



ARRIVAL GUIDE

Preparation for your smooth arrival at
Abbey College in Malvern for 2023-2024



Abbey College in Malvern

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MISSION AND VISION

Our mission at Abbey College is to nurture all students' to fulfill their utmost potential, as well as rounding them into adults that will strive at university and beyond.

We are to continue to develop the foundations that our scholars have already built for themselves in their education so far.

Our students are high-achieving, ambitious and independent individuals. We are your gateway to Higher Education and the successful career that follows.

WELCOME TO ABBEY COLLEGE IN MALVERN

We are delighted that you have chosen to study with us. We aim to ensure that your experience of studying here is as fulfilling as possible.

For students coming from overseas to study, we realise the initial transition can be somewhat stressful. It's important to make sure you are prepared, so that you know exactly what's ahead of you before starting your journey.

This guide contains essential information, so it's important you take your time to understand everything it contains. It will help on your journey and make your first couple of weeks much easier.

MEET OUR PRINCIPAL



Mr Daniel Booker

“ Welcome to our **learning community** at Abbey College in Malvern; where you have the **greatest opportunity** to realise your **potential**. ”

MEET OUR FAMILY



MRS STEPHANIE CHADDERTON

Welfare Officer and Matron



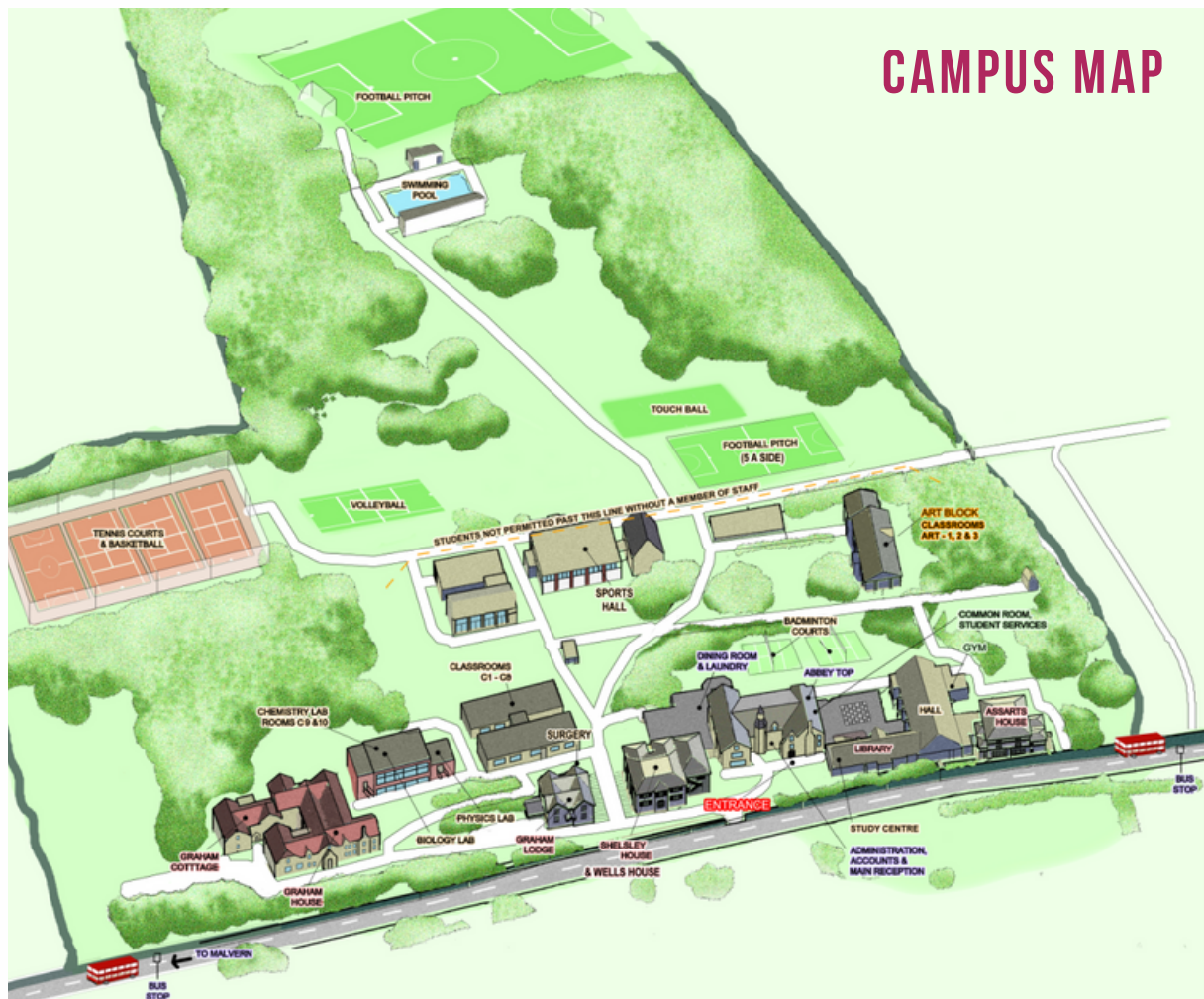
MR BRYAN CHADDERTON

House Master



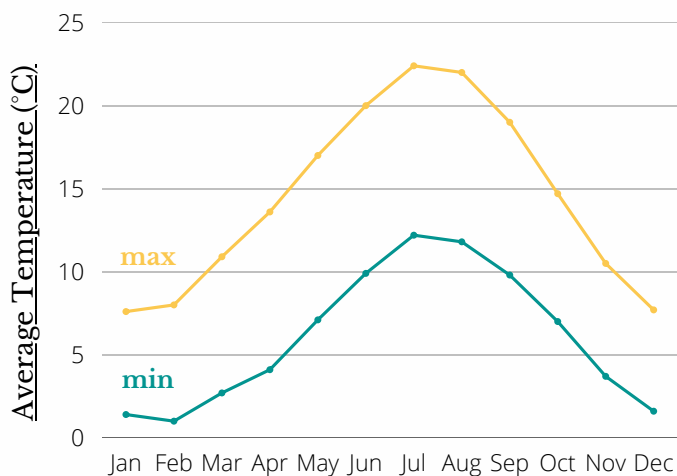
MISS NICOLA CHADDERTON

Welfare Assistant



CAMPUS MAP

TRAVEL AND VISAS



The UK has a temperate climate.

In general, this means that Britain gets cool, wet winters and warm, wet summers. It rarely features the extremes of heat or cold, drought or wind that are common in other climates. Weather conditions are very changeable.

Public Transport: How we get around the UK



In large cities, public transport networks are well-developed and cost-effective. However, in smaller towns and cities, the service can be temperamental at best.



For longer journeys, the train network is relatively accessible and, despite what the locals will tell you, fairly efficient. Payment systems vary throughout the country, from cash to contactless mobile phone payments.

When you arrive, UK Border Force will welcome you. To avoid disruption of any kind, please read their advice below:



- Ask for a LANDING CARD on your flight and write your details on it to speed up your meeting with immigration control
- Have your passport ready (remove any cover and take off your hat and sunglasses)
- Show your enrolment letter with your Confirmation of Studies (CAS) number (must be a paper copy and not a digital copy on your phone/tablet)
- Please do not bring meat or dairy products into the UK. There are restrictions on traditional medicines, food products like fish, eggs and honey, even some fruit, vegetables and plants are prohibited
- There are limits and restrictions on the amount of money and gifts that you can bring in to the country. **Students must not buy and bring tobacco or alcohol to the college.**
- **You have to inform UK Customs if you bring 10,000 Euros or more in cash.**

USEFUL PHRASES

The immigration officer may ask you some questions about who you are and why you are coming to the UK. We have some example questions and answers for you:

- What is the purpose of your visit? To study [your course e.g. A Levels]
- How long are you staying in the UK? For one/two academic year(s).
- What is the name of the college? Abbey College in Malvern.
- Have you got a letter from the college? Yes (Show CAS/Enrolment Letter).
- Have you paid the course fees? Yes (Show Enrolment Letter).
- Have you got a return ticket? Yes (My parents will buy it).
- Where are you staying? In student housing at the college.
- Have you come to the UK before? No, this is my first time. / Yes.
- Do you intend to work in the UK? No. I am here to study.
- Have you got enough money to live on? Yes, my parents are supporting me.

VISA AND RESIDENCE PERMIT (BRP) - STUDENT ROUTE VISA

It is very important that you, your parents/agent inform the college of the progress of your visa application. We need to know when you applied and when you receive your visa.

If there is a delay to issue you with a visa please **inform the college as soon as possible**, especially if the issue date is after the start of the term and so you will not attend the arrival day.

UKVI system:

- Students on a 'student route visa for 6 months or more' are given a 30-day visa to enter the UK
- When you receive your visa you are sent a biometric collection letter; you must bring this letter with you
- You must collect your Biometric Residence Permit (BRP) on arrival
- Please email a copy of the BRP collection letter and your visa to the college before you travel
- If you put the college code (3SC577) on your visa application your biometric card will be at the college on your arrival
- If you did not write the college code above on your visa application, then the college can arrange collection of your BRP from the nearby post office in Gloucester

Please read all of the following information carefully **BEFORE** attending the college and feel free to contact us to ask any questions you may have **AFTER** reading the guide.

Please arrive at the college between 14:00 and 19:00 on the travel day

ARRIVAL/DEPARTURE - COLLECTION/DROP OFF AT HEATHROW AIRPORT

All academic course students should arrange:

- To arrive and depart from London Heathrow airport
- On the travel days (please refer to the course dates for travel dates?)
- Arrive between 10:00 and 17:00 when a complimentary transfer is available

Students are expected to be in the college ready for the start of term. The college must be informed if there is a reason why a student is to arrive late.

For all airport transfer, at least three **full working days written notice is required** for Abbey College to arrange collection. All travel arrangements must be sent in writing to the registrar, who is not in the office on weekends. Please note that Abbey College cannot be responsible for missed flights under any circumstances.

Students arriving outside of a travel day can contact Abbey College to arrange a taxi, for which they are charged. Academic short course students will be required to book such service if not travelling independently.

Abbey College is closed to arrivals after 22:00

ARRIVAL/DEPARTURE - ACCOMMODATION

Accommodation will be available from 14:00 on the travel day; students must vacate their room by 10:00 on the travel day or day of departure. The first meal is served on the evening of the travel day. Abbey College's dining room closes at 19:15 on travel days.

A student's initial course finishes when his/her final public examination or completion of foundation course has been completed, two days after which students are required to either join an alternative programme until the end of term or to return home.

Academic students are required to vacate their rooms entirely during the Christmas, Easter and summer holidays. Abbey College will help to arrange storage for personal belongings, for a fee, if required; belongings are stored entirely at the students' own risk and cost.

It is not possible for students to live in residence on campus during the Christmas and Easter holidays; students should therefore either stay with their guardian or return home. Students may be able to stay at the college during the summer holidays if they take a course with us.

INDUCTION PROGRAMME

On your first day after the travel day you will be given an induction to prepare you for your stay at Abbey College and in the UK. 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 you can expect from us.

You will be given a tour of the campus and facilities, taken through the Student Handbook, which explains student life at Abbey College, have the chance to discuss your course with your tutors and be introduced to the college team.

REGISTRATION

On arrival at the college you will be registered and issued your accommodation. You must bring the following with you:

1. Original school certificates/transcripts as listed on your CAS letter or that were submitted to the college with your application.
2. Passport or National ID Card
3. Biometric card/visa
4. Arrival flight ticket and departure ticket (if booked)
5. Fees receipt
6. Room key deposit (£30)
7. Original BRP collection letter
8. Any prescribed medication and prescription for it. All medication without prescription will be confiscated and disposed of if no prescription is produced

STORAGE

The college has a safe for documents and money. We recommend that you give any valuables and money to Student Services for safe keeping.

The college is NOT responsible for any loss of valuables or money if students choose to keep them in their room or on their person.



ABBEY COLLEGE UNIFORM

All students must buy the correct uniform before they arrive. It is to be worn during college hours 08:00-16:20 Monday-Friday.



Boys Uniform:

- Black suit jacket
- 5 or more plain white long-sleeved shirts
- 3 pairs of black formal trousers (not jeans)
- 2 plain black v-necked jumpers
- 1 pair of plain black leather shoes (not trainers)
- 5 or more pairs of plain black socks
- 1 plain coloured coat
- Suitable underwear.
- College tie (£15 charged to your student expense account)

Girls Uniform:

- Black suit jacket
- 5 or more plain white long-sleeve shirts
- 3 pairs of black formal trousers (not jeans) and/or plain black knee-length skirt(s)
- 2 plain black v-necked jumpers
- 1 pair of plain black formal shoes (not trainers)
- 5 or more pairs of plain black socks/tights
- 1 plain coloured coat
- Suitable underwear.

ABBEY COLLEGE SPORTS UNIFORM

For Sports, both boys and girls must have:

- 1-2 pairs of plain black shorts
- 4-5 pairs of plain black sports socks
- 2 Abbey College t-shirts (charged to your student expense account)
- Swimming costume also recommended

Students should bring some toiletries in a washbag - more can be bought from the shops in Malvern.

Students should also bring their own towels - labelled.

Students will also need to bring casual clothing for evenings and weekends; a dressing gown, pyjamas, house slippers, underwear, a waterproof coat, an umbrella, shoes and a swimming costume.

Bed linen will be provided.

LAUNDRY

Abbey College provides a regular laundry service for machine washable items at no extra charge. For additional items and at other times Abbey College can be arranged to launder on a piece by piece basis for an additional charge.

Please ensure that items of clothing are labelled with the student's full name

TIMETABLES

Timetables are arranged to suit individual student needs. They are issued during the first week of term. They are prepared for each student to meet the requirements of his/her course. Please note, there are restrictions on what subjects can be studied, according to ability, demand and timetable requirements.

HOMEWORK, PREP AND STUDENT CLUBS

All students are required to complete a certain amount of homework and attend a minimum number of after school clubs. The amount of homework depends largely on the course and the number of subjects being taken. Academic students can expect to do about 1 1/2 to 2 1/2 hours per day. Homework is usually supervised by staff. Students may study in the library and in a designated classroom. Students who show commitment may be permitted to study in their room.

REPORTS

Detailed reports from tutors are sent (to the parents, guardians or agents, in accordance with parents wishes) **three times a year, at the end of every term.** Parents of new students receive an additional progress and conduct report at half term in the first term. Parents or guardians can ask for additional updates at appropriate times.

INTERNAL EXAMINATIONS AND TESTING

All teaching departments use frequent testing to monitor the progress of their students. Regular tests are held throughout the year for all students on academic courses. 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 holiday flights 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.

BANKING AND POCKET MONEY

Students who arrive carrying large amounts of cash should deposit it with the Welfare Officer for safe-keeping. **Abbey College runs its own 'accounts service' and parents can** deposit money with the college. Abbey College will then undertake to pay pocket money to the students each week. For a normal week we recommend from £25 to £50 per week.

Payment for students pocket money can be sent direct to Abbey College's bank account, or paid by credit card. Pocket money cannot be taken from the students expense account. Please note that Abbey College cannot be held responsible for loss or theft of money and we advise students to take insurance against such losses.

Students over the age of 16 may open their own bank account.

LAPTOPS

Students must bring their own laptop.

BOOKS AND STATIONERY

Students are expected to have the correct equipment to enable their studies to run smoothly.

We recommend you bring the following:

- Pencil case
- Pens and Pencils
- Highlighters
- Pencil sharpener
- Eraser
- Ruler
- Protractor
- Compasses
- Calculator (Casio fx series or equivalent)

Key course books and stationary must be purchased by the student where required, **for the students own benefit. Books are selected and ordered by the teachers.** The cost of such course materials will then be deducted from the students expense account.

A complimentary '**student pack**', **containing important** course materials and other items is given to new long-term students after arrival.

VALUABLES

If students bring any valuables, Abbey College can keep them in safe; if they decide not to take this option then students accept full responsibility for any items they bring.

TELEPHONE CALLS AND INTERNET

Abbey College does not connect incoming calls to students on the college line (+44 1684 892300). 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 the teaching and homework hours.

EXCURSIONS/OUTINGS

Excursions are offered throughout the year. Academic and academic short course students receive an average of one free trip every three weeks, which are included in the fees. Popular destinations include Oxford, Bath, Stratford-upon-Avon, Bristol, Cardiff, Birmingham, Worcester and Cheltenham. The included trips are compulsory for students aged 16 or under.

Trips to London and Manchester, as well as other cities, are also arranged at an additional charge.

In addition to these excursions Abbey College runs a free regular minibus service to Malvern town centre, usually on a Friday afternoon after class, for students to be able to go to the ATMS, main post office and some of the local shops.

Optional social outings, at an additional charge, are also regularly arranged to places such as Alton Towers, Warwick Castle, the Royal Shakespeare Theatre, and Cadburys World Chocolate Factory, ten-pin bowling, Premiership football rounds 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 sixteen are always escorted by our staff. Students aged sixteen and seventeen meet staff regularly, and students aged over eighteen are allowed to be independent.

All academic students may access local amenities within walking distance of Abbey College when appropriate without staff supervision, providing they follow the correct procedures.

THE EXPENSE ACCOUNT EXPLAINED

For academic courses, this amount is divided into two parts. £1000 is for supplementary items such as book purchasing, extra tuition, extra excursions, etc. The other £750 is held as a damage deposit. This amount is held by Abbey College and returned eight weeks after the end of the course, or refunded if a student leaves before the end of their course having given the required one full terms notice.

Abbey College reserves the right to recover costs of damage, theft, suspension/expulsion costs and exceptional cleaning from students expense account, whenever it deems it appropriate to do so. Occupants of rooms in houses on campus are jointly and severally liable for their rooms/houses. In some circumstances, the costs of damage may be shared among students. The expense account **MUST** be 'topped up' at the end of each term to the original level of £1000 for use in the new term; Abbey College may withdraw provision of services if this is not done. Students may not be permitted to return to Abbey College at the start of a new term if the deposit account balance is under £750.

PAYMENTS FROM THE EXPENSE ACCOUNT

Payments of more than £100, such as for holidays/suspension accommodation and one-to-one tuition, must generally be paid separately by the fee payer, and may not be taken from the expense account, which is intended primarily for smaller miscellaneous payments. Expense accounts that go into debt will incur administrative charges.

ONE TO ONE PACKAGES EXPLAINED

The college provides packages of additional one-to-one classes for students, which may be during study periods, break times or evenings. These may be essential for 'borderline' students, or students with gaps in their background knowledge.

They are also offered to all students who would like the opportunity to develop their understanding of any subject further. The hours can be used for any area, as advised by the college. Any unused/unneeded hours left over will be refunded on a pro-rata basis, together with the deposit, at the end of the course.

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 terms full fees in lieu of notice.

Any balance remaining in the expense account will automatically be transferred to the fees account as part 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-returnable.

SCHOLARSHIP STUDENTS

A scholarship is awarded based upon the students academic achievement. Scholarship students are expected to offer staff assistance with basic duties or they will be asked to pay back the scholarship amount.

GUARDIANSHIP

A suitable guardian must be appointed. For all overseas students under 18 years of age the requirements for guardians must be UK residents and live within two hours travelling distance of the college. (If parents do not have any suitable adults living in the UK near enough to the college that can act as a guardian, the college can guide you to accredited agencies.)

HEALTHCARE

When necessary, appointments are arranged at the local doctors surgery, where academic students are registered. Taxi fares to and from the doctors surgery are NOT included. Students are normally covered by the British National Health Service while in our care but private medical insurance is still recommended. (Please note that dental treatment can be expensive in the UK.) Only minor treatments can be paid for by using the students expense account.

HOLIDAYS (FOR ACADEMIC COURSES)

There are three long holidays in the year and the standard college fees do not include accommodation during these holiday periods.

1. Christmas - approx. 3 weeks
2. Easter - approx. 2 weeks
3. Summer - approx. 10 weeks. Students can enrol on a residential summer school course.

The college has two short half-term holidays, normally lasting four days/three nights, including the weekend. Students can stay in residence in their rooms, with meals and most services provided, for a fee of £150 per half term. If they prefer, under 18-year olds they may leave the college to stay with their guardian over the half-term period, normally without needing to move their belongings, returning in time for the second half of term.

WELFARE

The student services office is open seven days per week. It assists with all the students non-academic matter, including residential matters, counselling, visa renewals, passport renewals, completion of all necessary forms, local transport arrangements, pocket money administration (for younger students), collection from the airport, etc.

Please note the office cannot book or change flight tickets.

ACCOMODATION

Different sized rooms are available depending on the students age and chosen course. Students on A level or foundation courses are guaranteed single rooms. Students aged 16 and under normally share a room with one other students, single rooms with a private bathroom can be requested for an extra charge, if available.

EXTRA CURRICULAR

Compulsory sport sessions are offered to all years/courses every week.

Some activities are seasonal and others depend on student interest. Activities available:

Tennis, badminton, **football**, volleyball, **cricket**, dodgeball, **swimming**, hockey, **fencing**, softball, **archery**, yoga, **aerobics**, **table tennis**, table football, **arts and crafts**, music, **drama**, karaoke, BBQs, orienteering, **weight training**, cinema and **Play station gaming**.

Supervised 3 Saturday excursions every term.

Clubs offered most weeks which compliment learning and development.

Periodic parties celebrating student's birthdays and international culture celebrations.

The Student Voice

Students can be elected to represent the student body providing a valuable feedback of the service Abbey College provide.

Prefects

Responsibility posts are offered to worthy students - a prestigious and respected position that contributes to the organisation of the college.

MEALS

The Abbey College canteen can cater for all dietary requirements. Please notify the college of any special dietary requirements before arriving at the college.

The student food committee can provide valued feedback on this service.

COLLEGE RULES

Rules allow students to become valued ambassadors of their countries. They are to help students understand what is correct behaviour to assist in their development as young adults.



Rules must be respected. Failure to follow the college rules may result in serious consequences which will have a negative effect for future applications to university or for work.

1. Attend all lessons, prep, assemblies and house meetings.
2. Must respect college staff and peers.
3. English must be spoken at all times, especially in marked areas.
4. Fully engage in the culture of Abbey College and participate in all activities and clubs.
5. Respect the college facilities and equipment.
6. Must have permission to leave the campus.
7. Expected to complete all out-of-lessons tasks and submit them on time.
8. Smoking cigarettes, vaping drug or alcohol use are **strictly prohibited**.
9. Chewing gum is prohibited.
10. Boarding students must respect residence rules.
11. Girls and boys must stay in their respective residence and over 18s and under 18s must not visit each-others rooms.
12. Students must obey UK law.

To help maintain these rules Abbey College in Malvern will ask every student to read, understand and agree to:

- Contract for learning and behaviour
- Contract for boarding

WE WELCOME YOU TO THE ABBEY COLLEGE FAMILY

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