



PARENT HANDBOOK

September 2017

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1. Welcome from the Principal

It is always a worry when our children are out of the 'family environment'. You find yourself asking the inevitable questions: 'Have we done the right thing?', 'Are they happy?', 'Are they safe?' At Concord, we are well aware of these concerns and can assure you that we will do all we can to keep you informed about your child's well-being and to reassure you that we are doing all we can to ensure they are safe and well. This handbook has been put together to help you to understand how Concord works, what you can expect from us (and from the UK) and who to contact in certain situations. I hope that you find it helpful.

*Mr Neil Hawkins
Principal*

2. College Aims & Ethos

Ethos

Concord College is an international community committed to high academic standards, dedication and mutual respect. The college provides a safe, modern and friendly environment in which students can fulfil their potential. Students are expected to behave in a way that promotes decency, harmony and trust. They should strive to achieve their best at all times. Staff will support them in this goal.

Aims

- To provide a first rate academic education to students from around the world.
- To give students the confidence and qualifications to enable them to enter good quality universities in the UK and beyond.
- To provide a safe and caring environment in which students can live, learn and grow.
- To provide high quality resources and facilities.
- To give opportunities for students to find self-worth and enjoy their student life through a wide range of curricular and enrichment activities.
- To give students opportunities to stay in contact with home and the wider world.
- To recruit, retain, support and develop high quality staff that are committed to the ethos of the college.
- To encourage all students and staff to value the community of the college and its emphasis on decency and trust.
- To prepare all students for the challenges of adult life.

Objectives

Learning and Teaching

- To provide a stimulating and rigorous curriculum designed to meet the needs of students at the college.
- To provide schemes of work that stimulate and stretch the student and that reflect the learning styles of students at the college, with the aim of producing students who are capable of independent learning.
- To set prep regularly and to monitor student progress closely through prep, classwork and Saturday testing.
- To provide effective feedback to students through marking and individual comments to enable students to make progress.
- To provide appropriate linguistic support to all students so that they are able to access the curriculum.
- To provide guidance and support to students as they consider applications to universities and prepare for future careers.
- To ensure that students with individual needs are identified and given appropriate support by their teachers.
- To encourage students to unlock their potential through the use of encouragement and praise as well as constructive critical assessment.

Pastoral Care and Support

- To put into practice the 'Boarding Aims and Principles' (see separate document).
- To ensure that all students feel valued and respected as individuals.
- To ensure that the college provides an environment and atmosphere in which students can feel happy and fulfilled.
- To have clear expectations and standards for students in terms of academic work and conduct in general, and to ensure that these are consistently applied.
- To reward and celebrate success.
- To keep in regular contact with parents and make prompt contact in case of concerns.

Personal and Spiritual Development

- To ensure that relationships within the college are based on decency, trust and respect.
- To encourage the moral and spiritual development of students through the teaching of PSHE (and RS in the Lower School) as well as through regular assemblies.
- To support students who wish to pursue their faith while maintaining the secular nature of the college foundation.
- To give opportunities for students to participate in a wide range of enrichment activities both on and off campus to allow for growth and reflection.
- To encourage thought and reflection.
- To give opportunities for the development of the 'whole person' during a student's stay at the college.

Community

- To give students the opportunity to become involved in and take a pride in the college community.
- To ensure that all reasonable steps are taken to safeguard students within the college community.
- Through Prefects, Monitors and the College Council to enable students input to the running of the college.
- To encourage students to ensure their own safety and the safety of others.
- To expect staff and encourage students to provide positive role models to younger members of the college community.
- To encourage friendship and understanding between cultures and age groups.
- To inform parents of their child's progress through regular reporting and meetings as appropriate, and work with parents to support their child's learning and development.

3. Boarding Aims & Principles

At Concord College we bring students together from all around the world. We aim to create a caring and supportive environment for the development of all our students. In this environment, achievement is celebrated and harassment of any kind is not tolerated. We seek to encourage independence, maturity and responsibility in every student in our care. Students are expected to behave in a way that promotes understanding and harmony. Above all, we are a community committed to high standards, hard work and mutual respect.

Aims of the boarding community:

1. To create a community that ensures the safety and welfare of its students in an environment where they can be both healthy and happy.
2. To provide an environment in which students can develop their intellectual talents through well-structured study time, access to staff and other students in an atmosphere which values effort and achievement.
3. To provide a range of activities related to age and maturity that will assist in the personal, social and cultural development of each student.
4. To provide accommodation that is comfortable and suitable to the needs of boarders according to their age and which provides appropriate levels of privacy.
5. To provide an atmosphere that allows pupils to develop a tolerance of others and to live free of harassment and bullying.
6. To develop each boarder's responsibility for self, for others and for their environment.
7. To develop students' qualities of leadership and their ability to work as a team.
8. To develop relationships with parents in support of students' development within college.
9. To provide opportunity for students to talk to staff about their day-to-day concerns.
10. To promote respect for others and their cultures as well as for the routines and ethos of the college.

4. Term Dates and Airport Transfers

Parents are advised to visit the College website for the most up-to-date information about term dates and scheduled transfers to and from Heathrow airport. The address is as follows: www.concordcollegeuk.com.

For term dates, select the 'About Concord' tab, and select 'Term Dates; from the General list.

For details of our airport transfers, select the 'Contact' tab and select airport transport from the menu.

5. Whom to Contact

Please direct all general enquiries as follows:

Telephone – Main College number:	+44 (0)1694 731631
Fax – Main College fax number:	+44 (0)1694 731389
E-Mail:	Enquiries@concordcollegeuk.com
Post:	Concord College Acton Burnell Hall Acton Burnell Shrewsbury Shropshire SY5 7PF England

Normal office hours are 08:45 to 16:45 Monday to Friday, but we do have staff on duty during the early mornings, late afternoons, evenings and at weekends that may be able to help you. You will have the opportunity of leaving a mailbox message if you telephone and the person to whom you wish to speak is unavailable.

Other useful names and e-mail addresses for specific enquiries:

Lower School Students: Mrs Rachel Coward	R.Coward@concordcollege.org.uk
Academic Matters: Mr Tom Lawrence	VPAcademic@concordcollege.org.uk
University Entry & Careers: Dr Rob Pugh	Rob.Pugh@concordcollege.org.uk
Boarding & Welfare Matters: Mr Jeremy Kerslake	VPPastoral@concordcollege.org.uk
Extra-Curricular & Exams: Dr Phil Outram	Phil.Outram@concordcollege.org.uk
For Holiday Absences (or changes to plans):	Duty@concordcollege.org.uk
Fees & other Financial Matters: Mrs Belfield-Dean	Bursar@concordcollegeuk.com
For alerting the College to student absences:	Attendance@concordcollege.org.uk
For matters relating to student admissions:	Admissions@concordcollege.org.uk

6. Dress Code

Concord is a non-uniform college, but students should bear in mind that they should dress decently and appropriately. In general, clothing should be clean and not torn or frayed. Students should not be outrageous or provocative in terms of their appearance. They should seek to set a good example and avoid giving offence to others. For example, underwear should not be visible.

It is recommended that students' towels and clothing be labelled with the student's name to enable the items to be returned if left unattended. The following website can provide clothing labels to most countries: <http://www.stuckonyou.biz/>.

During the academic day (from 08:35 to 16:05) the following specific conditions of our College Dress Code apply:

1. Hats, caps, headscarves, bandanas or any other type of headgear are NOT to be worn inside any college building unless the Principal has given dispensation on religious grounds. Similarly, sunglasses should not be worn inside buildings.
2. No student is allowed to wear flip flops.
3. No student is allowed to wear shorts.
4. Girls may wear skirts, but these should be suitable and appropriate attire for the working day. Skirts should be of appropriate length and should be no shorter than mid-thigh.
5. Jeans, trousers and $\frac{3}{4}$ length trousers are acceptable. T-shirts may be worn, but these should not display any offensive message or logo.
6. Hair should be kept clean, tidy and smart. Unusual, or extreme, hairstyles and changes of colour are not allowed. This means that dipped dyed or streaks of any colour, i.e. pink, red, blue, green, purple, etc., are not acceptable. If students wish to dye their hair it should be a natural hair colour and subtle in nature. Students who arrive at the college with a hair colour that is deemed extreme by a member of the Pastoral Team Management (PTM) will be made an appointment at a local salon to have the colour reversed by a professional colourist. This could cost in the region of £100.
7. Body piercings and tattoos are not allowed. The exception to this rule is that pierced ears are allowed. Normally, small stud earrings should be worn. Enlarging earrings and other prominent earrings could also present a health and safety risk during sports sessions. If at any time senior staff deem certain earrings to be inappropriate, students will be asked to remove them as soon as possible.
8. Underwear should not be visible.

7. Essential Equipment and Sports Kit required by students:

Mobile Phone:

Apart from a laptop/ netbook (see ICT section below), most students have a mobile phone during their time at Concord College. Given Concord's rural location, some mobile phone networks prove to be better than others in terms of coverage. O2 and T Mobile are among the most effective mobile phone service providers.

As part of our contingency planning, we wish to improve on our well-developed safeguarding arrangements to ensure that we continue to provide an excellent welfare service to our students. The college has identified a mobile application 'app' which will enable us to easily communicate with each individual student on a one-to-one, group or whole school basis through the use of text, voice or picture messaging. We would also be able to identify the location of our students, which will be particularly reassuring during off-campus trips. Another use would be for maintaining contact with parents in the UK to communicate important messages such as adverse weather conditions which might affect a student's journey to or from the College and other such emergency situations.

The app is called 'CallMy' and is available through the most popular smart-phone and mobile-device app stores. Please be assured that the CallMy service is not designed to replace any of our existing safeguarding measures but is intended to complement our outstanding safeguarding provision.

In order to use CallMy, we strongly recommend to parents that their students have a suitable smartphone with a UK SIM card. It should be either an apple device with ios 7.0 or later, an android device with android 4.3 or later or a windows device with windows 8.1 or later.

Sports Kit:

All students should come equipped with adequate sports kit to enable them to participate in sporting and outdoor education activities. A bare minimum of kit required by students would consist of: a pair of training shoes, a sports top, a warm sports jacket for outdoor sports or a tracksuit, a pair of sports shorts, sports socks. A House sports polo shirt will be provided for each new student and the cost of this will be added to the college bill.

A swimming costume might also be required by students. The pool is opened for recreational swimming throughout the year and there is an annual Swimming Gala during the Summer Term when we hope as many students will swim for their Houses as possible.

Electrical Equipment:

Apart from a laptop/ netbook (see ICT section below), most students have a mobile phone during their time at Concord College. Given Concord's rural location, some mobile phone networks prove to be better than others in terms of coverage. O2 and T Mobile are among the most effective mobile phone service providers. Please note that all electrical equipment in boarders' rooms will be P.A.T. tested for electrical safety during the first few weeks of each academic year. Each year, some items from overseas require three pin plugs to be fitted and some adapters are also found to be faulty.

Furthermore, most Concord students will be studying for a mathematics qualification and a calculator will be required. At this time, the college recommends the Casio FX-83 series of calculators (costing approximately £10) as typical of what is appropriate for the study of mathematics at both GCSE and A level. If a student prefers a graphical calculator, then the Casio FX-9750 series (costing approximately £60) is appropriate. What any calculator must NOT have, since these features are not allowed in any mathematics examinations, are: databanks; retrieval of text or formulae; QWERTY keyboards; built-in symbolic algebra; manipulations; symbolic differentiation or integration.

Lower School / GCSE Mathematics Expectations: All students are expected to have the following equipment at the start of term: a Scientific calculator -the Casio fx-85ES is recommended and can be purchased from W H Smith for approximately £8.99; a Geometry set which should comprise a ruler, eraser, compasses and protractor. These can be purchased at W H Smith, Ryman's or other stationers.

A final point is that many boarders prefer to purchase their own desk lamp from Shrewsbury following their arrival at Concord.

Stationery & Books:

Most stationery can be purchased from the college book room in the library during the first week of term and the cost of such items is added to the college bill. However, a small quantity of pens and pencils would be useful for students to bring with them.

Bedding & Towels:

The college provides bedding including sheets and a duvet, but boarders will need to provide their own towels. It is recommended that students' towels and clothing be labelled with the student's name to enable the items to be returned if left unattended. The following website can provide clothing labels to most countries: <http://www.stuckonyou.biz/>.

Smart clothes:

There are formal dinners and balls at various points during the academic year. For instance, many students prefer to dress formally for the Christmas dinner. Male students require a formal suit of clothes with smart shoes, shirt and tie. Female students require a smart dress for the college photograph in May and 6.2s might wish to have a ball gown for their Leavers' Ball.

8. ICT

Wireless internet facilities (or Wi-Fi) is available throughout the residences and also the academic areas of Concord College. Students will find having both a laptop, or netbook, and a tablet (e.g. i-pad or similar) important tools in enabling them to study effectively and also keep in touch with friends and family via e-mail, social networking, Skype, etc. Upon arrival at the college, new boarding and day students will be given usernames and passwords to enable them to access the college internet and intranet facilities on our network.

Hardware recommendations: Microsoft Windows 7 or above (Windows 10 is now standard on all new laptops) equipped with a DVD drive so that resources from the library / course books may be played on the device and wireless networking capability (802.11a,b,g,n) – we do not support Gigabit wireless as standard. Screen size is whatever the user feels most comfortable with, but a minimum resolution of 1366 x 768 is recommended. An external hard drive is needed so that students can regularly backup their work.

In terms of software, students would be well advised to have a copy of Microsoft Office for producing coursework and some form of anti-virus to protect the machine from internet virus and malware threats. Finally, it is sensible to have all installation media and installation product keys of the operating system and software.

The college also provides staff and students with access to a large number of computers in teaching and recreational areas. The college employs a team of IT staff who are available to help students and staff with IT matters. Policies and procedures are in place to prevent the misuse of IT.

The college does not have the facilities to repair student devices; therefore we would always recommend that a student laptop is purchased with an international parts and labour warranty. In this way a student can quickly resolve any issues with their hardware whilst at Concord.

Students are not able to gain access to the internet via the college's wireless facilities between the hours of midnight and 06:00 in order to encourage them to get sufficient sleep.

9. Outline of the College Day

Please see the table below for an outline of the college day.

	Mon	Tues	Wed Note different timings!	Thurs	Fri	Sat	Sun
07:50 – 08:20	Breakfast (served from 07:50 until 08:20)						
08:35 – 08:55	Registration at 08:35 (or L.S. Assembly on Tuesdays)	08:35-09:15 6 th form Assembly & LS PSHE		Registration at 08:35 (or Assembly)		Weekly tests begin at 09:00	Early breakfast 09:00 to 09:30
09:00 – 09:40	Period 1 at 09:00	09:20-10:00 Period 1		Period 1 at 09:00			
09:40 – 10:20	Period 2 at 09:40	10:00-10:40 Period 2		Period 2 at 09:40			Brunch is served in the dining room 11:00 to 12:45
10:20 – 11:00	Period 3 at 10:20	10:40-11:20 Period 3		Period 3 at 10:20			
11:00 – 11:20	Morning Break at 11:00	11:20-11:40 Break		Morning Break at 11:00			
11:20 – 12:00	Period 4 at 11:20	11:40-12:20 Period 4		Period 4 at 11:20		Free time	ALL students to card register 11:00 to 14:00
12:00 – 12:40	Period 5 at Midday	12:20-13:00 Period 5		Period 5 at Midday			
12:40 – 13:20	Lunch at 12:45 (Early lunch from 12:30)	13:00 - Lunch		Lunch at 12:45 (Early lunch from 12:30)		Lunch at 12:30	
13:20 – 14:00	Period 6 at 13:20			Period 6 at 13:20		Coaches leave for shopping in Shrewsbury at 13:30 and leave to return to Concord 16:30-17:00	Free time
14:00 – 14:40	Period 7 at 14:00	Sports and coaches to town at 13:45 (return journey begins at 17:00 for return to campus at 17:30)		Period 7 at 14:00			
14:40 – 15:20	Period 8 at 14:40			Period 8 at 14:40			
15:20 – 16:00	Period 9 at 15:20			Period 9 at 15:20			
16:00 – 16:20	Free time (from 16:00 to 16:20)						
16:20 – 17:05	Twilight 1 (from 16:20 to 17:05)						
17:05 – 17:50	Twilight 2 (from 17:05 to 17:50)						
17:50 – 18:30	Supper from 17:50 to 18:30						
18:30 – 19:20	First Prep (from 18:30 to 19:20)						
19:20 – 20:10	Second Prep (from 19:20 to 20:10)						
20:10 – 20:15	Free time from 20:10 to room check at 22:00 (Lower School) or 22:15 (6 th Form)						
22:00	Lower School boarders - End of day with room check in boarding residences at 22:00						
22:15	Sixth Form boarders - End of day with room check in boarding residences at 22:15						
						22:15 registration for all students in Main Hall. Midnight room check for all students.	Boarding residence meetings and room check at 21:45

10. Boarding at Concord College

Concord's boarding is divided into 18 residences of varying size. Each residence has a residential boarding parent with other support staff available to give relief. Additionally, Lower School residences have full time Boarding Assistants to ensure that the younger students are able to come home to care.

Returning students can indicate a preference for a particular residence and even specific rooms but these requests cannot always be satisfied and it is often on a "first come, first served" basis. Senior Prefects and Lower School Monitors are given first choice of rooms and then ballots are conducted for returning Sixth Form students in order to attempt to find a fair way of giving students priority in selecting their preferred rooms for the next academic year.

All second year A level students are guaranteed a single study bedroom, if that is their wish.

First year A level students are accommodated in single or double bedrooms and the latest students to book are advised that they may have to share a room for their first year. We also have the facility to board students at a local farm that has a barn conversion with 32 single en-suite rooms. This is for boys and the owner and his sons act as Boarding Parents in this case. All members of staff have a DBS check.

Exeats & Holidays:

When students arrive in September (or January) their rooms are allocated to them until college closes for the summer vacation (typically at the end of June). This means that a student can stay at the college through the vacations at half term and Easter with heating, meals and other services provided. Students who enrol late are warned that they might well have to share a double room for their first academic year at Concord and/or live in "off campus" boarding residences - such as Acton Pigot.

Students are not allowed to stay at Concord through the long Christmas vacation - typically four weeks.

Students under 16 have to leave the campus, go home or stay with a relative during Easter. Guardianship arrangements can be made for under 16s if there is no other safe place for them to spend longer holiday periods in the UK.

Procedures & Permissions for Absences by Boarders ("Exeats"):

Parents of boarders are asked to email the Vice-Principal (Pastoral) at least 24 hours in advance of any planned overnight absence from the campus by their child/children. (Students will also need to complete forms providing the college with information regarding their planned absences at weekends or during holiday periods). The Vice-Principal (Pastoral) is also in charge of arranging transport to and from Heathrow airport and other holiday arrangements. Parents of boarding students are asked to e-mail permission for any overnight absences from the campus to the following address: VPPastoral@concordcollege.org.uk.

Boarding Parents:

Boarding Parents take a particular interest in the children in their House and focus on the social and welfare side of the student's stay with us. The role of Boarding Parent and Tutor complement one another and there are many overlaps. Good communication between these two roles is encouraged to build up a complete picture of each student.

Boarding Parents are responsible for the welfare and well-being of the students in their care and for such things as good organisation, punctuality and tidiness of bedrooms. Lead Boarding Parents are required to write two reports on each of the students in their boarding residence during the course of an academic year. In this way, parents are able to get a more rounded overview of their child's performance and happiness within our boarding environment.

11. The Lower School

The Lower School at Concord College is the foundation upon which we build successful and well-integrated young people with a global awareness, in keeping with our international community. The students are in three groups, Forms 3, 4 and 5 (years 9, 10 and 11).

We operate a year group structure, each student being part of a small tutor group, and each tutor team led by a Head of Year. Tutors have a central role and are the person by whom each student is best known.

Students new to the college are tested on arrival and there is some setting, in Mathematics, English and Science. These sets are to help support and extend students and while there is regular review, it is important to contextualise Concord students as A and A* students, thus differences between sets are sometimes minimal and more about ensuring optimum achievement for each individual rather than being traditionally hierarchical. Saturday testing provides another rich source of data on the students. In the Lower School, subjects are tested every three weeks. This creates a good baseline from which teaching staff are able to identify what has been understood of what has been taught, and where there is need for consolidation of information. Test schedules are published termly, and are available in the college diary.

The academic day for Lower School students includes Twilight activities for F3 and F4 students. Activities are not optional for F3 and F4 and thus their day ends at 17:40, except on Wednesday when students may be collected after Games from 15:00. Students' attendance will be registered.

Form 3

F3	Twilight 1 16:20 – 17:00	Twilight 2 17:00 – 17:40
Mon	Outdoor Education programme, leading to option to complete Bronze Duke of Edinburgh Award	
Tues	Samba drumming	
Wed (afternoon Games)	Art school available to 17:30, Maths tuition (DJE), individual music lessons	
Thurs	ESB /+ e.g. Running club/Horse-riding/Ballet/Volleyball/SPS	ESB / + e.g. Running club/Horse-riding/Ballet/Volleyball/SPS
Fri	Test preparation (SPS)/Latin Group (not beginners/ + e.g. Fitness/Girls' Games rotation	Test preparation (SPS)/Latin Group (not beginners/ + e.g. Fitness/Girls' games rotation

(SPS: Supervised Private Study; all Games activities led and supervised by qualified instructors)

Form 4

F4	Twilight 1 16:20 – 17:00	Twilight 2 17:00 – 17:40
Mon	SPS/Duke of Edinburgh Bronze Award/ESB*	
Tues	SPS/Choir/ESB*	
Wed (afternoon Games)	Art school available to 17:30, Maths tuition (DJE), individual music lessons	
Thurs	Games and activities, e.g. Running club/Horse-riding/Ballet/Volleyball/SPS	Games and activities, e.g. Running club/Horse-riding/Ballet/Volleyball/SPS
Fri	Test preparation/Latin Group (not beginners)/+ Fitness/Girls' Games rotation	Test preparation/Latin Group (not beginners)/+ Fitness/Girls' Games rotation

(ESB for F5 runs Sept to February and for F4 begins after February half term)*

All Lower School students participate in ESB, the English Speaking Board qualifications; this is a compulsory activity because of the extraordinary benefits it confers on all our students: being able to speak, present ideas, interview with confidence cannot be underestimated as students prepare for university and for future employment. Teaching normally takes place in Twilight. Concord College has a history of exceptional results for this, as well as associated activities such as participation in the Shropshire Festival and Poetry by Heart competitions.

All Lower School students are warmly encouraged to participate in the wider life of the college, and especially in the big events, this year including the Inter-House cross country (Wed 4th October), the Winter Concert (Fri 17th and Sat 18th November), and House Arts (Sat 27th January). Rehearsal times will sometimes require a later finish for Day students, but the events are wonderful opportunities for all to work together and share cultures, languages and lives.

12. Day Students

Day students are warmly encouraged to participate in extra-curricular activities and the life of our college community beyond the conclusion of lessons at 4pm and also at weekends. If day students remain on campus during prep times, they are required to attend prep in the same fashion as other students. It is also very important that they sign in and out of college electronically each day.

Parents of day students should also phone the college if a day student is absent due to ill health on any given day. Day students can complete a visitor's form and request to stay over on a friend's floor overnight on Saturday nights two or three times per term. In this case, it would be appreciated if parents could confirm this arrangement via email to the Vice-Principal (Pastoral) giving at least 24 hours' notice beforehand.

It would be appreciated if the college could be notified in advance of any planned absences e.g. medical appointments, university interviews, or study leave (Sixth Form Day Students only). All such emails should be sent to Attendance@concordcollege.org.uk and/or VPPastoral@concordcollege.org.uk.

Day students are welcome to take all meals in our dining room at no extra charge.

Day students can drive into college upon the successful passing of driving tests. However, the college requires parents to sign a consent form and that the relevant college policy and procedures are followed.

Day students may occasionally wish to invite boarders back to their homes and we would ask that the college be informed of such occasions in advance. Parents of day students should also give their consent to such arrangements. If day students would like to celebrate their birthdays and invite boarders to attend, the college would be grateful if parents could contact the Vice-Principal (Pastoral) to discuss arrangements especially regarding transport and any plans for the serving of alcohol at such events.

Parents of day students are advised that there is a weekday morning bus service to Concord College from Weeping Cross Island and the bus stop at Sainsbury's at Meole Brace Retail Park on the outskirts of Shrewsbury. Please contact the college for further details of this service for which an additional cost is charged to students' bills.

Parents of day students should also bear in mind the usefulness of their child having a mobile phone so that they can be contacted about arrangements for transport and so on.

13. The Tutor System

All boarding and day students will meet with a Tutor who will provide students with day-to day care in their academic lives and refine students' social skills and knowledge of the world around them. Tutors take a keen interest primarily in the academic progress of their tutees, but also in their pastoral welfare. Tutors will meet their tutees daily for registration and individually at appropriate times (at least twice per term).

14. Prep

Boarding students are expected to attend 1 hour 40 minutes of prep each weekday evening. A number of day students also attend these sessions out of choice. All students, day and boarding, are allocated prep rooms at the beginning of the year; boys and girls are kept separate; in addition Lower School and Sixth Form students have prep in different rooms. Each room is supervised by Monitors or Prefects whose job it is to keep order and to maintain registers. Staff circulate around the rooms, registering the pupils and following up on any absences by contacting residential boarding staff. Behavioural incidents will be recorded and detention will be given for any serious offences.

Students are given clear guidelines on the behaviour that is expected of them in prep. Talking, even when work-related, is discouraged, but the use of personalised music systems is allowed provided sound levels do not disturb other students. Laptop computers are also allowed, but they should only be used for academic purposes.

6.2 students are given the privilege of doing prep in their rooms after February half-term, although some who find an academic environment more conducive, continue to exercise the option to study in specially set-aside classrooms. The boarding areas are patrolled.

15. ESB

ESB stands for the English Speaking Board. The whole ESB curriculum lasts 9 months each year and is followed by both native and non-native speakers of English. Many Concord students are expected to take an exam for the ESB certificate since this activity will help them to improve the standard of their spoken English even if English is not their first language. Throughout the 9 months, students will be starting topics including: reading a poem; introducing a book; favourite hobbies; a successful person.

ESB is proving to be a valuable means of improving Concord students' standards of spoken English as well as gaining in confidence when giving oral presentations and preparing for interviews at university and beyond.

16. Reports

In any school, parents, guardians and sponsors need regular feedback on the progress of students. This requirement is magnified in the Concord College context because so many parents live on the other side of the globe and do not have face to face access to their children's teachers. It is therefore imperative that the college has a rigorous and comprehensive reporting policy.

Frequency of Reports:

When new students arrive at the college, 'First Impressions' reports are compiled at the end of their first half term and sent to parents by e-mail. This report will necessarily only provide a 'snapshot' of each student's performance, and it should generally be encouraging and reassuring in tone.

Thereafter each student receives a report at the end of each academic term, except for summer terms when a student is taking final GCSE and A level examinations

Content of reports:

Reports include an extended comment from each subject teacher, supported by a grid of statistical information as follows:

- Marks given for individual tests and prep tasks.
- Averages calculated on the above and class positions given.
- Exam marks and exam positions are also given.
- Equivalent grade marks calculated on the basis of exam marks.

17. Exams

The qualifications offered at this centre are decided by the Principal in consultation with the Senior Management Team (SMT), Heads of Departments and Academic Staff.

The qualifications offered are GCSE, IGCSE, AS and A levels and ESOL. There are also two sittings of the IELTS test at the college each year organised in conjunction with an external centre.

Exam seasons and timetables: Internal exams are scheduled in December, March and June. External exams are mostly scheduled in May / June. All internal exams are held under external exam conditions.

Timetables: The Exams Officer will circulate the exam timetables for both external and internal exams once these are confirmed.

Entries: Candidates are selected for their exam entries by the subject teachers. A candidate or parent/carer can request a subject entry, change of level or withdrawal.

18. Extra-Curricular

In a boarding school it is vital that students are given the opportunity to find activities in which they excel in addition to what is on offer in the classroom.

The aims of the extra-curricular programme are to provide a broad educational experience and encourage the students to try new things; to help and encourage students to live a healthy and safe lifestyle; to encourage a positive perception by students of life, raising their aspirations and increasing their motivation and confidence; and to develop the knowledge, skills and personal qualities, such as leadership, initiative, perseverance and team spirit, that prepare them for adulthood, university and employment.

Concord College offers a wide range of extra-curricular enrichment activities that students may choose to participate in. Listed below are details of the activities currently available. Please note that these may vary from year to year due to levels of interest. Your child will be able to find out more details of each activity during the Enrichment Fayre which is held during the first few weeks of the Autumn Term. The activities below are an example of the many different options available.

Music:

ABRSM exams Theory
Aural preparation classes
Band Coaching
Chamber Choir
Chamber Ensemble/Orchestra Choir
Jazz Group
Musical instrument tuition
Music competitions
Music Technology Club
Samba Drums Band
Symphony Orchestra experience
Wind ensemble

Visual & Performing Arts:

Ballet
Fashion Show Club
Modern Jive
The Photography Team

Sport:

Archery
Badminton
Basketball
Circuits
Fencing
Football
Netball
Running Club
Royal Lifesaving Society (Swimming Pool Lifeguard)
Tennis
Volleyball

Outdoor Education:

Duke of Edinburgh Awards
Horse riding

Action Groups:

Amnesty International Youth Group
Eco Club
Outreach Society

Other:

2C News – Concord's current affairs newspaper
Bank of England Interest Rate Competition
Board Games Club
Bridge Club
Business Games
Chess Club
Christian Union
The Columns – Concord's school magazine
Econ Society
Engineering Society
Fantasy Football League
French, German & Spanish Film Society
Japanese for beginners
Mace Debating Society
Maths Club
Model United Nations
Politics & Economics Discussion Group
Public Speaking
Puzzle Club
English Speaking Board Classes
St John's Young First Aider Award

19. Medical Care

The welfare of our students is the college's number one priority. It is vitally important that parents inform the College of any existing medical condition or other concern about their child's health since the College Nurse and Doctor will need this information in order to be able to treat their child appropriately. It is also vital that completed medical questionnaires are returned to the college.

If any student is on medication or has an allergy, it is important that the college's Medical Team are informed in advance of the student's arrival on campus.

Medical cover is provided for all members of our college community by a team of Nurses who are available in our medical room throughout the day, or via pager/mobile phone outside of office hours. Doctors visit the college on both Tuesday and Thursday mornings if any appointments have been made in advance. (A female GP visits the college on Tuesdays and a male GP on Thursdays.) Outside of these times, students will be transported to the local GP surgeries at Cressage or Much Wenlock as necessary. (The nearest Accident & Emergency department is at the Royal Shrewsbury Hospital.)

20. Listening Services (formerly known as the College Counselling Service)

As well as family and friends, there are many adult members of staff available to counsel students. In addition, students often prefer to approach our Prefects or Lower School Mentors if they have a problem. Furthermore, students' college friends often give them the support and advice they need. However, the college also makes use of the various support services provided by an external company. While initial assessments are made free of charge, parents of students might then be contacted to confirm that they are willing to pay for further sessions as required. Any discussions will be confidential and information will only be shared on a need to know basis.

As well as external phone advice and counselling services, such as Childline, there is also an Independent Listener who lives in the village of Acton Burnell and who can be contacted if students want to speak to someone who is not directly connected with the college community.

21. Preparing for University & Planning a Career

Concord College is a high achieving academic college. Its students (and parent body) are ambitious in their goals. The vast majority of students are focused on entry to university, usually in the UK. In addition to this, there is a desire for entry to universities with the best reputations and strongest records in order that career prospects in the longer term can be best enhanced. Concord also recognises that not all students will wish to follow the university route and the college is committed to supporting the individual whatever their goal.

In this context, the college is committed to providing individual students with expert and constructive advice about the choice of careers and of the application process to universities. Advice will be given from a wide range of sources and will be coordinated by the student's Tutor. The college also has an Assistant Principal (University Entry & Careers), and has enlisted the services of ISCO (Independent Schools Careers Organisation) to ensure that the advice given to students is relevant and contemporary. The Careers Programme is closely monitored by the Senior Management Team.

Concord is unusual in having a number of different groups within the same cohort. Some will have joined the college in the Lower School, others in September of their 6:1 year and another group in January of the 6:1 year. In some ways, the needs of these groups are very different, but in others they are the same. The

college aims to provide appropriate and effective careers and university admissions advice to all students so that they are well prepared for the next stage in their lives.

It is recognised that a number of students each year will wish to apply to universities outside the UK (the USA, Malaysia, Australia, Ireland and Hong Kong are regular destinations for Concord students). In addition, some students will not go straight on to university after they leave Concord, but either take a gap year or take a year fulfilling some other requirement (e.g. National Service). These students will be supported, even if they left the college some time before their application. Assistant Principal, Mr Wilson, currently supports and oversees those students who wish to apply to universities in the United States.

The college is committed to the following in its careers and university entry procedure:

1. The Assistant Principal (University Entry & Careers), Dr Pugh, and Senior Teachers will keep careers provision under review to ensure that the advice given is relevant and contemporary.
2. Advice given by the college will be impartial and tailored to the individual student.
3. Information relating to individual students and careers will be disseminated to the student, their tutor and to parents.
4. The college Careers Library will be kept relevant and up to date.
5. Tutor will have access to appropriate information to enable them to support the careers process.

22. Parents visiting the College

Parents are asked to inform the college as soon as possible if they are planning to visit and would like to see members of staff. Teachers have limited availability due to their fixed teaching timetables and are not usually available to meet parents during the teaching day from 08:35 to 16:00.

Please note that parents are not allowed to stay overnight on campus. No accommodation is provided for visiting parents since the college is bound by rules concerning Child Protection and Safeguarding. Our duty of care is to our students and all adults on campus overnight have to have had DBS checks completed.

23. College Rules

The word 'concord' means 'harmony'. Students must understand and accept a set of rules so that harmony can exist. All these rules have developed to protect the individual student as well as the College community as a whole. Be considerate and treat others as you would wish to be treated by them. Aim to be an honest and decent human being.

Key Rules

Illegal Drugs

The possession, use, sale or giving of illegal drugs is strictly forbidden. Any student caught will be expelled immediately. Students can expect to be subject to a drugs test if a member of staff has cause for concern. Failure to agree to such a test is likely to lead to the student being required to leave Concord.

Please note that the college has links with the regional Police drugs dog training unit and drugs dogs are brought onto the campus periodically for training purposes. At such times the Police training unit is given permission to access Concord's accommodation blocks.

Bullying

Bullying can take many forms: physical intimidation, name calling, the sending of malicious or hurtful emails, text messages or messages on social networks. Any such behaviour can be interpreted as bullying and is likely to lead to the student being expelled from Concord.

The Opposite Sex

If students have a boyfriend or girlfriend, they must behave in a responsible and mature way. They should avoid any public displays of affection which might make onlookers feel uncomfortable. Under no circumstances should a boy enter a girls' accommodation block or a girl enter a boys'. Breaking this rule will normally lead to a student being asked to leave. Students should also be aware that it is against the college rules for them to participate in sexual activity in, on, or around the college campus. The level of physical intimacy between students in such relationships should remain at a superficial level.

Fighting, Weapons

If a fight arises, both persons are likely to be expelled. Avoid any risk of confrontation; walk away from trouble. Students are not allowed to keep air guns, blank firing guns, BB guns, knives, crossbows or indeed any weapon that could cause harm.

Stealing

Students who are responsible for theft will receive a serious punishment. They will be suspended and could be required to leave the college, or even expelled. The local Police are likely to be informed.

Intoxication

Students caught under the influence of alcohol will be suspended and may be asked to leave the college. Any student caught in possession of spirits or supplying alcohol to younger students will be suspended and may be asked to leave the college. Please note that students can expect to be subject to a breath test if a member of staff has cause for concern.

In addition, students who are unable to respect the 'culture and ethos' of the college (for instance, by repeatedly breaking college other rules, ignoring routines or by bringing the College into disrepute in the local community) may well be asked to leave Concord.

Academic Matters

Students are expected to work to the best of their ability at all times. Concord students are expected to be self-motivated and to ask teachers for help when it is needed.

- Behaviour in lessons should be focused and respectful. All work assignments should be completed on time, to a high standard and be well presented.
- Students should speak English during lessons
- Students should bear in mind that their level of English is essential to allow full access to the curriculum. Students should take every opportunity to improve the quality of their English.

Lessons and Registration

Students are expected to attend all lessons and registrations on time, unless given permission to be absent by the Nurse or the teacher.

Prep

Students are expected to be in their prep room before the start of prep. They should not leave their prep room until prep has ended. Students are expected to work silently during prep.

'Promotion'

Students are promoted from one year to the next at Concord, but this is not automatic. Student performance is closely monitored and promotion is based on good behaviour and attitude as well as performance in class, tests and exams.

Boarding Students

In Bedrooms – Students are told the following:

- You are responsible for keeping your room clean and tidy. Cleaners have been instructed to take away any items left untidily on floors.
- Make your bed each morning and put your clothes away.
- Do not fasten pictures to the walls or ceiling. Use the notice board or use Blu-tak to fasten pictures to the wooden furniture.
- If music can be heard outside your bedroom, it is too loud.
- No cooking is allowed in bedrooms; use the nearest student kitchen.
- Keep your door locked when you are not in and keep valuables in your safe.
- You must not use heaters or electric blankets in your room.
- You **need your sleep** to be effective in your studies.
- If you lose your room keys you will be charged £50 for each key (room and safe).
- Stay in your own room after Room Check.

Room Check

Lower School students should be in their bedrooms by 22:00 Monday to Friday and Sixth Form students by 22:15; Saturday 24:00; Sunday 21:45.

Guests

Students may have guests of the same sex to stay in their room only on a Saturday night. Permission must be given by 21:00 on Friday morning. Parents should not stay in student rooms, but should book into a local guest house or hotel (see page 24).

Overnight Absence

Students (including over 18s) wishing to be away from the college must inform their Boarding Parent at least 24 hours in advance. Permission will only be granted if a supporting letter or email has been received from home. These notes should be sent to the Vice-Principal (Pastoral) at VPPastoral@concordcollege.org.uk and should arrive by Friday at 21:00.

Signing In/Out

When leaving the campus all students should sign in/out using the book in the Main Hall.

Leaving at the end of the Term/Year

Students should leave their room clean and tidy at the end of the year. If this is not the case, the student will be fined.

Day Students

- At the start of each day, day should students should sign-in in the book provided in the Main Hall.
- If day students are in college after 06:30 (Monday to Friday) they are expected to attend prep unless they are being collected shortly. All Day Students should leave the campus by 22:15 Monday to Friday and 21:45 on Sundays.
- If Day Students remain on campus on Saturday night, they should register with the duty teacher at 22:15. All day students should leave the campus by 24:00.
- Occasionally, a Day Student may stay overnight on Saturday with a boarding friend of the same sex with permission from the Vice-Principal (Pastoral). This should not occur more than three times per term.

GENERAL (alphabetically arranged)

Acton Burnell, Shrewsbury and the Wider UK community

The farmland surrounding the college is strictly private. College rules apply in and around the village of Acton Burnell.

In Shrewsbury and beyond, students should not engage in behaviour that will bring the good name of Concord into disrepute or that is against UK law

Alcohol

Alcoholic drinks must not be kept or consumed by students in Concord (see above re: 'Intoxication'). Students should also understand that they are subject to UK law and should be aware of UK laws relating to alcohol.

Around the College

If in the Main Hall during lesson times students should be quiet. Students must not leave books or bags in the Jubilee block lobby, at the entrance to the Dining Room, or take them into the Dining Room. Do not sit on staircases; it causes a potential hazard for people using the stairs.

Cars

Boarding students are not allowed to have a car or motor-bike or powered scooter. You also must not hire such a vehicle outside the college. Any Day Student wishing to use a car must have written permission from the Vice-Principal (Pastoral) and their parents. No Boarding student is allowed to travel in a car driven by a Day Student.

Cycles

Students can own a cycle but must obey the rules of road travel. They must use a front and back light if it is dark and travel on the left, stopping at all road junctions. If it seems that they are not travelling in a safe manner, their cycle will be confiscated.

Damage

Students should not damage college property. Any damage will be charged to the student's account: deliberate damage will be treated very seriously.

Dress

We have no fixed uniform, but students must take a pride in your appearance. Students are expected to follow the college dress code.

Roofs

Never climb out of a window, onto a roof or onto any college building; to do so would be extremely dangerous.

Roller blades, skate-boards and scooters

These must not be used outside college grounds: items will be taken away.

Smoking

Smoking is not allowed anywhere in the College or in the village of Acton Burnell. Smoking is a serious health hazard to the smoker and to anyone else breathing in the smoke.

Smoking inside any college building is illegal under UK law, is an extreme fire hazard and will be treated extremely seriously.

Students who break Concord's rules on smoking are likely to be required to accept counselling for the good of their health. In addition, they can expect increasingly serious sanctions and may – ultimately – be required to leave the college.

PLEASE LET US KNOW...

If students/ parents feel uncomfortable that rules are being broken, they should inform a member of staff. Action can then be taken to ensure student safety and security as well as to maintain the values of the Concord community.

Note. All college rules apply during the holiday period.

24. College Policies & Procedures

The College Policies and Procedures are available on our website at the following link: <http://www.concordcollegeuk.com/about/policies/>.

25. College History & Governance

Concord was founded in 1949 by Paul Oertel and Monica Carr-Taylor. Its origins were as a boys' college for international students learning English but it gradually started to offer A level courses and then opened its Lower School section in 1995.

In 1969 Concord was purchased by Frank Bell who in turn handed the college into the care of a Charitable Educational Trust in 1983.

The college is governed by a Board of Trustees who meet regularly at the college with the Principal and members of the Senior Management Team.

26. Accounts Information (incl. Fees, Caution Money & Pocket Money)

The college has an Accounts Department to deal with financial matters. They can be contacted via the following e-mail address: Accounts@concordcollege.org.uk.

FEES: We issue two invoices each year, each for 50% of the annual fees. One is issued at the time of enrolment and thereafter each December and June. Each will give a clear statement of outstanding fees and any expenses such as stationery, books and examination fees.

Deposits are required in advance for such expenses and will be charged on your invoices. As expenses are incurred, actual charges will be made and deposits will be refunded in full.

Fees are strictly payable in advance and the college reserves the right to dismiss a student if fees are not promptly received. Invoiced sums should be paid direct to the college or the college's bank:

Barclays Bank Plc
44-46 Castle Street
Shrewsbury
SY1 2BU
Account Number: 20157287
Sort Code: 20-77-75
IBAN No: GB69 BARC 2077 8520 1572 87

Please do not give your son/daughter the responsibility of paying fees from a personal account.

CAUTION MONEY: It is normal practice in colleges and universities to require a caution money deposit to be paid at the start of a course of study. The money is returned in full at the end of the course, unless the student has been responsible for wilful damage or breakage. Caution money of £200 will be charged on your first invoice.

POCKET MONEY: Although the fees cover the major costs, your son/daughter will need pocket money to cover incidental expenses such as visits to places of interest, personal clothing and toiletry requirements. A typical amount would be £25 per week.

The college is able to issue pocket money provided you send sufficient money to the college in advance and give details of the amount to be paid each week. Alternatively, you can arrange for your son/daughter to open an account at a local bank.

It is a firm rule that we cannot issue pocket money unless the student's account is in credit.

27. Concord Alumni

The college encourages all students and staff to become members of its Alumni. Concord Alumni is now into its third year. The membership is growing steadily every week. Through this site you can

- Stay in touch with old friends
- Find long-lost acquaintances
- Create your own web profile
- Post news
- Stay in touch with Concord and any alumni events
- Publicise your Concord Alumni event
- Search for people in specific jobs or industries
- Search for people at specific universities

This service is free and available to all former students and staff of Concord College. Please visit our College website and click on the tab for About Concord, then select 'Alumni' from the Past, Present & Future menu and follow the link to register and gain your Life Membership to the Concord Alumni Network. Alternatively, please email us at the following address for more information: Alumni@concordcollege.org.uk

28. Places to stay

Parents wishing to visit the college should note that UK legislation prevents us from offering on site accommodation to them due to Safeguarding concerns and the necessity for CRB checks on adults staying on campus overnight. However, parents might like to stay locally. Please note that Concord College is located in the village of Acton Burnell which is about a 20 minute taxi journey away from the beautiful historic market town of Shrewsbury. The following list of guesthouses and hotels might prove useful to you if you are planning a visit:

Local Guest Houses & Bed & Breakfasts:

Acton Pigot Guest House (about 1km from Acton Burnell)	www.actonpigot.co.uk	Tel: 01694 731209
Caradoc Guest House Comley, Church Stretton		Tel: 01694 751 488
Meadowlands Guest House Frodesley (about 3km from Acton Burnell)		Tel: 01694 731 350

Hotels in Shrewsbury:

The Shrewsbury Premier Inn Smithfield Road, Shrewsbury	www.premierinn.com	Tel. 0871 527 9402
The Lord Hill Hotel	www.thelordhill.co.uk	Tel. 01743 232601
The Lion Hotel	www.thelionhotelshrewsbury.com	Tel. 01743 353107
The Prince Rupert Hotel	www.prince-rupert-hotel.co.uk	Tel. 01743 499955
The Lion & Pheasant	www.lionandpheasant.co.uk	Tel. 01743 770345

For longer stays of a week or more, it might be worth renting a self-catering holiday cottage in the vicinity of Acton Burnell. One local business offering such accommodation is The Haven, Frodesley (about 3km from Acton Burnell) Tel. 01694 731 672.



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