



## Student Induction Policy

### Related documents include:

- Student Handbook
- Students Induction Video
- Student Induction Checklist
- Student induction follow up Checklist

### Legal Status:

### Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Principal
- The Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- The next official date for review is **July 2019**

## Introduction

At Abbey College in Malvern student inductions vary depending on:

- When the student arrives at the College
- What course they are doing
- The length of their course

## Students beginning an Academic Course in September

In September we have the travel day on a Wednesday so we can spend Thursday and Friday inducting the new students.

A typical induction at this time of year would include the following:

### Day 1:

- Assembly in the morning so all the students come together
- 'Getting to know you' games involving all the students
- A campus tour for the new students
- English and maths placement tests
- The Student Handbook
- A meeting on Abbey College rules and regulations (academic) and the Personal Tutor system
- Rules regarding students leaving the college
- The form is completed for the Abbey College ID card (students must bring their own photos with them)
- House meetings, during which fire, house and site safety is discussed, as well as safes and the CCTV system

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- Unpacking
- Evening activities
- Who to talk to if they have a problem

## Day 2:

- Science placement tests
- Academic interview with the Principal or Vice Principal during which they receive their timetable
- A tour of the local town and useful amenities
- A meeting on Abbey College rules and regulations (residential)
- Security around the college and in the boarding houses (including information on the CCTV system, safes and keycodes)
- Student Voice within the college and how they can contribute
- Student Voice and Excursion Calendar, and weekly activity schedule
- Students choose their after school activities
- Room and dress inspection
- House meetings, during which students are reminded of the security issues discussed yesterday and an opportunity for the students to raise any questions or issues
- Evening activities

The students' understanding of the college rules and procedures is tested by asking the students to work together to answer a set number of questions using the student handbook as a guide, This also gives the students a further opportunity to mix with other students and make friends.

Existing students at the college follow a similar schedule and play a role in the tours and meetings.

On Saturday there is an excursion to Birmingham during which the new students receive a guided tour and on Sunday we have activities at the college. From Monday all students follow the academic schedule which starts with an assembly at 8.45am.

The schedule for the induction is given to the students during the registration process.

### Students beginning an Academic Course in January

In January we have the travel day on Saturday and new students are inducted on the Sunday and the Monday. The cover all the areas listed above but as there are fewer students the process does not require as much time.

### EAY Students, individual short course students and students who arrive late for an academic course

EAY students arrive at the college throughout the year and their courses range in length from two weeks to one term. These students always arrive and leave the college on a Sunday. We also have some students who may arrive late for an academic course during to visa delays/complications.

When the new student arrives at the college they are registered, given a schedule for that and the next day, shown to their room, introduced to their house parent and paired with a 'buddy', this is arranged by the Head of Boarding. The 'buddy' gives the new student a tour of the college, takes them to dinner in the evening and introduces them to other students at the college. They also ensure that the student goes to breakfast the following morning and makes it to assembly on time.

After the assembly has finished the DOS (EFL) meets the student and takes them to the library to complete their English test. When the test is completed the DOS (EFL) sits with the student and goes over the daily/weekly

schedule at the college and also the academic rules. The student then has a break whilst their test is marked. The DOS (EFL) and the student's Buddy meet the student again at 11.00am and their Buddy takes them down to their first lesson.

To ensure all areas are covered the students are given a sheet which lists all the areas, this is ticked off as the staff cover the individual sections. A copy of this sheet is shown on the next page. At the end of the induction this is put in the student's file.

**Checking how well EAY Students, individual short course students and students who arrive late for an academic course have settled in**

In order to ensure they are settling in well, the DOS (EFL) will meet them during their first week of academic lessons to ensure they are happy with the academic programme, and the Head of Boarding will ensure they are happy with the residential side of the college. During this interview the follow up form is completed, this is then filed with the student's registration form.

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