



## Student Induction Policy

<b>Related documents include:</b>
<ul style="list-style-type: none"><li>• Student Handbook</li><li>• Students Induction PowerPoint presentation</li><li>• Student Induction Checklist</li><li>• Student induction follow up Checklist</li></ul>
<b>Legal Status:</b>
<b>Monitoring and Review</b>
<ul style="list-style-type: none"><li>• This policy will be subject to continuous monitoring, refinement and audit by the Principal</li><li>• 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.</li></ul>
<ul style="list-style-type: none"><li>• The next official date for review is <b>April 2027</b></li></ul>

### 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

### Student induction

Induction will take place for all new students in the first 2 days after their arrival. Where the student arrives at the weekend some activities may take place on the first two days of the next week. The schedule for the induction is given to the students during the registration process.

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

- Assembly bringing all student together
- English and maths placement tests in the library
- Some students may also complete Science tests dependent on their course.
- A school bag issued containing all materials required for the academic course
- A campus tour for the new students

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- Paired up with a buddy. This is recorded and documented by the Class Tutor.
- Induction will be led by the Welfare Manager or one of the Welfare Staff:
  - The Student Handbook
  - Presentation on the Abbey College Rules and Justice System (academic)
  - Abbey College Rules (residential)
  - Fire, house and site safety
  - Security around the College and in the Boarding houses (including information on the CCTV system, safes and key codes)
  - Uniform
  - A College tie is given to the male students.
  - The support system in place from the welfare team and the Personal Tutor system
  - 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
  - Rules regarding students leaving the College
  - Who to talk to if they have a problem.
- Presentation by the Principal on the College’s approach to study and learning. (This includes reference to the policy “Protocol for General and Subject-specific Vocabulary”.)
- School tour
- A tour of the local town and useful amenities

All of the materials given out during induction need to be read by all students with help from their Class Tutors. Note This requires quite a bit of interaction with Class Tutors as there is a lot to read and English levels will vary considerably.

## Other Points to be Covered by Class Tutors

- Registration and Attendance
- The buddy System
- Student Timetables
- College Materials

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.

All students will follow the academic schedule as soon as possible after completion of the activities above.

For students who arrive without uniform, arrangements will be made to buy the required items. This is normally made by the Welfare team, an order is done online or in store, and students will then be charged the cost of the uniforms back to their deposit accounts.

## Highschool Experience Students, Individual Short Course Students and Students Who Arrive Late for an Academic Course

Some students, such as Highschool Experience 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.

The following activities will take place during the weekend and the first academic day.

- Registration with Welfare
- Students are shown to their room.
- Introduction to their house parent
- One of the students will be designated to help the new student with 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, the Director of Studies (or an English Teacher) takes them to the library to complete their English test.
- Induction
  - The Student Handbook
  - Presentation on the Abbey College rules and regulations (academic)
  - Abbey College rules and regulations (residential)
  - Fire, house and site safety
  - Security around the college and in the boarding houses (including information on the CCTV system, safes and key codes)
  - Uniform
  - The support system in place from the welfare team and the Personal Tutor system
  - 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
  - Rules regarding students leaving the college
  - Who to talk to if they have a problem

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 on How Highschool Experience Students, Individual Short Course Students and Students Who Arrive Late for an Academic Course Have Settled In

To ensure they are settling in well, the Director of Studies (or Principal in the absence of the Director of Studies) will meet them during their first week of academic lessons to ensure they are happy with the academic programme, and the Welfare Manager 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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# ABBNEY COLLEGE IN MALVERN

## Student induction sheet

Student: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_

	Tick when done	Staff
Tour of the college to include; <ul style="list-style-type: none"> <li>• Reception</li> <li>• Assembly Hall</li> <li>• Student Services</li> <li>• Canteen</li> <li>• Common room</li> <li>• C.block and Science block</li> <li>• Sports hall</li> <li>• Boarding house</li> </ul>		
Talked through the student handbook, including; <ul style="list-style-type: none"> <li>• Who is who</li> <li>• Daily routine</li> <li>• Student Voice and Excursion Calendar</li> <li>• Residential rules</li> <li>• Rules regarding leaving the college campus</li> <li>• Who to talk to if they have a problem</li> </ul>		
Taken to their boarding house, shown; <ul style="list-style-type: none"> <li>• Their room</li> <li>• Location of their house parent</li> <li>• Security (CCTC, safes, keycodes, room keys)</li> <li>• Fire alarms, what to do if it goes off and emergency exit routes</li> </ul>		
Schedule given for their first academic day		

### First Academic Day

	Tick when done	Staff
Talked through the student handbook, including; <ul style="list-style-type: none"> <li>• Dress code</li> <li>• What they need to take to class each time</li> <li>• Timetables and daily routine (including prep)</li> <li>• Academic rules</li> </ul>		
Introduce you to your Personal Tutor		

Student Name:
Student signature:
Date:



## Abbey College Induction Quiz

Name of the Student:	
I live in Abbey House, my houseparent is	
I live in Graham House, my houseparent is	
I live in Graham Cottage, my houseparent is	
I know how to find my houseparent	YES/NO
I know how to contact my houseparent	YES/NO
I know where Student Services office is	YES/NO
Who can help me if I need advice?	
I know what to do if I feel unwell	YES/NO
I understand that I cannot have cooking equipment in my room	YES/NO
I understand I cannot smoke or vape on College premises	YES/NO
I understand I cannot keep medication in my room unless I have permission from Miss Andra	YES/NO
I know I have to sign out of my house	YES/NO
I know I have to ask permission from a staff member before I leave the campus	YES/NO
What is an off-campus form?	
What is an exeat form?	
How do I sign out from the campus? (Tick the correct answer below)	
Sign out the signing out book outside Student Services office?	
<input type="checkbox"/> Sign out on the iPad in the reception?	
<input type="checkbox"/> Sign the signing out book outside student services & sign out in the iPad in reception?	

**Academic Year 2024-2025**

I have watched and understood the Induction Presentation carried out by Abbey College staff.

Name of Student & signature \_\_\_\_\_

Staff member & signature \_\_\_\_\_

Date \_\_\_\_\_