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## **Abbey College in Malvern Student Guide – Day Students September 2024 - June 2025**

This guide contains all the supplementary information needed in conjunction with our prospectus. The answers to some of the most frequently asked questions are here. The college website contains further relevant information.

### **ARRIVAL AT THE COLLEGE**

Students should arrive at the college by 8.15am on the first day of term (Monday 11th September 2023).

### **INDUCTION PROGRAMME**

The induction programme, which commences immediately, is designed to prepare students both intellectually and culturally for a productive and enjoyable time at Abbey College in Malvern. It is a very important part of the Abbey College experience, because it is used to explain both what the college expects of the students and what the college provides for the students. During the induction programme, students have a tour of the campus and facilities, are guided through the Student Handbook, which explains student life at Abbey College, have the chance to discuss their course in detail with their tutors and are introduced to the college team.

### **TIMETABLES**

Timetables are issued to students during the first week of term.

Timetabled lessons take place from 8.45am to 4.20pm Monday to Friday. There is a sports session for all students, which finishes at 6pm.

### **HOMEWORK, PREP AND STUDENT CLUBS**

All students on these courses are required to complete a certain amount of homework. The amount of homework depends largely on the course and the number of subjects taken. Academic students can expect to do about 1½ to 2½ hours of homework per day. Day students have the option of doing their homework at home or at college during 'prep'. Prep, which takes place between 4.30pm and 6.00pm, is supervised by staff. A Level students may study in the library. Boarders are required to attend a minimum number of extracurricular clubs but for day students these are optional.

### **REPORTS**

Detailed reports from teachers are sent to the parents or guardians three times a year, at the end of every term. Parents of new students receive an additional report at half-term in the first term. Parents or guardians are most welcome to ask for additional updates at appropriate times.

### **INTERNAL EXAMINATIONS AND TESTING**

All teaching departments use frequent testing to monitor the progress of their students. In addition, there are regular tests throughout the year for all students on academic courses.

These are designed to enhance the students' examination techniques in preparation for external examinations and to assess students' progress.

End of term examinations take place in the last two weeks of term before the holidays. These are a vital part of the educational year and form the basis for measuring the progress of the student. Parents are requested **NOT** to book holidays for their children before these examinations are completed. Failure to sit exams at the end of term will result in zero marks for the student. This may lead to repetition of the term's work, or a student not being entered for forthcoming public examinations.

Practice of past questions set by the examining boards and familiarity with all the aspects of the syllabus are key elements in Abbey College's teaching approach. Students are given practical advice on how to approach study effectively and on examination techniques.

### **SUBJECT CHOICES**

We are often asked what subjects are recommended for specific subsequent degree courses. Students usually finalise their subject choices and timetables after meeting the Principal. As a guide, below is a list of the more common degree courses our students aim for, together with what subjects we usually recommend. Please note that timetable restrictions will mean that not all subject combinations are possible.

#### **AS & A2 Level:**

Most students take three A Levels, while four A Levels can be taken by some students if recommended by the Principal. The A Level subject combinations below are by no means essential; other combinations are usually acceptable. Degree course choices are **not** restricted to the options below.

**Business and related fields such as finance:** Business Studies plus two from Economics, Computer Science, Mathematics and Further Mathematics.

**Medicine:** Chemistry and Biology, plus one or both from Physics and Mathematics.

**Engineering:** Physics and Mathematics, plus one other, often Chemistry or Further Mathematics.

**Sciences:** Three from Biology, Physics, Chemistry and Mathematics.

**Computer Science:** Mathematics, Physics, Computer Science, or one other as an alternative to these.

**Art/Design/Architecture:** Art plus two others, often Mathematics or Physics.

#### **IGCSE (The International General Certificate of Secondary Education):**

IGCSEs form the grounding on which future pre-university studies are built. All students take English, Mathematics, Global Citizenship and Computer Science. All native speakers of English also take English Literature. There is a choice between Triple Science or Double Science + Economics. Art, French and Business Studies are further options.

#### **OXBRIDGE SCHOLARSHIP**

All students who take up a place at either Oxford or Cambridge Universities directly after, and as a direct result of, an A level course at Abbey College are rewarded for their achievement by receiving a £2,500 academic bursary from Abbey College as a contribution to the first year's tuition fees at university.

#### **COLLEGE RULES**

Abbey College rules have been developed over many years with the needs of the students as well as the staff in mind. They are sensible and respect both the environment and the community in which the students live. A summary of the latest rules is available on request.

## **UNIFORM**

During the school day students are required to dress in a black suit and white shirt. Boys must also wear a tie, purchased from the Welfare Office at a charge of £15.

### The uniform:

White shirt/blouse

Black suit jacket

Black trousers

Abbey College tie (boys only)

Black jumper

Black socks

Black skirt for female students (knee-length or longer)

Black tights for female students

Black leather shoes

Dark warm coat

## **BOOKS AND STATIONERY**

Key course books and stationery must be purchased for the student where required, for the student's own benefit. Books are selected and ordered by the teachers. The cost of such course materials will then be charged. A 'student pack', containing important course materials and other items is given to new long-term students after arrival and charged. All students have access to the college's own library services for supplementary research or casual learning.

## **VALUABLES**

Day students must accept full responsibility for any items they bring.

## **TELEPHONE CALLS AND INTERNET**

Abbey College has free Wi-Fi and a number of free-to-use computers. We allow students to use mobile phones, but only in their free time. They must remain switched off during teaching and homework hours.

## **EXCURSIONS/OUTINGS**

Day students are welcome to join in with excursions and outings outside the school week. Excursions are offered throughout the year at a reasonable charge to day students. Popular destinations include Oxford, Bath, Stratford-upon-Avon, Bristol, Cardiff, Birmingham, Worcester and Cheltenham. Trips to London and Manchester, as well as other cities, are also arranged at an additional charge.

Optional social outings, at an additional charge, are also regularly arranged to places such as Alton Towers, Warwick Castle, the Royal Shakespeare Theatre, Cadbury's World Chocolate Factory, ten-pin bowling, Premiership football grounds and Malvern's own theatre, cinema, swimming and leisure complexes.

All trips are organised by our staff, who give advice on places of interest to the students. Students under the age of 16 are always escorted by our staff. Students aged 16 and 17 meet staff regularly, and students aged over eighteen are allowed to be independent.

## **COLLEGE POLICIES AND DOCUMENTS**

Many of our college policies are available to download from our website [www.abbeycollege.co.uk](http://www.abbeycollege.co.uk); others are available upon request.

## **PROCEDURE AND COMPLAINTS**

Abbey College has a written complaints procedure, which is available on request. A Director of Abbey College in Malvern Ltd (reg 08661073) can be contacted through the college address or by email [director@abbeycollege.co.uk](mailto:director@abbeycollege.co.uk)

## **ADDITIONAL EXPENSES**

For day pupils with a full tuition scholarship, the costs incurred in going to Abbey College are relatively small. The costs which come to mind are text books (at cost), being entered for external examinations (at cost) and school meals (see below). During Term three, there is also the Abbey Ball which is an evening dinner and dance event (cost to be confirmed). Other costs could include excursions, which would usually be optional unless required for studies.

## **MEALS**

Given the social benefits of having everyone sit down to a shared meal, we have decided to provide food to day students at significantly subsidised prices:

- £15 For Breakfast and Lunch
- £10 For Lunch
- £20 For Lunch and Dinner
- £25 For Breakfast, Lunch and Dinner

Payment for meals must be made before the start of each term. To make this system manageable, we ask that an arrangement is made for a whole term. This can then be changed in writing before the next term begins.

## **EXPENSES ACCOUNT**

An expenses account is set up for each student when they arrive at the college and an invoice emailed to parents for £250 per academic year to cover any expenses the student will incur for text books, external examination fees, meals etc. A statement of account will be sent to parents at the end of each academic year and a new invoice sent for the new academic year and any balance refund at the end of the course. Fees may be paid termly or monthly.

## **SUSPENSION OR EXPULSION**

Students are admitted to Abbey College on the understanding that they, at all times, obey the rules and regulations governing student attendance and behaviour. Detention can be given, but in cases where a student repeatedly refuses to follow our guidelines, the Principal reserves the right to remove a student from classes, suspend or expel the student from Abbey College.

## **AMENITIES**

**Day students are welcome to use all of our facilities:**

Library, Gym, Games Room and Sports Hall.

## **WITHDRAWALS EXPLAINED**

Academic courses – once the course has started, notice of withdrawals before the end of the course must be given in writing on or before the first day of what is to be the final term of study, effective from the day it is received by Abbey College. Failure to give the required notice would mean that the student would be liable for one term's full fees in lieu of notice. Any balance remaining in the expenses account will automatically be transferred to the fees account as part of the payment. Students awarded any level of scholarship reduction will be liable for the full amount of reduction awarded up to the point of withdrawal. Academic English/English Language courses – once the course has started, fees are non-refundable.