

REGENT COLLEGE



Student Handbook

2009/10

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Name _____

Year _____

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Introduction

I would like to welcome you to Regent College and hope that you will find this year with us enjoyable and rewarding. We are a friendly school, dedicated to traditional academic virtues and hard work. We have vast experience of providing independent education for students of all abilities and from all backgrounds, and our exam results demonstrate that we have a lot to offer our students.

At Regent College we believe that every student should have the advantages of an independent education. The School's prospectus calls on students to *Reach Your Full Potential*. At Regent College we are committed to turning that phrase into a reality in the year ahead.

This School Handbook is designed to give parents and students a guide to how the School works and what they can expect during the School day. Please read it carefully. If you have any questions, please contact the School. I look forward to seeing you, whether you are a parent or a student, in the coming year.

Selva Pankaj

Principal



Regent Independent School and Sixth Form College

Our Mission Statement

“End of Education is Character”

Our aims and aspirations are:

Academic

- That every pupil fulfils his or her academic potential.
- That teachers and pupils pursue academic excellence.
- That our pupils develop a love of learning, both individually and with others, and acquire a wide range of learning skills.
- That we create an environment in which pupils are confident in their ability and increasingly ready to take responsibility for their own learning.

Pastoral

- That every pupil receives excellent pastoral care within an ethos of tolerance and mutual respect.
- That pupils develop relationships with peers and adults in a way that prepares them for life beyond school.
- That pupils acquire a sense of responsibility and self-discipline.
- That pupils benefit from a wide range of opportunities for leadership and responsibility.

Personal and Social Development

- That our pupils participate in a variety of physical activities and experience a sense of well-being and self-confidence that arises from good health and fitness.
- That our pupils benefit from a comprehensive personal and social education that helps them to lead happy and fulfilling lives.

Extra-curricular Activity

- That we provide a varied range of activities beyond the curriculum.
- That pupils discover and develop their own skills and interests at school in preparation for adult life.
- That all be given the opportunity for personal achievement and fulfillment in a way befitting their own aspirations.

General

- That our pupils develop a moral, spiritual and aesthetic awareness that makes them receptive to the world around them, bringing with it a sense of wonder and openness to the most important ideas in our own and other cultures.

Staff

- That the school recognises the crucial importance of its staff in pursuing the aims above and, as a good employer, undertakes to provide them with appropriate support such as continuing professional training, staff review and development.

Student Code of Conduct

At Regent College we all have a responsibility to treat each other with consideration and respect, and to work together to ensure that everyone gains the maximum benefit from all aspects of School life. In order to achieve this we have high expectations of all students.

- Arrival:** Arrive at School on time and sign in.
- Movement:** Walk quietly and calmly around the School. Be courteous at doorways and do not gather outside the front entrance.
- Attendance:** Aim to achieve a 100% attendance record;
Explain absences on the day of return to School.
Attendance at progress tests is compulsory.
- In Class:** Arrive at lessons punctually, sit down quietly and be ready to start the lesson. Bring the correct equipment to class and complete homework on time.
- Around School:** Take care of our buildings and playing grounds and pick up any litter. Only eat in permitted areas.
- Attitude:** Be courteous and helpful to others. Never bully, swear, use unacceptable language or act aggressively to anyone.
- Behaviour:** Disruptive behaviour of any kind will not be tolerated. Any student found to be disruptive will be subject to the College disciplinary procedure.
- Bullying:** There is a Zero—Tolerance Policy towards bullying and it will not be tolerated in any shape or form. Any student found guilty of bullying will be subject to the College disciplinary code.
- Prohibited** Never bring to School dangerous, illegal or offensive objects or substances.
- Mobile Phones:** These must not be seen or heard during lessons. Students seen with phones during lessons will have them confiscated.
- Parking:** Parking is not allowed for students.
- Smoking:** In line with government legislation, where we strongly discourage smoking, the College has provided a designated Smoking Shelter for those students over the legal age for smoking. Smoking is not permitted anywhere else in or around the premises
- Fire Exit:** The Fire Exits should only be used in an emergency. Students must not under any circumstances temper with fire extinguishers or other safety equipment.
- Portable Stereo** Use of MP3 players, Ipods, and Mobile phones is prohibited during class and supervised study time.

School Day

8.45	-	9.00	REGISTRATION (SENIOR SCHOOL)
9.00	-	9.45	PERIOD 1
9.45	-	10.30	PERIOD 2
10.30	-	11.00	MORNING BREAK
11.00	-	11.45	PERIOD 3
11.45	-	12.30	PERIOD 4
12.30	-	1.30	LUNCH HOUR
1.30	-	2.15	PERIOD 5
2.15	-	3.00	PERIOD 6
3.00	-	3.45	PERIOD 7 (SENIOR SCHOOL)
3.45	-	4.00	AFTERNOON BREAK (SIXTH FORM)
4.00	-	4.45	PERIOD 7 (SIXTH FORM)
4.45	-	5.30	PERIOD 8 (SIXTH FORM)

Registration

Registration begins at 8.45 for Senior School pupils each morning. This period enables the Form Tutor to pass on important information to pupils and discuss any issues of concern. Therefore, it is compulsory for all Senior School pupils to attend their registration session.

Assemblies

Whole school assemblies will take place every Monday in the Main Hall. They begin at 10.30 and normally conclude at 10.50. These assemblies will provide an opportunity for pupils to be informed of any key school issues regarding the forth coming week.

There is also a programme of presentations delivered by staff and students on a wide range of issues ranging from Current Affairs to Historical events that shape our world today.

Morning Break

Whole school has half hour break from 10.30 to 11.00.

Lunch Hour

The lunch hour begins at 12.30 pm and concludes at 1.30 pm. Sixth Form students are entitled to leave the School for their lunch. However they are not allowed to hang around in the surrounding streets. They are advised to purchase their refreshments and return directly to school or to consume their food in the restaurants and then return directly to the school.

This policy is in force for two reasons firstly the wellbeing and security of our students and secondly as responsible members of the local community we do not want our students creating a nuisance for local residents and businesses.

Key Stage 4 pupils except GCSE Intensive students are only allowed to leave the School if they have obtained a signed letter from their parents granting them permission to leave. Key Stage 3 pupils are not allowed to leave the School without supervision.

End of Day

The School day for the Senior School ends at 3.45 pm. All pupils are expected to leave the School and proceed directly home at the end of the School day, unless they have timetabled Supervised Study period.

Sixth Form lessons continue up to 5.30 pm. Sixth Form students are entitled to leave the School after their last lesson of the day.

Staff Roles

Management & Administrative Team

Mr. Selva Pankaj MBA, FCMA (SP)	Principal Head of Centre
Mrs. Tharshiny Pankaj, BSc (Hons) (TP)	Co-Principal
Mrs. Juliana Storey BA (Hons) Cert Ed (JS)	Vice Principal Economics
Mrs. Alka Tailor, BCom (AT)	School Manager Examination Officer
Mrs Paras Patel, B.Eng, MBA (PP)	Finance Manager
Mr. Assad Shamsi, BSc (AS)	Marketing Manager ICT
Ms. Caroline Shephard BA (Hons) (CS)	Administrator
Ms. Sanam Arora (SA)	Administrator & Librarian

Pastoral & Teaching Team

Mr Rajeeb Chakraborty MInstP, BSc (Hons), MSc (double), PGCE, (RC)	International Admissions Advisor AS & UFP Form Tutor Science & Physics
Mrs Madhura Dandekar, BSc, PGCE (MD)	AS Form Tutor ICT
Mr. Jan Kellner, MSc, MA,PGCE (JK)	A/L Form Tutor Biology & Physics
Mr James Donovan, Dip Maths (JD)	A/L Form Tutor Mathematics
Ms Stephanie Houdinet, BA, PGCE (SH)	Senior School Tutor GCSE Intensive Form Tutor French and Spanish
Dr. Irene Hawkes , PGCE Chartered Educational Assessor (IH)	Head of Enrichment
Mr. Funsho Obilade, BSc, MSc ,MBA, PGCE (FO)	Business Studies, Economics & ICT A/L Form Tutor
Mr Jeff Hunter, BA, MA, PGCE (JH)	Head of English, Media Studies & Film Study A/L Form Tutor (Legacy Course)
Mrs. Laura Sasson, BA,PGCE (LS)	Government & Politics , History A/L Form Tutor (Legacy Course)

Teaching Team

Ms. Catherine Stringer, BA, PGCE (CS)	Art
Mrs. Karen Stoker, BA(Hons) PGCE (KS)	English
Ms. Madeleine Raphael, BSc, PgDip. (MR)	Sociology & Psychology
Dr. Subhasish Podder, BSc, PhD (SUP)	Head of Science
Mr Kandiah Vasanthakumaran, BSc MSc, PGCE	Head of Mathematics
Dr. Mohammad Aslam, PhD, FCMA (MA)	Head of Accounting
Mrs Sharon Teji, LLB, PGCE (ST)	Business & Law Teacher
Mr. Rauf Mann, BSc, MSc, PGCE (RM)	Chemistry & Science
Mrs Suthahari Sathiyaseelan, BSc (SS)	Science & Biology
Ms Vijayalakshmi Rayi B.Ed, MSc (VR)	Science & Chemistry
Mrs. Mantee Vasanthakumaran, BSc, MSc, PGCE (MV)	ICT & Computing
Mrs Mikki Shahid, BA, PGCE (MS)	English
Mr Gary Gibson, BSc, MSc, PGCE (GG)	Biology & Science
Ms. Jacquie Fawcett, BSc (JF)	Economics & Business Studies
Mr. Joseph Asamoah, BA, PGCE (JA)	ICT, Sociology and Psychology
Mr. Barry Solomons, BA, PGCE (BS)	Business Studies
Mr Ragulan Amirthalingam, B.Eng (RA)	Mathematics Further Mathematics
Dr Claudia Kerner, BSc, MSc, PhD, PGCE (CK)	Geography
Mrs Reeti Sharma, BSc, MA, B.Ed. (RS)	English
Mr. Amit Obhrai, Dip.Maths (AMO)	Mathematics
Mrs. Anita Obhrai, BA, MA,PGCE (ANO)	Art
Fit for Sport	Sports Co-ordinator

Guide to School Administration Team

UCAS Coordinators

The Vice Principal and A2 Form Tutors are responsible for university admission process at Regent College. There is a UCAS admissions programme which is designed to guide students from the initial selection of university courses, the university application process and preparation for interviews with universities. The College Resource Centre has a full range of university prospectuses and information on a wide range of degree courses and is available for students research and use.

There is a specific programme for BMAT and LNAT tests.

School Manager

Mrs Alka Tailor is the School Manager. She is based in the Administration Office. She deals with applications for the School and any other school administration matters..

Examinations Officer

Mrs Tharshiny Pankaj is the Examinations Officer. She will assist students with all aspects of examination entry. Examination entry deadlines are given on the School Calendar.

Subject teachers and Form Tutors will also help with examination entry procedures during the academic year, working with Mrs Pankaj

Bursar

The Bursar is Mrs Paras Patel. He is based in the Administration Office.

She is responsible for the financial management of the School. Any queries relating to fees can be discussed with Mrs Patel.

The Librarian

The librarian is Ms Sanam Arora and is responsible for the School's library in the basement of the School. She will be available to assist students in their studies by providing access to examination past papers, textbooks, articles and journals.

Reception Manager

Is responsible for all front of house issues and is the first point of contact for the school. General inquires and calls relating to student absences and lateness should be directed to her.

Facilities

Cafeteria

A cafeteria is located on the ground floor opposite the Reception Desk. The cafeteria is open from 10.00 am to 3.30 pm. Sixth Form students may use the cafeteria during the day.

Senior School pupils may only visit during Morning Break and Lunch Hour.

Common Rooms

The School provides a Sixth Form Common Room with facilities to work or have some down time.

Students will be expected to maintain their Common Room in a clean and orderly state.

Computer Rooms

The School has two computer rooms located on the first floor. Room 1.8 will be used as a classroom for ICT lessons.

Sixth Form students will be allowed to use Room 1.11 for academic study during their free lesson periods with the permission of their teachers.

Students may use Room 1. 11 during the Morning Break and Lunch Hour subject to the School's rules for computer use.

Library /Resource Centre

The Resource Centre is open from 10:00 am to 3:45 pm. There is provision for borrowing books and for private study.

Ms Sanam Arora will be happy to answer any queries and instruct students in the use of information sources. Past examination papers will be stored in the Library.

Lockers

Lockers are located on the second floor. Every Senior School pupil will be given a locker key. Sixth Form students will be given lockers on a first come, first served basis.

The School does not accept responsibility for theft or damage to any property contained in the locker. A lost locker key will be replaced at a charge of £10.

School Houses

The school has four Houses. Obama, Ghandi, Mandela and King House. Each student will be allocated a house. There will be House meetings with heads of houses on a regular basis to plan strategies for inter house competitions on a wide range of activities ranging from basketball to debating. House members / teams will be awarded merit or demerit points which will all contribute to deciding the winning house award at the end of the academic year.

Societies

School societies play an important role in the life of the School. Therefore, the School supports students and staff in creating and running societies. Societies usually meet during the Lunch Hour. All students are strongly encouraged to join at least one Club or Society. The School currently runs a Chess Club, Debating Society, Science Society and is about to launch it Duke of Edinburgh Award Scheme. Staff and students are welcome to add to this list. Information on societies is available on the notice board on the first floor landing.

Sports

The School offers a range of sporting activities, and has facilities available on site in the form of a basket ball pitch and at Harrow Town Sports Ground. The School uses a private playing field during the Lunch Hour and Friday afternoons. Official **Regent College** PE kit is compulsory for all Senior School pupils.

End of Year Ball

Each year the School organises an end of year ball near the end of the academic year which all students attend.

Prizes for academic and extracurricular achievement are awarded at this event and offers the school community a chance to say goodbye to its leavers in a fun filled evening of food, music and dance.

Glossary

Absence

If you are not coming to the College, call as soon as possible to speak to the school Administrator Ms Caroline Shepherd.

Any absence from the School requires a written note from a parent or guardian, explaining the reason for the absence, on the day of the student's return.

Any absence of three days or more requires a medical certificate. The School should be informed in advance of any medical or dental appointment.

Any other planned absence must be discussed with the Vice Principal. Students are expected to obtain details of missed work as soon as possible after their return to the School.

Accident or Illness

If you or another student requires first aid you should report to one of our First Aid Trained Staff:

Mr James Donovan
Mrs Suthahari Sathiyaseelan
Mr Vasanthakumaran Kandiah
Mrs Tharshiny Pankaj

If a student is feeling unwell they may be sent to the Sick Room, in Room 2.4, or sent home. This decision will be taken by the Vice Principal or the Senior School Co-ordinator. Parents of Senior School pupils will be contacted before the pupil leaves the School.

Contact Numbers and Addresses

The School works in partnership with parents and guardians to achieve the best possible education for the students. Therefore, it is vital that the School has reliable contact telephone numbers to enable us to communicate. Advances in Information Technology enable us to send important material by e-mail. Therefore, any e-mail addresses would also greatly improve communication between home and the School. Any change of address during the academic year should be notified to the Administration office as soon as possible.

Detention

The School holds detentions for Senior School pupils at 3.45 pm on the day after the student has incurred the detention. The detention period lasts for one hour. Sixth Form students' detentions last for one hour from the end of the student's last lesson.

Fees

All fees are payable in advance of the beginning of the term. Any parents wishing to discuss payment details should contact Mrs Paras Patel as soon as possible.

Students will not be entered for examinations without the payment of entry fees.

Fire

The School is equipped with a comprehensive fire alarm system and notices are posted throughout the School telling you what to do in the case of fire. Fire practices are held regularly and it is essential that students listen carefully to any instructions. Fire exits are clearly marked and should not be used except in genuine emergencies. Fire regulations require students to bring their Identification Cards each day for their own safety.

Home-School Agreements

Home-School Agreements provide an effective framework for developing the partnership between parents and teachers that is vital in raising achievement. Every parent and student will be asked to sign these agreements at the start of the academic year. These agreements underline the importance of satisfactory grades in mock exams for Sixth Form students.

Homework

Students who regularly fail to complete assigned homework tasks will be given a detention and will be required to complete the tasks during the extra time spent in School. Homework is set for the student's benefit, and should always be completed in the time allocated by the teacher. Parents of both Senior School pupils and Sixth Form students are expected to ensure that their children complete their homework assignments.

Supervised Study Programme

Regent College operates a Supervised Study Programme which requires all Sixth Formers to attend Supervised Study during a number of designated free periods on their timetable. This is compulsory for all students.

House System

All students and staff will be allocated to one of the School's four Houses. Each year the four Houses compete for points awarded for a wide range of sporting, musical and cultural activities.

Identification Cards

All students and staff will be issued with an identification card. These cards will enable the School to protect their students. Students must swipe their card to log in and log out of the building in order to comply with Health and Safety Regulations and Fire Precautions. Therefore, it is vital that students remember to bring their card to school every day.

Individual Learning Plans

Every student at Regent College will have an Individual Learning Plan (ILP). Students benefit from a carefully compiled and effectively used ILP. The reviews of their ILPs enable students to assess their own learning. These plans reflect individual circumstances and are an effective means of recording progress and maintaining a focus upon academic achievement.

Lost Property

Any lost property found by students should be given to Mrs Taylor in the Administration Office.

Any student looking for lost property should also contact Mrs Taylor.

Motor Vehicles

The School car parks are **solely** for use of staff and authorised visitors.

Students are **not allowed** to use the School car parks, or that of any of our neighbours.

Car parking is very restricted in the area and we strongly recommend that students come to college by the very good public transport links.

Notice Boards

All students are advised to regularly examine the notice boards on the ground floor by the stairs and the first floor landing. Important and interesting information will be available, especially details of social and cultural activities.

Sixth Form students are also advised to regularly examine the notice board outside the Administration Office for important information regarding their public examinations.

Open Day

Open Days give students an opportunity to present their School to their parents and the local community, and we hope that as many students as possible will be involved in promoting the School. All parents are invited to these important events.

Parents' Evenings

Parents' Evenings are a valuable opportunity for teachers and parents to discuss progress and achievement. All parents and guardians are strongly urged to find the time to attend these important events. Please refer to the School Dairy for this years Parent's Evenings dates.

Progress Reports

The School regularly provides detailed progress reports on every student by each subject teacher. The reports focus on academic progress and the features that are essential for the development of good character. Please refer to Parents' Guide To Key Dates leaflet for the dates of the reports.

Progress Tests

Regular testing and assessment plays a major role in the education provided by the School. Sixth Form students undertake formal Progress Tests in the Main Hall under examination conditions to ensure that they are aware of the demands and skills required for success in their A Level exams. The results also provide teachers with valuable information on the strengths and weaknesses of their students. Senior School pupils are also regularly assessed to evaluate academic progress.

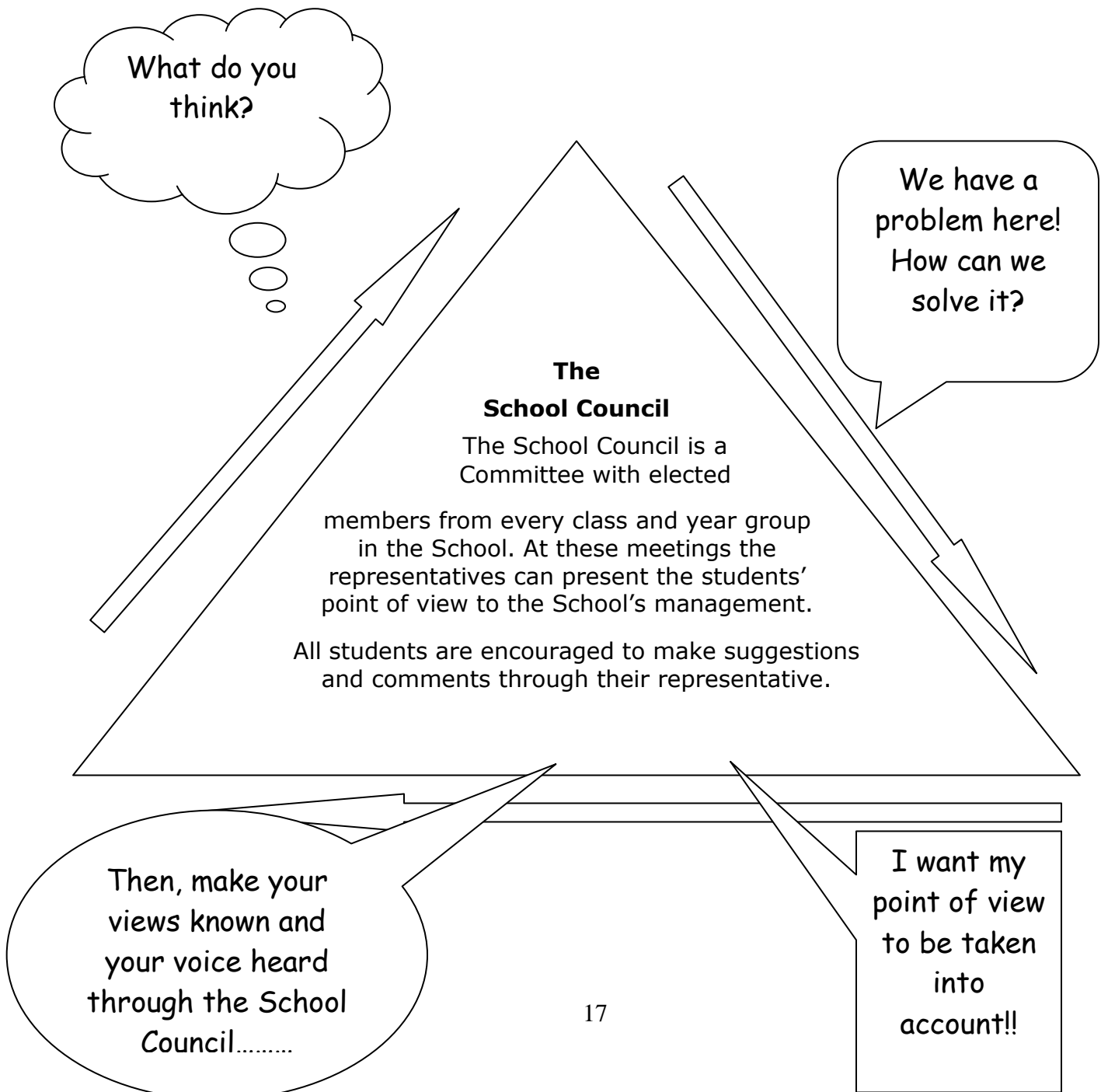
Valuables

Students should not bring valuable items of property into the School. If they do, they remain the responsibility of the student. Students should only bring into the School sufficient money for their daily needs. This money is also the responsibility of the student.

Visitors

The safety of our students and staff is a priority for the School. Therefore, any visitor to the School, including parents and guardians, must report to the Reception desk and sign the Visitor's Book.

Communication at Regent



Student Dress Code

Key Stage 3 & 4 Pupils

All Pupils must wear the school uniform and PE kit as stipulated in the School Uniform Policy. This includes black shoes, white shirt and the school tie. The dress code extends to time travelling to and from school as well as at all times the students are on the school premises. School uniform can be purchased at:

Angels
363 Rayners Lane
Pinner, Middlesex, HA5 5EN
Tel: 020 8866 9972
Web: www.angleuniforms.co.uk

Sixth Form Students

The dress code for the College is smart casual and includes:

- No nose studs
- No clothing with allusions to drugs, alcohol or material that could be deemed offensive.
- No basketball style vests
- No clothing that could be deemed revealing
- No hats or hoods
- No Cropped Tops
- No Slogans
- No halter necks
- No Vest Tops
- No unnatural hair dyes i.e. blue, green, pink
- No visible tattoos (expect ceremonial henna tattoos)
- No Jogging Bottoms / Pants
- No Razor Cuts in hair
- No Number 1 or 0 hair cuts
- No Razor Cuts on eye brows

Any pupil/student who fails to observe the dress code will be asked to go home and return to the School in appropriate clothes. Consistent failure to adhere to the dress code will result in disciplinary action.

Managing Your Learning

Subject Teachers

Subject

Teacher

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Regent College Term Dates 2009/2010

Autumn Term (13 weeks)

Monday 14th September 2009– Friday 23rd October 2009	[6 weeks]
Monday 26th October 2009 - Friday 30th October 2009	[Half Term]
Monday 2nd November 2009 - Friday 18 th December 2009	[7 weeks]

Christmas Holiday

Monday 21st December 2009 - Friday 1st January 2010	[2 weeks]
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Spring Term (12 weeks)

Monday 4th January 2010 - Friday 12th February 2010	[6 weeks]
Monday 15th February 2010 - Friday 19th February 2010	[Half Term]
Monday 22nd February 2010 - Thursday 1st April 2010	[6 weeks]

Easter Holiday

Friday 2nd April 2010 - Friday 16th April 2010	[2 weeks]
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***Summer Term (11 weeks)**

Monday 19th April 2010 - Friday 28th May 2010	[6 weeks]
Monday 31st May 2010 - Friday 4th June 2010	[Half Term]
Monday 7th June 2010 - Friday 9th July 2010	[5 weeks]

Examination Entry

It is your responsibility both to enter for your examinations before the deadline and to obtain your statement of entry from the Examination Administrator.

PLEASE READ AND FOLLOW THE ENTRY PROCEDURE CAREFULLY

1. Check which EXAM BOARD and SYLLABUS you are following for each subject (see the next page for a list of subjects and exam boards). Discuss with your teacher WHEN you should sit the exam: in November 2009, January 2010 or June 2010. You may be advised to take a few units in January 2010 and the rest in June 2010. Have a clear plan of which units and the options you want to take.
2. Obtain the relevant exam entry forms from the Examination Administrator or the School website. **Do this well before the closing date.**
3. Complete the entry forms and give them, together with entry fee to the Examination Administrator.
4. Obtain your Examination Statement of Entry from the Examination Administrator.

Deadline for examination entries for GCSE & A level

	November 2009	January 2010	June 2010
GCSE	N/A	N/A	5 th February 2010
A Level	N/A	2 nd October 2009	12 th March 2010

Deadline for coursework submission for GCSE & A level

	November 2009	January 2010	June 2010
GCSE	16 th October 2009	N/A	26 th March 2010
A Level	N/A	20 th November 2009	31 st March 2010

Subjects Offered and Examination Boards

GCSE Subjects

Examination Board

Art	EDEXCEL
Biology	EDEXCEL
Business Studies	OCR
Chemistry	EDEXCEL
English Language & Literature	AQA
French	EDEXCEL
German	EDEXCEL
History	OCR
Information Communication Technology	AQA
Mathematics	EDEXCEL
Physics	EDEXCEL
Science	EDEXCEL

*AS & A Level Subjects

Examination Board

Art	EDEXCEL
Accounting	AQA
Biology	EDEXCEL
Business Studies	OCR
Chemistry	EDEXCEL
Computing	AQA
Economics	OCR
English Language/ Literature	EDEXCEL
French	EDEXCEL
Film Studies	WJEC
Further Mathematics	EDEXCEL
Government & Politics	AQA
History	EDEXCEL
Information Communication Technology	AQA
Law	OCR
Mathematics	EDEXCEL
Media Studies	OCR
Physics	EDEXCEL
Psychology	AQA
Sociology	AQA

*** Note: ALL A2 and A Level Intensive Students will follow the previous syllabus structure of the exam boards 3 units at AS and 3 units at A2.**

*** Note ALL AS students will follow the new syllabus for first teaching September 08 introduced by all exam boards 2 units at AS and 2 units at A2**

Useful websites:

<http://www.aqa.org.uk>
<http://www.edexcel.org.uk>
<http://www.ocr.org.uk>
<http://www.wjec.co.uk>

Applying to University

The Vice Principal and A2 Form Tutors are responsible for university admission process at Regent College. There is a UCAS admissions programme which is designed to guide students from the initial selection of university courses, the university application process and preparation for interviews with universities. The College Resource Centre has a full range of university prospectuses and information on a wide range of degree courses and is available for students research and use.

There is a specific programme for BMAT and LNAT tests.

The Application Procedure

For A/S students the application procedure starts in the summer term of the first year. For A/2, UFP and A/L Intensive students the procedure starts as soon as College begins in September. Regular meetings will be held to give guidance and advice on selection of courses and institution, completing the UCAS form and writing the personal statement. Universities will also visit the School to conduct presentations.

UCAS Application Deadlines

Medicine, Law and Oxbridge **8th October 2009**

All other Applications **4th January 2010**

References will be collected from teachers two weeks before the application deadline.

Things You Should Know & Do

Attendance and Punctuality

*The School places the utmost importance on attendance and punctuality. Parents will be informed if students do not attend lessons and **students may be prevented from sitting exams if their attendance does not meet the required standard.** Students may not be allowed to enter lessons if they arrive more than 15 minutes after the scheduled start time.*

Progress Tests

All full time students must attend progress tests. Failure to attend the test will be notified to parents and recorded as an unauthorised absence. Predicted Grades for university will also take into account performance in Progress Tests.

Mock Exams

Mock exams will be held twice a year, in December and again in early May. These examinations will give both you and your teachers an indication of the kind of grades you can expect to achieve in your forthcoming examinations. Mock exam results will also greatly influence predicted grades for university application. Your grades will be included in the progress reports.

Homework

Students who regularly fail to complete assigned homework tasks will be given a detention and will be required to complete the tasks during the extra time spent in School. Homework is set for your own benefit, and should always be completed in the time allocated by the teacher.

Supervised Study

Regent College operates a Supervised Study Programme which requires all Sixth Formers to attend Supervised Study during a number of designated free periods on their timetable. This is compulsory for all students.

CCTV

CCTV is in operation throughout the school at all times to ensure student safety, school security and the safety of school property.

Student Card

*When you come in the morning you must sign in using your ID card at the Reception. When you are leaving the building you must sign out. If you return to school later on the same day, then you must sign-in again. **Please make sure you carry your student card at all times.***

Personal Belongings

You are advised not to bring in personal belongings such as MP3 players, Ipods and games as the College will not accept any responsibility for loss or damage to such items.

Notices

You must read the notices displayed on the notice boards, and Regent website. They will contain important information that may affect you directly and you are expected to take note of them.

Student Services and Welfare

Photocopying

A photocopying service available to students on request.

Computers and Printer Credits

All students must sign the Computer Use Code before using the system. To use the School computers you must log in using your username and password. Each student is given 300 printer credits at the start of the year. For those students studying subjects such as ICT and Media with a high coursework content there will be extra credits available free of charge. For those students that use up all their allotted free credits there is a facility available for the purchase of extra credit from the Finance Office. We advise all students to take care when deciding what to print as they will, once they have exceeded their free allowance have to pay for their printing.

Library /Resource Centre

The Library/Resource Centre will be open between 10:00am - 3:45pm (Term Time). Students need their ID card to borrow items from the Resource Centre.

Illness and Accidents

If you feel unwell or have an accident you must tell a teacher straight away. Normally you will be sent to the School Office where a trained First Aider will take care of you. If you are too ill to remain at school or if hospital treatment is necessary then your parents will be contacted to make suitable arrangements.

Under no circumstance should you leave the school or go home without permission.

Medicines

If you need to take medicine at school you should bring a letter from your parents stating when you need to take it. Your medicine must be left with the School Office. The only exception is if you have an inhaler for asthma.

Please do not ask for aspirin or other tablets at school. We are not allowed to give you any medicines.

Please make medical appointments outside school hours. If you must leave school during the day for any medical appointment you must bring a note from your parents in advance of the date.

Valuables, Lost Property, Break & Food

Valuables

Please do not bring expensive items or large sums of money to School. The College or its staff can not accept any responsibility for loss or damage to any personal items.

Lost Property

Lost property should be handed in to the School Office without delay. If you lose something please enquire at the School Reception. You should, also tell your form tutor.

Breaks

Senior School pupils must stay on the School premises during morning breaks and at lunch times, unless written permission has been given by parents/guardians allowing a particular pupil to go out during the lunch break.

Food

During the break times food can only be eaten in the Canteen or the Common Rooms. You must not eat or drink in classrooms or corridors at any time.

Chewing gum and alcohol are forbidden in school. Please do not leave litter. Use the litter bins provided at all times.

Smoking

Smoking is only permitted in the designated smoking area in the Car park. Students are not allowed to smoke in any other part of the building, playing field or the surrounding areas of the College.

Health And Safety

Read the instructions about evacuating the School if the fire alarm sounds and make sure you understand them. Be ready to leave the School promptly and without panic if the fire alarm sounds. From time to time we hold practices to remind students of the procedure.

Never place objects in such a way that they stop people from being able to move about freely on staircases and in corridors. Report any accident, however small, to the Reception staff .

Timetable

Senior School pupils must be in the School at all times between 8:45 and 15:45.

08:45-09:00	Morning registration
09:00-09:45	Period 1
09:45-10:30	Period 2
10:30-11:00	Morning Break
11:00-11:45	Period 3
11:45-12:30	Period 4
12:30-13:30	Lunch Break
13:30-14:15	Period 5
14:15-15:00	Period 6
15:00-15:45	Period 7 (Senior School Ends)
15:45-16:00	Afternoon Break (Sixth Form)
16:00-16:45	Period 8 (Sixth Form)
16:45-17:30	Period 9 (Sixth Form)

KEY DATES

Progress Test and Mock Exams

W/C 28.09.09	Progress Test 1
W/C 12.10.09	Progress Test 2
W/C 02.11.09	Progress Test 3
W/C 16.11.09	Mock Exams
W/C 30.11.09	Progress Test 4
W/C 11.01.10	Progress Test 5
W/C 01.02.10	Progress Test 6
W/C 01.03.10	Progress Test 7
W/C 22.03.10	Progress Test 8
W/C 19.04.10	Progress Test 9
W/C 03.05.10	Mock Exams
W/C 21.06.10	Mock Exams CSA

* A Level Short Course Legacy Weekly Tests

Parents' Evenings Schedule

Yr 9, 10, 11 & AS	Thursday 3 rd December 2009 4:00pm to 8:00pm
GCSE Int & A2	Friday 4 th December 2009 5:45pm to 8:00pm
Yr 9, 10, 11 & AS	Thursday 25 th March 2010 4:00pm to 8:00pm
GCSE Int & A2	Friday 26 th March 2010 5:45pm to 8:00pm

Reports Schedule

Week Ending 23.10.09
Week Ending 11.12.09
Week Ending 19.03.10
Week Ending 21.05.10
Week Ending 02.07.10 CSA Only

Reports will be sent out one week after the reporting period date.

Rewards and Sanctions

Rewards

The School aims to promote the highest standards of behaviour, self-discipline and learning through positive encouragement and rewards.

Outstanding effort or achievement by students will be acknowledged and rewarded at the end of the year ball during the awards ceremony.

Sanctions

Minor Exclusion:

Teachers may send a student from the room for a period of no more than five minutes.

Detention:

Teachers are entitled to impose a detention during the Morning Break and the Lunch Hour. Teachers also may give any student a formal detention for the end of the School Day on the following day.

Referral to Senior Management:

Teachers may opt to send a student to a member of the Senior Management Team. Senior School pupils and GCSE Intensive students should be sent either to the Senior School Co-ordinator or The Vice Principal. Sixth Form students can also be sent to their Form Tutors or the Vice Principal.

Exclusion:

Serious or persistent violations of the Code of Conduct can result in exclusion from the School.

Pastoral Care

Pupils and students at the School will be placed in a tutor group consisting of not more than 20 boys and girls with one teacher responsible for providing the pastoral care.

The responsibility of the tutor is to oversee academic progress through the School and to organise a relevant pastoral programme.

Bullying—Zero Tolerance Policy

Bullying may be verbal or physical and will not be tolerated by the School in any form. If you are a victim of bullying, or if you observe incidents involving others, do not hesitate to inform a member of staff.

Timetable

Lesson Day /Time	Lesson 1 09:00	Lesson 2 09:45	Lesson 3 11:00	Lesson 4 11:45	Lesson 5 13:30	Lesson 6 14:15	Lesson 7 15:00	Lesson 8* 16:00	Lesson 9* 16:45
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									

***Sixth Form Students only.**