. If students cannot be silent in this study area they will lose the privileged to use this area.

MEDICAL ASSISTANCE

Trained First Aid staff are on call throughout the college day. No student is to take a course of treatment or prescription medicine at college without the Admin staff's knowledge and permission. Any accidents or emergencies must be reported to the Admin staff at once. Parents will be informed about any medical issues occurring at college. Should a student become ill during the day, the Admin staff will arrange for appropriate medical aid and inform both teachers and parents. Students should not leave the college because of illness without first informing the Admin staff. Students excused by the First Aid staff must inform the subject teacher and sign out at the Admin office.

PERSONAL PROPERTY

- All personal property is brought to college entirely at the owner's risk.
- Any damage to college property must be reported at once to the appropriate staff member.
- All students must respect the personal belongings of other students.
- All students must respect the buildings, grounds and environment of the college.
- Staff may inspect the possessions of students if they have reason to believe that they might discover stolen property, drugs, illegal material, or other items that contravene college rules.

PIGEON HOLES

All students are provided with pigeon holes, which can be found in the common room. Pigeon holes may be used by staff to leave work and other documentation. It is the responsibility of the students to check their pigeon holes regularly. Students are responsible for any materials they leave in the pigeon holes, and need to regularly check and clear out their pigeon holes.

IT AND EMAIL ACCOUNTS

All students will be issued with an IT login details and college email accounts at the start of the year. There will be regular communication with students from college staff through their email accounts. Students need to remember their login details, email addresses and passwords.

COMPUTERS USE PROCEDURES

Use of the Acorn House College computers and access to the Internet are provided to promote educational research and learning. This access is a privilege and not a right. The purpose of this policy is to define what is and what is not regarded as acceptable use. Students are required to read this policy and will be expected to observe it.

- Students must not violate any copyright laws by posting or distributing copyright material.
- Students should know what is meant by 'plagiarism' and understand that it is unacceptable. Therefore, they will only use downloaded material in an authorised manner in assignments, clearly acknowledging its source in a bibliography and specifying any directly quoted material.
- Students must not use valuable internet time playing non-educational games.
- Students must not use the system in such a way as to disrupt the use of the network or work stations by other users. This includes all attempts to install or uninstall programs without permission.
- Students must understand that operations which may be entirely acceptable with a stand-alone computer can have unexpected harmful consequences on the network and they must therefore not attempt to alter the system in any way. This includes insertion of unauthorised CDs, DVDs or USB sticks.
- Students must not use any other person's password or trespass in any other person's folders, work or files.
- Students will be courteous and will refrain from using any obscene, harassing or abusive language online and will report any cases of such use against them to one of the staff.
- Students will refrain from accessing any news groups, links, web pages which are considered offensive in the judgement of the Principal or his delegate because of pornographic, racist, violent, illegal, illicit or other content.
- Students must understand that information they hold on the network (including email) is not private and may be inspected if there is reason to believe that an offence has been committed.
- Students must understand that the college reserves the right to check which internet sites they have visited and to withdraw access to the network to individuals or groups of students on reasonable suspicion that the above rules have been infringed.

The College will use a filtering system to regulate traffic on the Internet. This system is monitored and students who are found to have made repeated or persistent attempts to access blocked sites will be spoken to, their parents will be informed and their computer privileges may be withdrawn.

ANTI-BULLYING GUIDELINES

Bullying is the wilful, conscious desire to hurt, threaten or frighten someone. It can take the form of physical assault, verbal abuse (including e-bullying such as the sending of hurtful notes, e-mails or text messages), abuse of property, or the deliberate isolation or exclusion of an individual. It is unacceptable and will not be tolerated. It is the responsibility of all members of the community to take action if they see it happening. To remain silent is to condone the action of the bully. Older students are encouraged to keep an eye on isolated younger students, offer support to them and inform staff of their concern. Experience suggests that the role of older students is an important element in the well being of colleges, not least in advising staff of the times and locations in college premises and areas where bullying is likely to occur.

Should you be bullied, you are strongly encouraged to seek advice and help; the worst thing to do is not to tell anyone. Should you become aware that another student is being bullied, you have a clear responsibility and duty to seek advice and help. Bullying does not go away if you do nothing about it. Unacceptable behaviour will be reported immediately to the tutors and parents of the victim and the offender. If there is physical injury, the incident will be reported to the Principal. The Principal will consult with the relevant tutor and they will jointly agree on what action to take. Advice, support and counselling will be offered to all parties involved, and, if necessary, to their parents. While recognising that both victim and bully need help, Acorn House College does not subscribe to the 'no blame' approach. Those guilty of bullying are not assumed to be irrecoverably bad. They will be encouraged to view their anti-social behaviour objectively, and, given a change of heart on their part, the possibility of their restoration as valued members of the community will never be in doubt.

SOCIAL ISSUES GUIDELINES

Where problems arise with illegal drugs, alcohol abuse, or smoking parents are kept fully informed about the situation and they are involved in the process arising from severe misbehaviour.

Smoking

Smoking is a health hazard and a fire hazard and it is forbidden at Acorn House College.

Alcohol

Education in the use and abuse of alcohol is a matter we take seriously at Acorn House College. This issue is addressed both in the tutor groups' programme and during Biology lessons. Students are forbidden to bring alcoholic drinks into college or to consume them while at college. Tutors will keep in close contact with parents in any case where students are believed to have abused alcohol. Cases that involve the abuse of alcohol during term time will be considered by the student's Tutors and the Principal. Repeat offending is likely to result in external suspension and may result in expulsion.

Illegal Drugs

Taking illegal drugs is wrong, because it is against the law, damaging to health and may have other unfortunate consequences. Drug-related issues are tackled in an open and responsible way. There is a programme of education directed towards enabling students to make informed and responsible choices on this issue. It is delivered within the tutor groups and the Biology courses. We draw a distinction between those who supply and those who use illegal drugs. All suppliers can expect to be expelled from Acorn House College without question. Users, however occasional, and those in possession of illegal drugs on College premises, can expect at least external suspension and cannot be certain that the punishment will not be more severe. Where a student is found in circumstances which suggest that he/she has used illegal drugs, the college may require the student to take a drug test. Such a test will be carried out by trained staff using an approved system. Where a student has been suspended from college for a drug-related offence it will be a condition of the student's return to college that the college may, from time to time thereafter, require the student to take a drug test.

EQUAL OPPORTUNITIES

All students have access to a broad, balanced and relevant education irrespective of their age, gender, race, background or disability. All have the opportunity to reach their full potential. The active pursuit of these aims is evident in all activities and relationships involving staff and students. The curriculum takes into account the diversity of our society. Teaching styles encourage all students to participate in the classroom, and discourage the domination of lessons by any particular group. Students are encouraged to challenge assumptions widespread in society about 'men's roles' and 'women's roles', prejudiced attitudes, and stereotyping. Any element of racism, whatever form it may take, will be swiftly and firmly dealt with. Students who persist in racist behaviour must expect a formal warning from the Principal, and may be asked to leave the college.

AGREEMENT FOR STUDENTS

I will do my best to:

1. Come to college regularly and be on time for lessons and activities.
2. Maintain a polite, respectful manner to all other members of the college community.
3. Respect the college code of conduct and be responsible for my own behaviour.
4. Work hard and listen carefully to instructions.
5. Do my class-work and my homework to the best of my ability.
6. Wear smart clothes and follow the dress code.
7. Treat others as I would like to be treated.
8. Respect college property and the property of others.
9. Follow general college rules and procedures as detailed in this Student Handbook.
10. Work hard to achieve my full potential.

Remember Acorn House College is your college. Take pride in it and work hard for yourself, your classmates, teachers and parents.

“Your approach to your work will determine your success”

Have a great year!

USEFUL LINKS

Higher Education

Information on HE Courses	www.ucas.com
All about qualifications	www.qca.org.uk
League Tables	www.educationguardian.co.uk www.thetimes.co.uk
Open Days	www.opendays.com
Finding the right university	www.push.co.uk
Student Opinions	www.unistats.co.uk

Apprenticeships

Get ahead with an apprenticeship	https://nationalcareersservice.direct.gov.uk
Get your career going	http://www.apprenticeships.gov.uk/

Gap Year

Gap Year with BUNAC (USA)	www.bunac.org.uk
Year in Industry	www.yini.org.uk
Volunteering Opportunities	www.worldwidevolunteering.org.uk
Year out Ideas	www.gapyear.com
Planning a Gap Year	www.gap.org.uk

Employment/Careers

Job Board	www.monster.co.uk
Recruitment	www.targetjobs.co.uk
Graduate Careers	www.prospects.ac.uk

