



**SWANSEA  
COLLEGE**

*Building foundations for your future*

# **GCSE & A Level Student Induction**

# **WELCOME!**

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# Student Induction- campus information

## Main Campus

18 Mansel St Swansea  
SA1 5SG

Contacting the office:

01792 535000

Office@swanseacollege.com

# STUDENT COMMUNICATION BOARD



- Scan the code on your device and bookmark this link.
- Regular updates will be posted here for students and parents
- Make sure you have you a pen and paper for this induction

# STUDENT COMMUNICATION BOARD



- Its important to regularly check this page for updates for all students and parents.
- Note this link is only for enrolled students, do not share this link

# **Policies available on the Student Communication Board**

- **Admissions Policy , Student Attendance and Absence Policy**
- **Anti-bullying Policy and Student Behaviour Policy**
- **Complaints Policy and Procedure for Students and Parents**
- **Learning Policy – has been emailed, read the policy and make sure you complete the form in the policy and send it back to us by the end of day to start class tomorrow. This must be completed each year.**

# Updating your records

You must keep us updated!

If your details change you must complete the student details form V2.

Every term we will ask you to confirm your details and if there are any changes



# Term Dates

Term dates are available on our website

[www.swanseacollege.com/term-dates](http://www.swanseacollege.com/term-dates)

College → Term Dates

# Timetable

## Timetable

- ✓ This has been sent to you by email.
- ✓ If you have not received it please let us know.



# Online learning

## All classes are recorded

### Be prepared:

- You must be present at least 5minutes before the start of your class.
- Have your stationery out ready; pens, pencils, calculator, ruler, exercise books etc.
- Have a bottle of water with you, have tissues next to you, go to the toilet in your breaks or before class starts.
- Make notes and copy from the screen, have your online textbooks available.
- When interacting with teachers, it is recommended to address them using respectful titles such as "Sir" or "Miss."
- You do not need to wear uniform during online classes however you need to be well-dressed.

Remember to pick up your exercise books up from the Office!

# Online learning device

All classes are recorded

- **Devices allowed; desktop computer / laptop.**
- **You must not use a laptop to access the online classes or complete your work (this is mentioned in the learning policy).**
- **You must interact in class via chat when asked to**
- **You must have a working camera and mic**

# Online learning

All classes are recorded

- **Make sure you are taking notes (books will be checked)**
- **Title and date on each page**
- **PowerPoint presentations / the teaching material will be made available to you in the Google Classroom to print out and attach to your books.**
- **Do not keep digital copies as this is not practical when it comes to revising**

# Online learning

All classes are recorded

- **Make sure there are minimal distractions**
- **You are working from a communal area / do not isolate yourself**
- **Make sure only you are visible in the camera**
- **Make sure your Mobile phone is put away**

**We encourage parents to support the college with this rule as mobile phones can be a distraction.**

# Online learning

All classes are recorded

We encourage parents to support the college with this rule as mobile phones can be a distraction.

- 5 minutes at the end of class is allocated to discuss the classwork / homework, so if you are unsure of anything, make sure you make full use of this time to ask.
- You must address teachers by Sir or Miss at all times
- When making reference to a teacher it must be Mr/Miss/Mrs followed by their surname.

# Attendance

- Attend every lesson
- arrive 5 minutes before every lesson
- Be on time after every break / lunch

- If you miss a lesson(s), or are late you will be sent an email and your parent / guardian will be copied to the email, its important you reply with an explanation
- If you continuously miss lessons / are late we will arrange a meeting to discuss this issue.

# Attendance cont..

- If you are going to miss a lesson(s) because you are ill, you must call the office 01792 535000 choose option 1 and report your absence, we will let your subject teacher know.
- Your absence will be noted, you must inform the office on each day of your absence
- If you have to miss a lesson important reason, you must ask the college before (as soon as possible). If not authorised this will be marked as unauthorised absence.

# Attendance in person

- We are encouraging students to attend in person – at least 2-3 days per week.
- This will start from 11<sup>th</sup> September
- Bring all your exercise books, we will be checking and marking them.
- Must wear full College Uniform
- If you wish to go out for break / lunch, parent / guardian consent must be provided in advance.



# Attendance in person

- You are allowed to bring in your laptop and charger
- Mobile phones must be put away and you are not allowed to charge your mobile phone in class
- You must not wear headphones / airpods
- Staff may take photos for social media use, as a college we must have consent to do this.
- Photography Consent form will be sent out prior to this

# Homework

Be prepared!

It is important to complete your homework on time.

You will have homework each week for each subject.

Have a homework diary, note down your homework before you leave the classroom, if unsure make sure you ask your teacher.

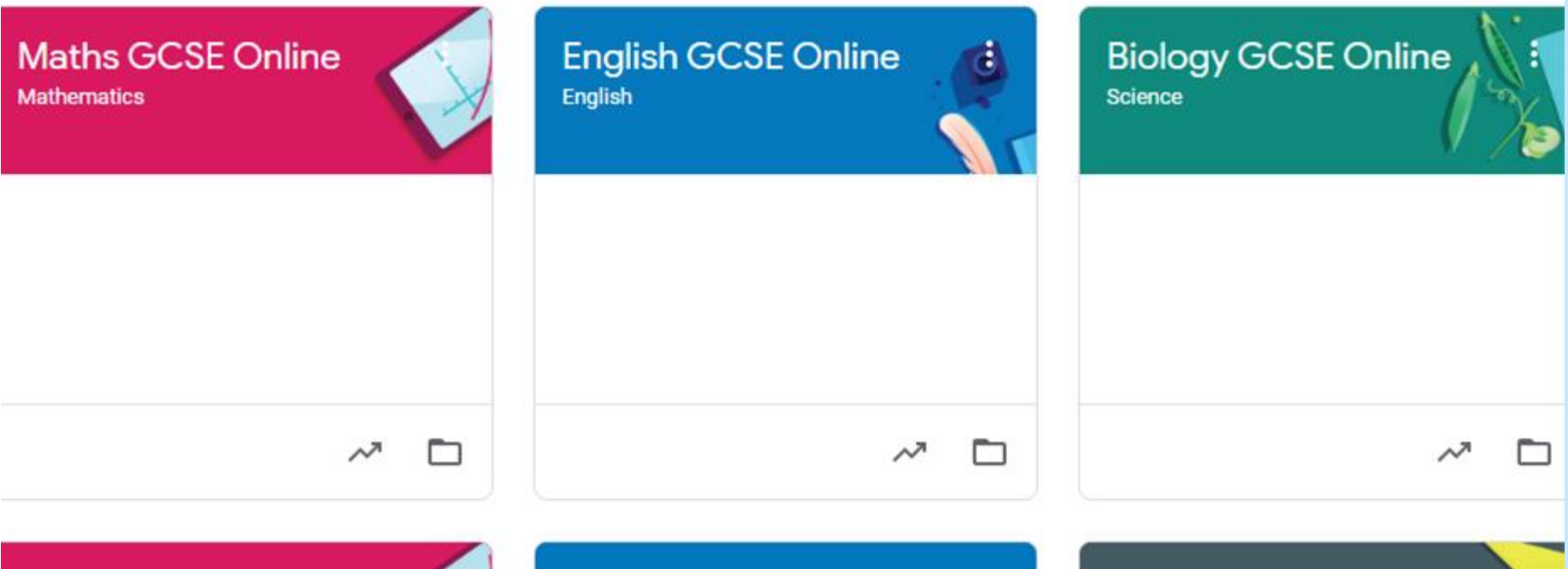
# Homework cont..

If you do not complete your homework, or are submitting homework late an email will be sent to you and your parent/legal guardian will be copied in.

We recommend you attend the Extra support sessions in person at the college to support you with your homework.

Do not let the homework pile up!!

# Google Classroom



- We can provide training if this is new to you!

# Google Classroom

- Bookmark Google Classroom
- Download Google Classroom on your phone
- You will receive an email, each time an assignment / notification / announcement is sent to your classroom
- You will often be sent worksheets / materials to print out ready for your classes. Make sure you check your classroom and emails regularly.

# CONTACTING TEACHERS

- The teachers can be contacted via email.
- The email address can be found in the Google classroom in the Stream section.
- Please note all college/teachers emails are monitored for quality and safeguarding reasons in line with our safeguarding and child protection policy.

# P.S.H.E.E

Personal, Social, Health, Education and Economics

This is an important part of the academic syllabus.

This consists of lessons, videos, reading related articles and discussions about:

- **Health and healthy lifestyles**
- **Communication**
- **Relationships**
- **British values**
- **Economy**

and much more.....



# Skills Development Course

This is an important part of the academic syllabus.

This consists of lessons, videos, reading related articles and discussions about:

- **Building confidence**
- **Healthy debates / negotiating skills**
- **Presentation skills**
- **CV writing**
- **Interview skills**





# Uniform Policy

## Uniform:

- Swansea College Branded Hoodie
- Swansea College Branded Polo Shirt
- Black full length trousers or jeans
- Black skirt/dress of appropriate length with plain black tights
- Plain black footwear (no contrasting trims or logos)
- You must wear hoodie when attending the lessons in person at the college.

## Jewellery and make-up

- Make-up, if worn, should look natural and be appropriate for the college environment
- Jewellery, including earrings, should not be excessive
- One discreet nose stud will be permitted (please note that no other facial piercings will be permitted)

## Hair:

- Hair should not be dyed in unnatural colours

### **Please note that the following are not permitted:**

- black jeans which are very tight, faded or ripped
- leggings, shorts and sportswear
- flip-flops, open-toed sandals and high heels
- body art should not be displayed

## Uniform Order Form



# Mock Assessments

Mock assessment will give you a realistic experience of the assessment process, and will help you to become familiar with the format and content of the exams you will be taking.

We will provide you your mark of the assessment and feedback on your performance, which will help you to identify areas of strength and weakness and focus on your revision accordingly.

## **Where**

Mock assessments will take place at the college in person.

## **When**

Mock Assessments will take place in December and before Easter Break.

## **Date and Time**

We will email your timetable to you. (few weeks before your Mock Assessment)

# College / UCAS application support

We are happy to help you apply to a University through UCAS if you need assistance.

**You can link with us on UCAS by following the instructions below.**

- ✓ When you start your application they will ask you 'Are you applying from a school, college, or centre? Click Yes
- ✓ Next, they will ask you to enter a buzzword, please contact the college for that.
- ✓ Once you have entered the buzzword, it will then take you to a page where you can start completing your University Application Form.
- ✓ If you need us to review your personal statement, please contact the college

# Personal Safety

- Do not walk around with phones out or head phones on, be aware of your surroundings
- If you go out with your friends make sure you stay together, even if you fall out
- Never accept rides from strangers
- Do not take gifts from people you don't know
- Never take shortcuts. Always stick to routes selected by parents/carers, and stay on main roads
- Shout loudly if someone is asking you do something you're not happy about
- Never leave home without telling your parents/carers where you're going
- Tell someone you trust if someone is making you feel uncomfortable
- Report all suspicious behaviour and 'new adult friends' to parents/carers

# Pastoral Care

## Drop-In sessions

- We have set pastoral care 'Drop-In' session online and in person every Friday 3:05pm - 4:05pm
- Whether you seek guidance on academic matters or wish to discuss personal concerns, you are more than welcome to participate and engage with our pastoral care officer.
- Join us online or in person to ensure your well-being and receive the guidance you need to thrive both academically and personally.

## ***“The College ensures a Zero Tolerance Policy”***

The College will not accept:

- Swearing or rudeness to members of staff, other students or visitors
- Damage to equipment, whether deliberate or accidental
- Smoking either on the premises or within the vicinity of the site
- Coursework deadlines missed
- Truancy from lessons
- Low attendance
- Persistent lateness
- Bullying
- Inappropriate use of ICT
- Failure to follow instructions
- Plagiarism



# Complaints – what to do

1. In order to create a calm, working environment, the College Complaints Procedure has been adapted to suit a student's individual needs.
1. Any student wishing to make a complaint can do so by emailing their complaint to: [complaints@swanseacollege.com](mailto:complaints@swanseacollege.com).
1. There is a policy in place, for dealing with students' complaints and, once received, the complaints procedure ensures that they are reviewed and resolved as soon as possible.
1. All complaints at Swansea College are dealt with seriously and treated confidentially.

**Do you have any questions?**