



MC Academy

www.themcacademy.co.uk

STUDENT INDUCTION HANDBOOK

Accredited by the
BRITISH COUNCIL
for the teaching
of English in the UK

ENGLISH UK
member

ENGLISH UK
north

**UNIVERSITY OF
CAMBRIDGE**

PFE
People Further
Education
Educational Group

**Greater
Manchester
Chamber
of Commerce**

Our Values: Motivate - Support - Guide

WELCOME



Dear student,

MC Academy is proud to welcome students from countries all over the world. Our experience has taught us that getting to know our students as individuals allows them to fulfil their potential.

Our size allows us to do just this.

However long your stay in Manchester may be, we hope that it will be successful and enjoyable. This handbook will give you all the information you will need about our school and our policies. If you have any further questions, please do not hesitate to ask any member of our friendly staff.



Mr Abdul Majid Abufares
School Principal

Teaching & Learning



How we teach English?

Throughout your English course, you will learn the language by interacting with others in groups, pairs, and with the teacher. Teaching will focus on using English to communicate with others. Classes will follow a course book but may include extra material.

The materials used in class will be adapted to your individual needs. Additionally, you will be encouraged to work independently by using the library and computer room. This will give you a chance for self-study and to increase your knowledge of English. You will be given homework every day which you must complete in your own time.

Joining a Class

The school runs a continuous enrolment system. This means you might join a class which has been running for a few weeks. Your teacher will introduce you to the class and make sure you feel welcome.

Course Books

You are expected to buy course books before you start each level.
These will not be provided by the school.
For every paid 12-week course, you will receive a free course book.

Examinations

Cambridge and IELTS are the most popular exams.
We offer preparation courses for both. Ask your teacher for more details.

Level Tests



On Friday, you will be given a test in class. Your results will help your teacher decide if you are ready to move up to the next level.

Criteria for taking the Level Test

- Achieve 80% in the Friday Test for at least 4 weeks.
 - Take a revision test and get 70% or higher.
 - Have at least 80% attendance.
 - Always do your homework.
- Always produce writing to a good standard.
 - Complete your ILP every week.
- Get a recommendation from your teacher.

70%+

PASS!

65-69%

Short test the following week.

55-64%

Stay in your class for **at least** another **2 weeks** before the next test.

45-54%

Stay in your class for **at least** another **3 weeks** before the next test.

44%-

Stay in your class for **at least** another **4 weeks** before the next test.

Class Times



Class Times

Your classroom number and the name of your teacher can be found on the register board opposite reception.



CLASS 1
08:30 - 11:45

CLASS 2
12:00 - 13:00

CLASS 3
13:15 - 14:15



CLASS 1
08:45 - 12:00

CLASS 2
12:15 - 13:15

CLASS 3
13:30 - 14:30

CLASS 4
14:45 - 18:00



CLASS 1
09:00 - 12:15

CLASS 2
12:30 - 13:30

CLASS 3
13:45 - 14:45

Lateness

For Class 1, you may be up to 15 minutes late (for the first part of Class 1).

For Classes 2, 3, and 4, you may be up to 5 minutes late.

If you turn up to your class too late, you will not be allowed to enter.

 MC Academy	
Nursery Pass	
I am late because I was dropping my child/children off at nursery. Please allow me to enter the class.	
Student Name	<input type="text"/>

Nursery Pass

If you have children that you need to take to nursery/school and will be late to class because of this, then please visit the Compliance Officer for a Nursery Pass.

School Rules (1)



Time Keeping & Attendance

- You will be given a student card when you start school.
- You must wear your lanyard (student card) when you are at the school.
 - You must be punctual.
- You must have 80% attendance in order to receive an end of course certificate.
- If your attendance is less than 80%, you will not be able to obtain a certificate at the end of your studies at MC Academy.



Absences & Holidays

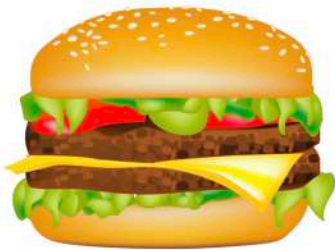
- If you cannot attend class you must telephone or email the school **before your class starts** and give a reason for your absence and when you hope to return.
- If you wish to take a holiday, please inform reception **one week** before your holiday and complete the holiday request form. If your visa dates allow it, you will be able to make up any holiday time at the end of your course. For example, if you take 2 weeks of holiday in the middle of a 12 week course, you will be able to extend your course for 2 extra weeks to catch up on the holiday time missed.
 - You may book up to **4 weeks** holiday per calendar year.
- If you book a long holiday (a holiday of more than 2 weeks), then your place on your course can not be guaranteed when you return. Please speak with the the school's Compliance Officer for more information regarding this.
- If you do not adhere to the procedures then any unauthorised absences will affect your attendance.

School Rules (2)



Food & Drink

- Please eat and drink in the student lounge only.
- Food and drink are not allowed in the classrooms, computer rooms, or in the library.
- Do not bring any food or drink past the reception area.



Smoking

- Smoking is not permitted anywhere in the building.
- You may smoke outside the building but not in the doorway.
- Do not leave cigarette butts outside the front door.

Mobile Phones

Switch off all mobile phones before you enter class. Any student who accepts a mobile phone call in class time will be asked to leave the class and cannot return until after break. This will affect your attendance.

Using Moodle (1)



What is Moodle?

When studying a course at MC Academy you will have access to Moodle, a useful website to help you keep up-to-date with everything that you need to know about your course - even when you are not at school!

Using Moodle is a great way to advance your learning and understanding of English.

You can use moodle to:



Complete work set by your teacher.



Complete tests.



Access reading material.



Access your course book online.



Visit useful websites to improve your skills.



Visit exam websites.

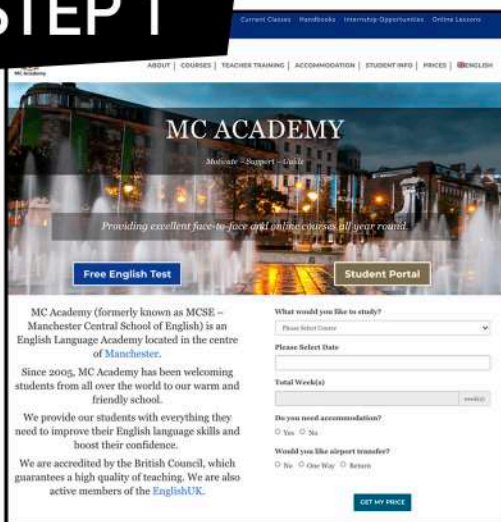
Using Moodle (2)



How do I access Moodle?

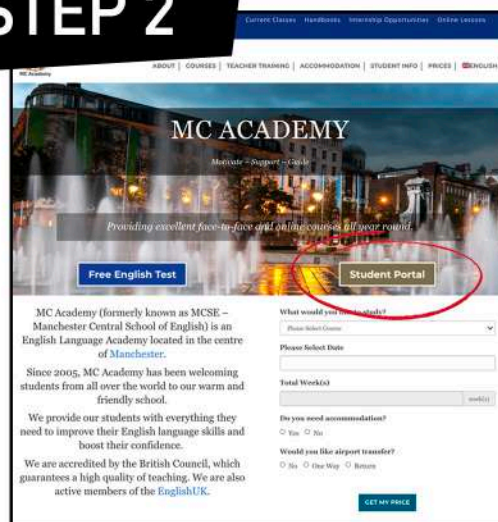
Accessing Moodle is easy! To access Moodle, simply follow these 4 steps:

STEP 1



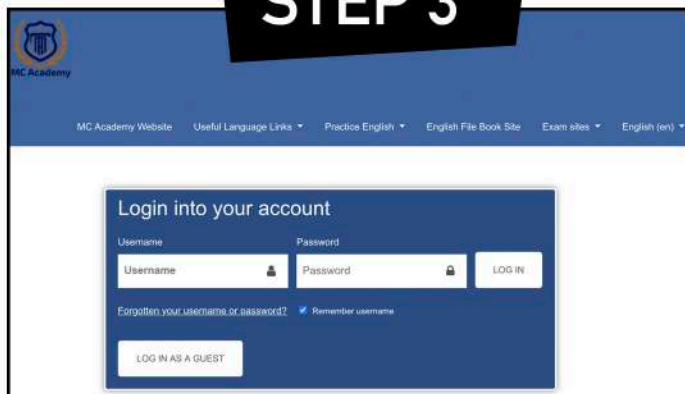
Visit www.themcacademy.co.uk

STEP 2



Click the 'Student Portal' button.

STEP 3



Type in your username and password. These will be sent to you before you begin your course.

STEP 4



You will then have access to Moodle and all of its resources.

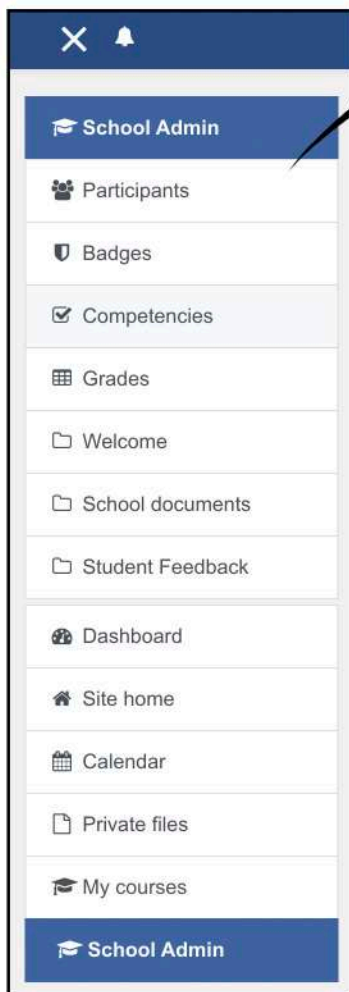
Using Moodle (3)



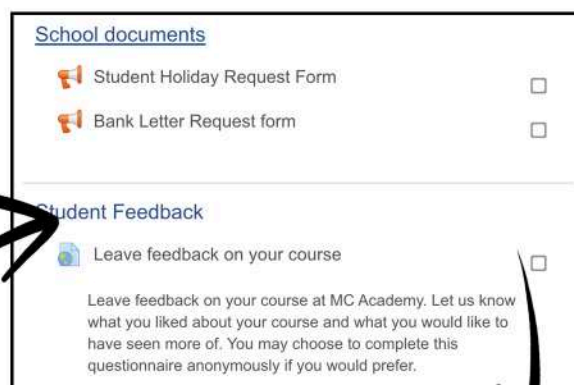
Booking a Holiday

If you wish to book a holiday, then you may do so by submitting a request via Moodle.

STEP 1



Click the 'School Admin' tab on the drop-down menu to the left.



Mode: User's name will be logged and shown with answers

Name !

Student ID !

Start date of holiday !

Last day of holiday !

Total number of days requested !

There are required fields in this form marked !.

STEP 4

You can also complete the Bank Letter Request Form and submit student feedback by clicking on the School Admin button.

STEP 2

Once you have clicked the button, scroll down and click 'Student Holiday Request Form'.

STEP 3

Answer the 5 questions and then click 'Next Page'.

Your request has now been sent to the school's Administration Team.

School Facilities



Library

- You are welcome to borrow any books or DVDs from the library.
- Please ask at reception before you take anything from the library.
 - You must return the items on the due date.

Computer Room

- Feel free to use the computer room at any time during the day, unless there is a class in there.
- Please do not download any files onto the computer as this may infect the computer with a virus.

Student Lounge

- The area next to Reception is open for you to relax during your break time.
 - Here you can buy a snack from the machine, meet other students, watch television, or read a book.

Prayer Facilities

- In the school there is a prayer room for you to use when you need to.

Social Programme









Finding a balance between Work & Play

MC Academy has a very active social programme, with different activities planned for every day of the week. Please check the social programme to see what is planned for this week.

You can find the school's social programme in the following places:

- MC Academy website
- MC Academy social media platforms
- Reception
- Your Classroom

Monday 16th 13:45	Tuesday 17th 13:45	Wednesday 18th 13:45	Thursday 19th 13:45	Friday 20th 13:45	Saturday 21st 13:45	Sunday 22nd 08:30
Mustard Tree Charity Talk	St. Patrick's Day	IELTS Speaking Club Film/Book Club	School Quiz / Food Day: Saudi Style	First Day of Spring Activities	North Yorkshire Tour	-
						
A representative from the charity, Mustard Tree, will be coming to visit the school to talk about the charity and the opportunities available to students. <i>(Dependant on student turnout)</i>	This Tuesday is quite a special day! We will be celebrating St. Patrick's Day in-school today. Come along to learn more about Irish traditions and enjoy the festivities.	For IELTS students only, a chance to practice your speaking and ask any questions you may have. For those of you who like to read, come and join the school's Film/Book Club!	Enjoy delicious Saudi food with your friends and teachers! <i>(Dependant on student turnout)</i> - Alternatively, take part in a traditional pub-style quiz. Harness your general knowledge skills with your friends to become the champion!	This Friday marks the first day of Spring, here in the Northern Hemisphere! As the season of Spring is renowned for its beauty, come along to practice your photography skills by taking pictures around the city.	The people of Yorkshire call their area 'God's own county', and on this adventure, you will see why! We will take you to some of the most amazing places Yorkshire has to offer. <i>Speak with Krystian to book your ticket.</i>	
Cost: Free IN SCHOOL	Cost: Free IN SCHOOL	Cost: Free IN SCHOOL	Cost: ??? DEPENDANT ON THE ACTIVITY	Cost: Free OUTSIDE OF SCHOOL	Cost: £35 OUTSIDE OF SCHOOL	

An example of the social programme at MC Academy.



Today's Date

Social Activity Pass

I will not be attending my class today as I will be attending today's social activity.

Student Name

Student ID

Teacher's Signature

Social Officer's Signature

- Weekend activities are also available.
- If you would like to book a weekend excursion, please speak with the school's Social Programme Officer.

- If you have a class but would like to attend one of the school's social activities, then please ask the school's Social Programme Officer for a 'Social Activity Pass', this will ensure that you will still receive a mark for your attendance.

Accommodation



- Accommodation is available to book through school.
 - We offer homestay and student accommodation.
- If you would like to book accommodation, please speak to someone at Reception.

Homestay Accommodation

- The hosts treat the student as a full member of the household, eating together and sharing the common living areas.
 - No more than four students will be accommodated in homestay accommodation with a single host at any one time.

Student Residence

- In private homes.
 - Accommodating more than four students.

Please Note

- Accommodation booked privately, such as flats and bedsits will require you to sign a legally binding contract.
 - You will be responsible for paying your rent on time and any bills such as gas, electric, water, and council tax (if applicable) etc.

Welfare



- The staff members at our school are here to provide information, support and guidance on a range of issues, e.g. study-related issues, relationships, difficulties, loneliness, health, etc.
- If you want to chat about how you're feeling, you'll find someone to listen.
 - Everybody is welcome and we treat anything you talk to us about with an appropriate level of confidentiality.

Welfare

- Student welfare is our top priority, that's why our aim is to provide support and assistance to make you feel at home.
- Should you have any problems or personal worries during your stay at the school, please do not hesitate to speak to a member of staff.
 - If you want to talk in private, just ask.



Emergency Contact Number

- In case of an emergency, the school has a 24 hour phone that you can ring to speak to a member of staff.
 - Please note, this number is reserved solely for emergencies, for non-emergencies, please contact the school via the school's main number.

The number is 07554640222.

Under 18s



School Rules

- Attend all your scheduled classes.
- Contact the school if you are going to miss any of your classes.
- Always have school's emergency phone number and your host's phone number to hand.
- Agree and obey the curfew times when staying with a host family because they are there to make sure you are safe.
- Curfew times may only be extended in a situation when the U18 students are accompanied by a responsible adult (Family Consent needed if it is not Host Family).
- Follow the rules given by your host family.
- Tell your host about your trips or after school activities.
- Speak to our Welfare Officer, if you have any problems.

Free Time

- Under British Law, anyone under 18 is treated as a child in the UK and has to follow these rules:
 - Curfew times (look at the table below).
- Do not consume or purchase cigarettes, alcohol, or any other substances.
 - Stay away from places which are for adults only (eg:nightclubs).

13 & Under	21.30 (only if with a Group Leader or staff member at all times)
14 - 15	22.30 (only under the supervision of a Group Leader or staff member at all times)
16 - 17	23.00 (provided that parents accept the school rules)

Safeguarding

We check our under 18 students every day, so if you are not on time for your class we will:

1. Call you to check if you are OK.
2. If you don't answer, we will contact your host family.
3. If the host family doesn't answer, we will contact your agent or family.

Internet Safety



Computer Room Rules

- The Computer Room is for students to use during or outside class time, to help you study English independently.
- A number of resources are available for self-study, including websites, course books and workbooks (available in Library).
- Please ask your teacher or the Director of Studies for advice on how to use these.
- Do not eat or drink in the Computer Room.
- Inform your teacher or Reception if any problems occur whilst in the Computer Room.
 - Do not disturb others.
 - Do not share your passwords with others.



E-Safety Rules

- The school's PCs have filters which block suspicious activity.
- Do not view pornography, visit extremist and terrorist activities, exchange extremist or terrorist views.
 - Use only files which you are authorised to access.
 - Use only software which is licensed.
- The holding or distribution of computer files containing any material which is offensive, defamatory, discriminatory, obscene, or otherwise illegal, is a serious breach of these regulations.
 - Things posted and shared online can be checked by the police!
- **Breaking any of the above rules will result in the appropriate disciplinary procedures.**

Equality & Respect (1)



Core Values

We want to make sure all our students enjoy their time at our school, so we would like you to help us achieve this goal by following the school's core values:

- Talk politely to other students and all members of staff.
- Treat people as you would like to be treated yourself.
- Respect your teacher and fellow students by arriving to class on time, turning off your mobile phone and taking part in the class.
- Look after all the resources in the school as if they are your own.
 - Eat food and drink in the student lounge only.
 - Leave the building if you want to smoke.

If anyone in the school is not happy with your behaviour, the following action will be taken:

STEP 1

Verbal warning from your teacher.

STEP 2

Written warning from the Director of Studies.

STEP 3

You will be asked to leave the school.

Equality & Respect (2)



Tolerance at MC Academy

MC Academy operates an equal opportunities policy. It aims to ensure that no student will receive less favourable treatment on the grounds of age, sex, marital status, disability, race, nationality, ethnic origin, sexual orientation, or political or religious belief.

In our school we don't accept people who are:

Abusive (adjective)

People are abusive when they are very rude and violent towards other people.

Example: She was very abusive and swore at her classmate

Racist (adjective)

People are racist when they think that one race or nationality is better than the other.

Example: He was racist because he hates people from different countries.

Homophobic (adjective)

People are homophobic when they treat homosexual (attracted to people of the same gender) people differently.

Example: They are homophobic because they talk badly about homosexual people.

Sexist (adjective)

People are sexist when they treat one of the genders (men or women) differently.

Example: He was sexist and told me that men are better than women.

Religiously Intolerant (adjective phrase)

People are religiously intolerant when they don't accept people who have different religion.

Example: She doesn't talk to me because of my religion.

Bullying in School



Personal Harassment and Bullying Policy

At MC Academy, we believe that the dignity of all students and staff members must be respected therefore all form of harassment and bullying are unacceptable.

Personal harassment or bullying is any kind of unwanted, unwelcome or uninvited act which makes the recipient feel uncomfortable, embarrassed, unsafe or frightened.

Different types of bullying include:

VERBAL

Teasing, calling people bad names, threatening

PHYSICAL

Punching, hitting, kicking and pushing others

EMOTIONAL

Hurting others' feelings, leaving people out, bossing others about

RACIST

Saying mean things about others' race and calling them names

CYBER

Sending mean messages by text messages, email or on the internet

SEXIST

Saying rude comments to others about being a boy or a girl

HOMOPHOBIC

Calling people names because of their sexual orientation

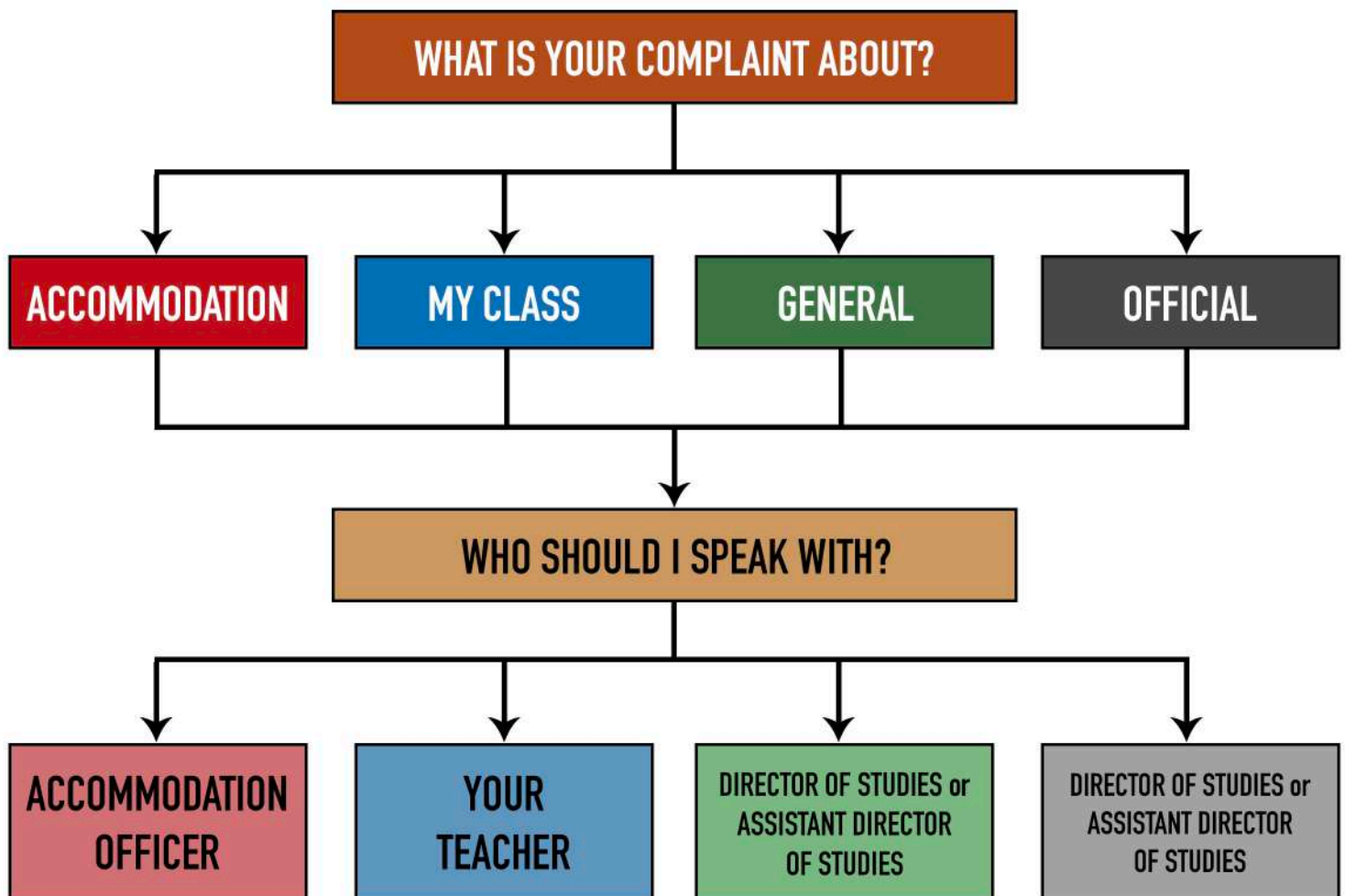
- This kind of behaviour is not acceptable at MC Academy and may lead to a student being withdrawn from the school.
- If you experience any type of harassment or bullying or see this happening to another student, you should speak to your teacher, the Welfare Officer, or the Director of studies.
- When you report instances they will be kept private and you can be confident that these will be dealt with promptly and effectively.

Complaints



Who do I speak with?

We understand that sometimes things do not work out the way you would expect and that you may be unhappy with the service you are receiving at MC Academy. If this is the case then there are lots of people who you can speak with.



If you are still not happy with the decision the Director of Studies and/or Principle have made then you can take your complaint to the BRITISH COUNCIL.
Complaints to the British council can be sent via the post or email:

British Council, Accreditation Unit, Bridgewater House, 58 Whitworth Street,
Manchester M1 6BB, UK
Email: accreditation.unit@britishcouncil.org

Medical Treatment (1)



Medical Treatment

- If you need medical attention, please go to your nearest Walk-in Centre, or, in case of an emergency, either phone an ambulance (999) or go to Accident and Emergency in your nearest hospital.
 - The Walk-In Centre closest to the school is the City Health Centre, 2nd Floor, Boots, 32 Market Street, Manchester, M1 1PL. Tel: 0161 839 6227. Open seven days a week: 8am - 8pm.
- To find another NHS Walk-In Centre, look at the following link and enter your postcode: <http://www.nhs.uk/Service-Search/Urgent-Care/LocationSearch/0>
- If you are a long-term student we advise you to register with a doctor, you have to register with a doctor near your house.
 - To find a doctor close to you, please visit: www.nhs.uk.



The NHS

You can have free treatment from the NHS if...

- ...you are from the EEA (European Economic Area) or Switzerland, or if you are from a country which has a "bilateral healthcare agreement" with the UK
- ...you are in the UK with a visa which lasts for six months or more, you should be able to have free treatment from the NHS from the start of your stay in the UK. You have to be accepted as being an "ordinary UK resident", which means being in the UK for a "settled purpose" (a short-term course of study may not be considered enough for this).

Even if you can have free treatment from the NHS, you will have to pay some charges for medicines ("prescription charges"), and for dental and optical check-ups or treatment.

If you cannot receive free treatment from the NHS, you should buy health insurance. We recommend Endsleigh Insurance. (If possible, before you arrive in the UK).

Medical Treatment (2)



Dental Emergencies

- The University Dental Hospital of Manchester is one of the largest specialist dental centres in the UK as well as being a major teaching hospital.
- A dental casualty service is available on a first come first serve basis.
 - The centre can be contacted Monday - Friday between
09: 00 - 17:00

The University Dental Hospital
Higher Cambridge Street Manchester
M15 6FH
Telephone: 0161 275 6666
Website www.cmft.nhs.uk/dental.aspx

On evenings and weekends and public holidays, emergency dental treatment can be accessed by phoning 0845 601 8529



Health & Safety



Fire Alarm

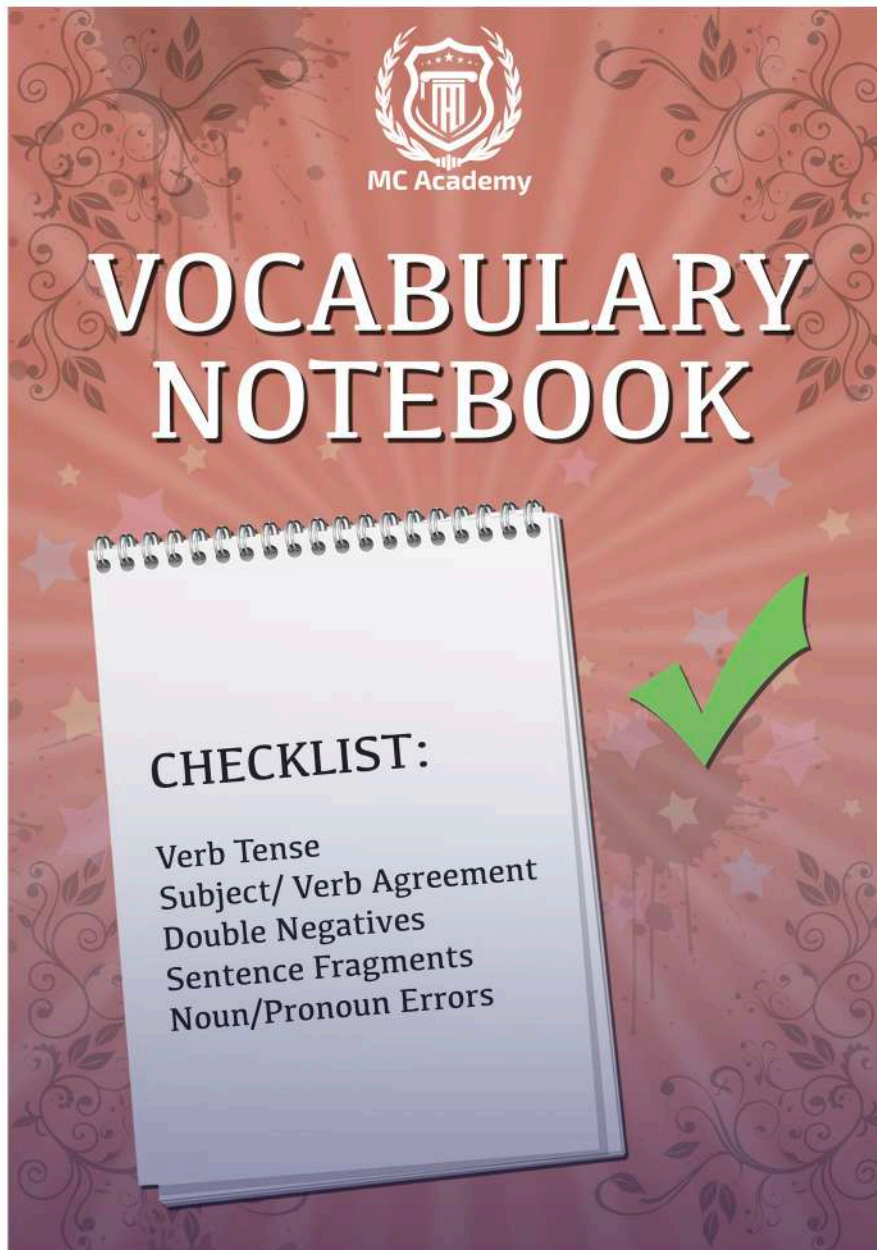
- If you hear the alarm, you must leave the building by the nearest available exit straight away.
 - The exit routes are clearly marked.
- If you discover a fire, do not try to tackle it yourself. instead, activate the nearest fire alarm.
 - Please walk, do not run.
 - Do not use the lift, always use the stairs.
- Make sure you know the fire escapes and the location of the fire extinguisher.
- Please read the school's health and safety policy, these may be found in every classroom.
- There is a fire alarm test, every Thursday, at 09:00. This is a test, there is no need to leave your classroom.

There is a first-aid box located at Reception. This box is located on the top shelf of the cupboard in the reception. If you require medical assistance, then please speak with a First Aid Officer in school.

YOUR ASSEMBLY POINT:
Piccadilly Gardens, opposite the main entrance.

Vocabulary List

A



Personal Vocabulary List

Provided in this handbook, you have the chance to record any new vocabulary that you learn either in your lessons or outside of school.

A well organised vocabulary list is essential for learning and retrieving new words.

Vocabulary List

1

My phrases for added fluency...

Put a (√) by the phrases you have used in your own English in or out of class.

Vocabulary List



My phrases for added fluency...

Put a (√) by the phrases you have used in your own English in or out of class.

Vocabulary List



My phrases for added fluency...

Put a (✓) by the phrases you have used in your own English in or out of class.



Thank you for taking the time to read through this handbook.

If you have any questions, please feel free to speak with any member of staff.

If you have an enquiry, please send all emails to:

info@themcacademy.co.uk

www.themcacademy.co.uk