



COLLEGE POLICY DOCUMENT

Induction Day Policy

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The following policy has been instigated to ensure that there is a systematic process in place for students on their first day of teaching at St. Andrew's. It has been decided by the Principal that the first two teaching days will be replaced by registration / induction days. This decision has been made to ensure that all the relevant information pertaining to each student is collected in a timely fashion.

The registration / induction process for new students will take place over two days as shown below. The process will take place at No. 89 Regent Street CB2 1AW with the Principal in attendance to answer any issues or concerns.

The two days will run as shown below:

- A. Monday 5th September will be registration for new students to the college and it will run from 9 AM to 1 PM.**
- B. Once the registration process has completed the students will be asked to return to Regent Street at 2 PM where they will be allocated a classroom and they will then undergo an English test and Maths. All students will go through a speaking, listening, writing and reading test. These tests will be used by the Principal and IELTS coordinator as the benchmark for each student and then as they are re-tested each half term the progress can be measured.

- C. The new students will then go through an induction on Tuesday 6th September where again they will be allocated a classroom. The induction will run from 10 AM – 4 PM with a break of one hour for lunch at 12.30 PM. The induction will cover the following points:
- ✚ Student handbook covering in depth the college rules.
 - ✚ E-Safety policy
 - ✚ Student safeguarding / bullying
 - ✚ Timetables
 - ✚ Sick and absence reporting
 - ✚ Police registration
 - ✚ The importance of IELTS classes
 - ✚ Biometric System
 - ✚ Student welfare
- D. It is envisaged that the above will take approx. 2.5 hours and be delivered by college tutors. The induction will cover all aspects of college life including welfare. The biometric system will be explained.
- E. All new students will complete a medical registration form and questionnaire so that they can be registered at the local medical centre in Bateman Street, Cambridge. Mr McEwan-Cox the Registrar will organise meeting with each Tier 4 student so that the regulations can be explained and signed for. Mr McEwan-Cox will also check your passport and visa and photocopy both for your student file.
- F. These students will be on timetable from Wednesday 7th September.
- G. Tuesday 6th September will be all returning students remaining on the same course.**
- H. They will go through the registration process.
- I. Registration will take place between 9 AM – 12.30 PM. Lessons will start for all returning students on Wednesday 9th September.
- J. On Friday 23rd September at 9.15 AM the Police will attend the college to register all students that based on their visas require Police registration. The meetings will take place in the Common Room at No. 9 Station Road. This process will be fully explained to you as part of your induction.

Student registration for new students will follow the following process:

1. As they enter No. 89 Regent Street they will be asked to register by showing the relevant college paperwork. The student will complete a registration form.

2. The student will then be handed a number of forms, which they will need to read, sign and then return. Members of staff will be on hand to answer any questions and / or explain the wording of the documentation before being signed by the student.
3. Any student with outstanding fees will be given a letter explaining how payment can be made and where to find the accounts office in order to discuss the payment.
4. The last aspect of the induction is the receipt of the timetable and confirmation of the course and / or subjects.
5. On completion of point 4, the registration process will be completed and the student will then be asked to return at 2 PM for English and Maths testing.
6. All new students will attend an induction / orientation day on Tuesday 6th September. They will then commence their lessons on Wednesday 9th September AM.
7. Rooms for registration are as follows:

Student common room – Waiting Area

Room 8 – Registration, passport, timetables and other documentation.

Room 4 – Medical registration and questionnaire.

Students will be asked to wait in the student common room at No. 89 Regent Street. They will only be allowed into room 8 when a space makes itself available. This will stop congestion and ensure that all students are given sufficient time to register.

A copy of the induction programme can be downloaded from
<http://www.standrewscambridge.co.uk>

The programme is an important part of your induction to our college. Full details will be given to you at registration. All new students and those returning students starting a new course will then go through a registration and induction programme.

You will join your classes as per your timetable AM on Wednesday 7th September. Your first class will be shown on your timetable.

All returning 1st year to 2nd year A level students will start their classes on Wednesday 9th September AM.

Reviewed: September 2009, 2010, 2011, 2012, April and July 2013, June 2014, July 2015 and July 2016.

Next review: 1st August 2017.