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Abbey College in Malvern Student Guide September 2023 - June 2024

We look forward to welcoming you to Abbey College in Malvern – Please read all of the following information carefully BEFORE attending the school 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 at, and depart from, London Heathrow airport
- on the travel days (please refer to the course dates for travel day 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. Please email the Registrar (registrar@abbeycollege.co.uk) and Mrs Chadderton, Student Services (steph@abbeycollege.co.uk)

Private transfers are required for students aged 16 and under who arrive outside the travel times. Immigration will not allow them to enter the UK without an appropriate adult to meet them. Personal taxi transfers to/from **any** airport – including Heathrow – can be organised by Abbey College for any time. Please inform us of any specific charges relevant to your booking.

For **all** airport transfers, at least three full working days' written notice is required for Abbey College to arrange collection. All travel arrangements must be emailed 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 a 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 until 10:00 on the last day at the end of the course. 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 has been completed, two days after which the student is required either to join an alternative programme until the end of the 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 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 may be able stay at the college during the summer holidays if they take a course with us.

ACCOMMODATION

Different sized rooms are available depending on the student's 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 student. Single rooms with a private bathroom are available at an extra cost. Please refer to the fees list for any extra charges.

Academic students may have televisions in their rooms, but need to ensure that they have the appropriate UK television licence: <https://www.tvlicensing.co.uk/cs/pay-for-your-tv-licence/index.app>

Academic short course students may be placed in shared rooms. Single rooms for short course students, rooms with a private bathroom are also available at an extra cost. Please refer to the fees list for any extra charges.

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. four weeks.
2. Easter – approx. two 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.

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.



TIMETABLES

Timetables are arranged as far as is practical to suit individual student needs. They are issued during the first week of term and individually prepared for each student to meet the requirements of his/her course, following individual meetings with a senior Academic Manager. 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 1½ to 2½ hours per day. Homework is supervised by staff. A Level and Foundation students may study in the library and students who are over 18 years of age may study in their own rooms if they display the appropriate amount of self-discipline.

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 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. 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.

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, plus an additional AS Level in the first year for those students that are suitably able, 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, Computing/Information Technology, Mathematics, Further Mathematics and Accounting.

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.

Computing/Information Technology: Mathematics, Physics, Computing/Information Technology, or one other as an alternative to these.

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

If students cannot achieve sufficiently good module results in the first year of an A Level course to progress to the second year, an alternative academic programme at the same level may be offered in place of the second year of A Levels.

University Foundation Programmes

Foundation programmes can lead to university studies in a range of disciplines:

Students from **Business** foundation programmes have progressed to degrees in Business, Management, Business Computing, Economics, Travel and Tourism and degrees in the Social Sciences.

The **Art/Design** foundation programme develops the artistic skills and knowledge of the student. The key element of this course is the production of a portfolio, from both work created prior to attending the Abbey College and from newly-completed work with us.

The **Computer Science** foundation programme encourages learners to develop lifelong skills, which will be useful to them in their studies and prepare them for employment.

The **General Science** foundation programme offers grounding in both pure science degree programmes, and in practical or applied sciences such as pharmacy and physiology.

The Science foundation programme - **Medicine and Dentistry** route can either be used to access science-related degrees in the UK or Medical or Dentistry degrees at renowned universities in central Europe. Students focus mostly on the science subjects of Biology, Physics and especially Chemistry.

The Science foundation programme - **Engineering** route covers the Mathematics and Physics requirements of a range of degree programmes in engineering disciplines - Civil, Mechanical, Electrical and Electronic.

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 and Computer Science. Advice is given on the other optional subjects they will need to underpin their future academic ambitions. GCSE's in students' own language is offered if available.

Pre-sessional Courses

Courses of English leading to an academic programme are gradual, with the introduction of more academic subjects as the student's English improves. For some students, the pre-sessional course will be an essential requirement for their acceptance onto a subsequent academic course.

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 will be provided to all students on arrival.

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 student's expense account.** Please note that Abbey College cannot be held responsible for loss or theft of money and we advise students to take appropriate insurance against such losses.

Parents can send a money allowance to the college; Abbey College can then control a student's account in keeping with the wishes of parents. Students can leave money in the college safe and older students can open a bank account at one of the local banks. Abbey College can provide letters of support for international students wanting to open a local UK bank account.

UNIFORM

Parents must ensure their child arrives at the College with a full uniform. Students will not be able to attend lessons unless they have the correct uniform. During the school day, (08:30 – 16:15, Monday to Friday) students are required to dress in a black suit and white shirt.

Boys must also wear a tie. For boys on a course of eight weeks or more, an Abbey College tie will be issued to boys and £15 charged to their expenses account. Girls are not required to wear a tie.



The uniform to bring:

5 white shirts/blouses,

2 black suit jackets,

3 pairs of black trousers,

3 black skirts for female students
(knee-length or longer),

2 black jumpers,

5 pairs of black socks,

1 pair of black leather shoes,

1 dark-coloured warm, water-resistant and
wind-proof coat

LAUNDRY

Abbey College provides a weekly laundry service for machine washable items at no extra charge. **Please note that all clothes to be washed MUST be clearly labelled with the student's name.** For additional items and at other times Abbey College can arrange to launder items on a piece-by-piece basis for an additional charge. Reasonable amounts of college-approved clothing (see dress code) are accepted each week.

All bed linen is provided and washed by Abbey College weekly. Students must also bring their own towels; which must also be clearly labelled. **The college does not provide students with towels.**

Abbey College cannot be held responsible for any items of clothing that go missing or become damaged.

Students will also need casual clothing for evenings and weekends, a dressing gown, pyjamas, house slippers, underwear, a raincoat, an umbrella, sports clothes and shoes and a swimming costume.

BOOKS AND STATIONERY

Key course books and stationery must be purchased by 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 deducted from the student's 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 a 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 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.

Trips to London and Manchester, as well as other cities, are also arranged at an additional charge. The included trips are compulsory for students aged 16 or under.

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 bank, 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 Cadbury's World Chocolate Factory, ten-pin bowling, Premiership football grounds and Malvern's own theatre, cinema, swimming and leisure complexes.

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

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.

COLLEGE POLICIES AND DOCUMENTS

Many of our college policies are available to download from our website www.abbeycollege.co.uk ; others are available upon request.

INSURANCE

All students studying eight weeks or more are required to have basic insurance covering their belongings. If a copy is not supplied four weeks prior to the beginning of the course, insurance cover will be arranged by Abbey College and charged to the student's expense account. The cost is £120 per year for academic students. Academic Short Course students studying more than eight weeks will be charged £40, and then £40 per term thereafter.

The policy number is HH1256. The Registrar can provide a copy of the policy. Please note that this is a basic level of cover and you should read it carefully to make sure it covers your belongings. You can upgrade if you would like to by visiting www.endsleigh.co.uk/reviewcover. Students not living on campus must arrange their own insurance.

PROBLEMS 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

THE REGISTRATION/APPLICATION FEE EXPLAINED

A registration fee of £175 is payable for all courses at the time of booking. It should normally be sent with the application form in order for us to process the student's application; in some circumstances we may allow the fee to be paid at a later stage along with the deposit. This is used to cover the cost of processing your application, e.g. telephoning, secretarial costs, teachers' input, interviews where necessary, liaising with embassies. The registration fee is non-refundable.

SCHOLARSHIPS

Academically strong and gifted students can apply for a scholarship in recognition of his or her hard work.

As a reward for their efforts they can receive a percentage off the tuition aspect of their fees, i.e. 25%, 50%, 75% or even 100% reduction of their tuition fees.

The tuition aspect of the fees equates to half of the overall fee, so for example a 50% scholarship would equate to a 25% reduction of the overall full boarding fee.

Families and students can apply for a scholarship on enrolment but scholarship requests will not be considered once a student has accepted an offer of a course.

Offers can be made on the basis of actual results, predicted results or the last available school results. If an offer is made on the basis of predicted results it will not be withdrawn if the actual results are not as good as expected. However, it may be possible to increase a scholarship if results are much better than expected.

There is no deadline for scholarship applications but places are subject to availability, so it is advised to apply early.

Please note that scholarship students are expected to maintain their academic level and demonstrate good practice as model students. Should their behaviour and conduct fall below the standard expected then the scholarship will be removed and the parent(s) will have to repay the discount made to their fees.

In addition to the scholarships offered to students Abbey College now offers automatic scholarships to students who perform well after joining the college. These are available for students on IGCSE and A level courses.

Those students who achieve at least five A or A* grades with us at IGCSE level will receive an automatic 50% tuition scholarship for their A/AS level study with us. This scholarship award cannot be used in conjunction with any existing or previously offered scholarship award.

Oxbridge Scholarship

All students who take up a place at either Oxford or Cambridge Universities directly after, and as a result of, an A level course at Abbey College are awarded 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.

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 term's notice.

Those students on academic English courses lasting less than four weeks need not pay the full expense account, unless they want to take part in a lot of extra activities or require additional lessons. They are however required to pay a smaller, fully refundable deposit of £50 in cash on arrival, to cover potential loss of keys or any damages.

The expense account can be used by Abbey College to cover any compulsory costs or extra expenditure such as (but without limitation to):

- Additional transportation charges (travel for appointments, exams, interviews, open days)
- Books/Stationery
- Breakages/Damage
- Educational material
- End-of-year photograph
- External examination fees (incorporating the college's administration costs)
- Extra tuition (if required)
- Holiday accommodation
- Food and tuition (if required)
- Insurance Medicine not provided by the National Health Service
- Optional outings and activities
- School clothing (Academic School/Dress Code)

Please note that pocket money cannot be taken from the student's expense account.

Any balance of the expense account is refundable (if all fees are paid including any fees due in lieu of notice) four weeks after the end of the course. The expense account cannot be used for pocket money or in lieu of other incidental expenses – it is not up to the student or sponsor alone to decide when and how it is used; the college will decide.

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 and the fees have not been paid.

PAYMENTS FROM THE EXPENSE ACCOUNT

Payments of more than £100, such as for holiday/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 debit will attract 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

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 and 'gatings' can be given, but in cases where a student repeatedly refuses to obey the rules, the Principal reserves the right to remove a student from classes, suspend or expel the student from Abbey College. In such cases, no refund of fees or expense accounts will be made and the student will be charged for any expenses incurred by Abbey College, including for the administration of a suspension or expulsion and host family costs if suspended.

GUARDIANSHIP

Abbey College in Malvern requires that a suitable guardian is appointed for all overseas students under 18 years of age. The requirements for guardians include being resident in the UK and 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. Guardians must be enhanced DBS checked.

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 student's expense account.

WELFARE

The student services office is open seven days per week. It assists with all the students' non-academic matters, 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.

KEYS AND SAFES

Room keys are provided for bedrooms. Students staying eight weeks or longer are required to pay a returnable deposit of £30 for keys. The deposit is returned at the end of the course when the key is returned. Safes in rooms are available on request.



SOCIAL PROGRAMME

Social activities and events are arranged throughout the year. Sample programmes are available on request. On-campus activities include discos, karaoke, cookery, photography, competitions, concerts, theatre, treasure hunts, leadership exercises, quizzes, themed evenings and others.

Off-campus activities, such as horse riding, bowling, cinema and theatre visits are arranged at an additional cost and according to demand.

Clubs, societies and academic enrichment are also included.

SPORTS

All sports facilities on campus are available free-of-charge, including tennis, basketball, football, table tennis, fitness gym, etc.

If enough interest is shown specialist instructors are brought in at cost to the expense account.

Abbey College sometimes has school teams and arranges games with other local schools or club

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 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.

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