



Welcome to our New Parents' Information Evening



www.palmers.ac.uk

Palmer's College, Chadwell Road, Grays, Essex RM17 5TD

01375 370121

parents@palmers.ac.uk

Contents



Welcome to Palmer's College

This booklet has been designed to include information that will be relevant to you as parents and guardians of students that are about to join us here in September. We hope you find it a useful reference.

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Welcome...



This evening has been designed with the particular needs of parents in mind. The College places high value on the involvement of parents. We are aware that a number of items of information and guidance provided to students within College are also of use and importance to parents. We all know that trying to extract information from our sons and daughters can sometimes be a challenge and therefore we hope that this evening will provide the answers for you.

In a complex organisation it is very important that there should be good communication. Parents of Palmer's students are kept informed of important information regarding their son/daughter and College events in a variety of ways. The College website is a valuable source of information for parents and most information can be found there, including features, latest news, the College calendar, prospectus, careers, examination details and transport/bus information. There is a dedicated Parents tab which takes you to all of the relevant pages containing information of interest including the College Charter.

In addition, our very active Facebook, Twitter and Instagram pages are great for keeping up to date with what is happening on campus on a daily basis. You will also receive information via texts, email and e-newsletters. You can also contact your son or daughter's Tutor if there is further information or advice that you need, or an issue that you wish to discuss.

I hope that you find this evening worthwhile and informative and that our partnership with you enables your son or daughter to achieve their potential here at Palmer's and equip them for their next step.

Mark Vinall
Principal



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[PalmersCollegeSixthForm](#)



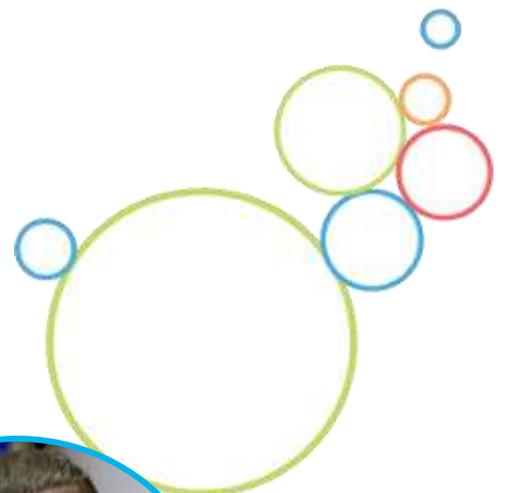
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General College Information



Timetable

The College day starts at 9am when classes begin and afternoon lessons end at 4.05pm, except for Fridays when lessons finish at 2.50pm. The week is divided into teaching blocks and generally students will have some non-contact time. Students can make use of study and social areas during this time, such as the Library and Resource Centre, Study Plus and Lower Student Centre. They can use these areas in order to work on homework, complete additional reading or research and generally supplement the work completed in their lessons. It may be the case that your son or daughter does not have a 9.00am start every day. Students also have access to other facilities such as the canteen, Costa coffee bar and the recently refurbished Sports Centre.

Library and Resource Centre

The Library Resource Centre is a pleasant place to study and is well stocked with a wide range of resources to support all subjects taught at Palmer's College. There are laptops, drop-in and bookable computers all connected to the College network. The Library intranet provides access to e-books and e-resources, which include newspapers, periodicals, reference works and recommended websites. All electronic resources are available 24 hours a day so they are accessible from home. Opening hours are 8.15am – 6.00pm Monday to Thursday, 8.15am - 3.00pm Friday.

Lower Student Centre

Our Lower Student Centre is a contemporary and relaxing space for independent or group study. It is a great place for students to study and meet friends.

Canteen and Costa coffee bar

The canteen and Costa coffee bar are open daily from 8.30am to 8.50am and then 9.10am to 2.40pm (1.30pm on a Friday). There is a variety of hot and cold food and refreshments available and there are often canteen specials where students can purchase hot food from as little as £1.50. Students can also buy the usual Costa coffee favourites along with a selection of cakes and biscuits at student friendly prices.

Course Choices

There are a wide range of courses from Level 1 to Level 3. The majority of students are studying at Level 3 on A-level or BTEC courses. More detailed information is available on our website and in the prospectus.

Enrichment

Enrichment courses are designed to provide a broad and varied timetable. Enrichment courses do not require exams or homework but can offer additional skills and experience that can offer a direct relevance to future careers or Higher Education courses, such as Voluntary Service or Sport.

General College Information



Safeguarding

Palmer's College is committed to promoting and safeguarding the welfare of young people and staff. Students are required to wear a lanyard at all times. There is commitment to providing the best and safest learning environment possible to ensure learners can succeed and both young people and staff feel secure. The College has a duty of care to both young people and staff and must ensure that their well-being is a priority.

Student Executive

The Student Executive is an elected body of 10 students who are a committed and enthusiastic group elected by students, who are in office for one year. They play a major role in College life by providing a student voice and organising fundraising activities for students, which includes charity events and social activities.

Tutorial Programme

Each student is allocated to a Tutor Group with a Tutor who provides the support needed to settle down to work at College. The Tutor will see the students regularly and will help them prepare for examinations and progression to universities and employment, as well as completing a range of activities on social, health and economic related issues.

The Tutor monitors the progress of each individual student in their Tutor Group and will help them sort out problems that may be affecting their work. If parents feel they need to discuss issues relating to or affecting their son or daughter, the Tutor is usually the first port of call. Reports detailing performance against minimum expected grades, effort and attendance will be available every half term. There are also Parents'/Guardians' Consultation Evenings in November and March.

Study Plus Centre

Our students demand high standards of themselves and the College. To help them achieve their goals we have the Study Plus Centre to support them to develop learning strategies and therefore enable them to reach their full potential.

Many students feel that investing time in understanding how to manage their learning has improved their confidence and grades. Study Plus is open from 8.30am until the College closes and is staffed by Learning Consultants who can advise on all aspects of learning.

The most common requests are for help with:

- Time management
- Essay structure
- Access arrangements for exams
- Organisation
- Coursework management
- Effective revision strategies

Contact - Study Plus Centre - Tel: 01375 370121 Ext: 290
Email: igilling@palmers.ac.uk

General College Information



Sport at Palmer's College

The College Sport Maker at Palmer's College is funded by Sport England to raise student participation in sport and reduce the drop out of young people from sport, especially at 16-18 years old.

The College is fully backing this initiative and believes that sport can improve the social well-being of its students. Within the College, the main aims are to:

- Increase participation levels in sport throughout the College
- Link with community sport opportunities
- Assist National Governing Bodies in implementing initiatives in the College
- Provide a wide offer of extracurricular sporting opportunities
- Provide sports leadership awards and coaching courses

There are many opportunities to take part in sport at Palmer's College, either as part of your course or by taking part in team games and lunchtime activities in sports such as basketball, badminton, squash, fitness classes and many, many more. You can even request to run your own sport at the College.

Contact - Ben Wright - Tel: 01375 370121
Email: bwright@palmers.ac.uk



Studying at Palmer's College



Studying at Palmer's College

As a sixth form student, your son or daughter is about to embark on a very significant stage in his or her education. This year will not be easy. Students will encounter unfamiliar situations and tackle work that is more demanding than any they have done before. They will have the opportunity to develop their academic and employability skills, one of which is **becoming a good independent learner**.

Experience tells us that the students who achieve their potential and who gain the highest marks are those who **take the greatest responsibility** for their own learning and progress.

Taking responsibility for their own learning and progress



Attending on time

Students should attend **all** lessons on time. 100% attendance is expected. If attendance falls below 95% the student is at great risk of underachieving or failing.

Becoming an independent learner

Being prepared for lessons

Every student should have:

- A large bag to carry folders
- A folder for each subject
- Pens and other equipment required for lessons



Independent Learning Skills

What is independent learning?

This is learning without a teacher standing in front of the student telling them what to do.

Being able to work in an independent and organised way is a vital skill at College and when students move on to employment or university.

From the start of their courses students must be prepared to spend at least four or five hours per week per subject (per unit for vocational courses) studying away from lessons:

- in non-contact time at College
- in the evenings
- at weekends

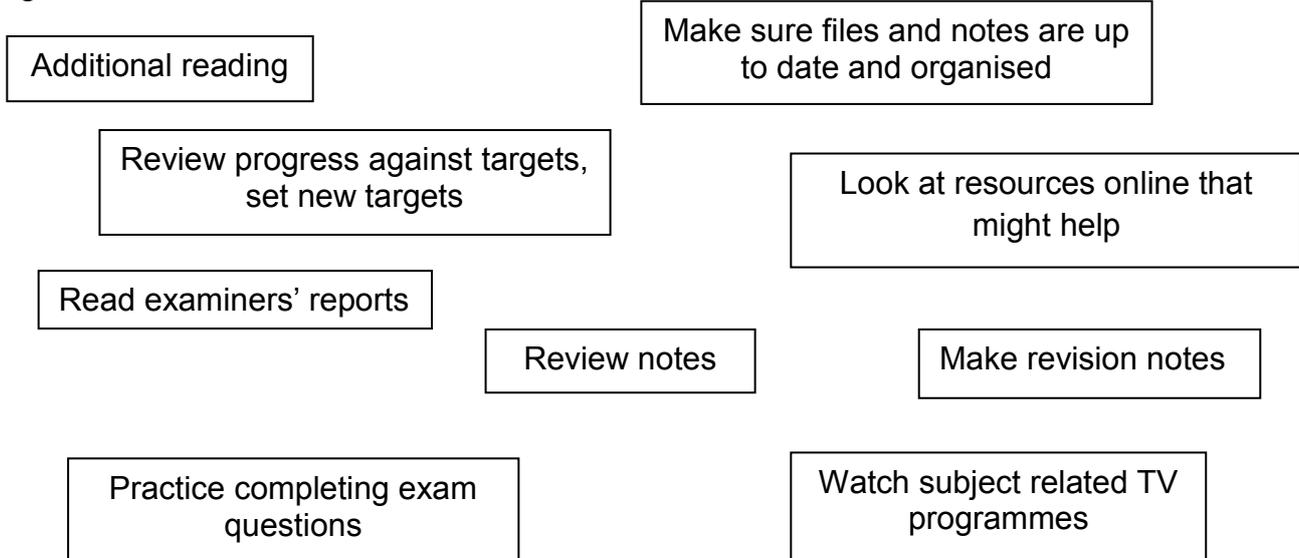
For most students this will be between fifteen and twenty hours per week.

Studying at Palmer's College



Some of this study will be **directed** such as specific homework tasks to be completed by a certain date, but much of it should be **self-directed**. This is where your **son or daughter** decides what needs to be done and how.

Things he or she could do are:



A student should **never** use the excuses “my teacher hasn’t set me any work” or “I haven’t got anything to do” as reasons for not undertaking independent learning.

Planning, organisation and time management

The College day runs from 9.00am until 4.05pm Monday to Thursday, 9.00am until 2.50pm on a Friday, a total of just over 34 hours. (In addition, the Library remains open until 6.00pm Monday to Thursday).

Our students spend 19 hours per week in lessons on average.

How they use the remaining time will make a **BIG** difference to their results.

We expect that students use some non-contact time in College for independent study, including completing homework, for accessing Learning Support and for attending subject workshops.

It is important that students treat College as their full time job during their time here and so prioritise College work alongside their social lives and part time jobs.

We recommend no more than 15 hours per week part time work.

Things you could do to help



Things you could do to help

1. **Help them get organised** – suggest using a planner (this can be on their phone) and keeping it up to date, listing work set, work completed and work outstanding. Talk to your son or daughter regularly about their College work ask to see what has been set and what they have done.
2. **Help them to draw up a regular College work rota and stick to it** – it is easier to get into the routine of working if you do it at set times each day. A little bit of study often, is better than leaving huge amounts of work to the eleventh hour before a deadline.
3. **Make sure they have somewhere quiet and comfortable to work** - not somewhere where they will be disturbed or distracted easily. It is preferable that they have a desk or table to work on. Our Library is open from 8.15am-6.00pm Monday to Thursday and 8.15am-3.00pm on a Friday to assist with this.
4. **Check that they are accessing the support available** – asking for help when they need it, attending workshop sessions or going to Learning Support sessions and/or Study Plus if referred to them by their teachers.
5. **Help them to motivate themselves** – discuss their target grades with them, the level they are working at and what they need to do to progress to the next level.
6. **Help them to proof read their work** - many exam boards now penalise poor spelling and grammar.
7. **Help them keep their files organised** – look at your son or daughter's files with them, checking that they have notes for each subject and that they are well organised.
8. **Check attendance and progress regularly** – you should receive an email each time your son or daughter misses a lesson and you can log on to the College Intranet to see attendance and progress at any time.
9. **Attend Parents' Evenings whenever possible** – you should ask your son or daughter to make appointments for you on the form that will be emailed to you.
10. **Ensure holidays are not taken in term time and doctors, dentists and other appointments are made when students do not have lessons.**
11. **Ensure they have regular access to a computer and the internet** – your son or daughter will be able to access the College IT system from home and will need to be able to do this regularly to complete College work at home. Access to the internet will also be required to carry out research for homework topics.

Palmer's Day 1 and Enrolment



Palmer's Day 1 (PD1)

Your son/daughter should have received a letter inviting them to PD1. You should also have received a pack containing important information for you as their parent/guardian. Please ensure that the documents enclosed in this pack are returned on PD1 by your son/daughter.

PD1 will take place on both Monday 3 July and Tuesday 4 July. The College will be closed to existing students. Students are expected to make their own transport arrangements on this day (*with the exception of students travelling from certain areas – see transport booklet for route 26 and CF0001*).

The day will allow your son/daughter to meet with staff and other new students. They will also get the opportunity to attend subject talks for those subjects they are considering.

PD1 interview

This will take place during the afternoon of PD1. This interview will enable students to discuss any changes they may wish to make to their course choice. They will also have the opportunity to discuss any issues or concerns they may have. At the end of the interview, students will be given an enrolment interview time. Any student who is unable to attend enrolment in person, must inform us during their PD1 interview. This will enable the College to agree alternative arrangements.

After the interview, students will be escorted to a screening session. This is an online literacy and numeracy assessment which should take no longer than an hour. Photos will also be taken at this time for their College ID card which will be issued to students once they enrol.

Enrolment

Enrolment will take place during the afternoon of Thursday 24 August and all day Friday 25 August. All students are expected to attend, in person, with their examination results.

Please note, for students who are unable to attend, e.g. due to holiday, alternative arrangements should be in place. All places are guaranteed. However, priority for popular courses will be given to students who do attend their enrolment interview.

Students whose GCSE results are not as expected should not panic as their place is secure and they can discuss course options at enrolment.

First day of teaching

This will start on Wednesday 6 September when all students are expected in. There will be a tutorial session at the start of the day and teaching will start at approx. 12 noon.

Contact - Suzanne Perry - Tel 01375 370121 Ext: 255

Email: sperry@palmers.ac.uk

Careers and Student Services



Careers Department

The award winning Careers Department is open for student use throughout the College day. It stocks a well-resourced careers area including internet access and students are able to call in when they are free to use the resources, or to arrange one to one advice and guidance with a qualified Careers Guidance Adviser.

Staff in the Careers Department are responsible for arranging careers events throughout the year, including the annual Moving on Up event, HE Fair and Careers Fair. Careers topics also feature regularly on the tutorial programme enabling students to think ahead and plan for their future. All services on offer are available to every student regardless of their course or ability level and all options are addressed, including employment, university and apprenticeships. We encourage all students to make the most of the information, advice and guidance that is available and regard it as a crucial feature of their post-16 education.

Contact: Nancy Drysdale - Tel: 01375 370121 Ext: 277/278

Email: ndrysdale@palmers.ac.uk

Student Services

Student Services is a place to go for support, guidance or practical help. Safeguarding students is our main priority and we aim to promote a climate where students are able to ask for help on a range of issues.

- Counselling is available for all students. Mediation is also offered for students having relationship or friendship problems.
- Staff and students will not tolerate bullying or harassment. Confidential help is available for students to discuss any bullying or harassment issues if they arise.
- We may be able to assist students in financial difficulty via the William Palmer's Support Grant.
- We have an NHS Sexual Health Nurse visit once a week at lunchtime as a drop-in service offering information, guidance, advice and contraception.
- We run mindfulness sessions to help students deal with anxiety and exam stress, please enquire for more details.

We are based near the Library in the A Block corridor and look forward to seeing any students who can make use of our services.

Contact: Nickie Hillebrandt, Vicky Neagen or Zainab Abdul - Tel: 01375 370121 Ext: 250

Email: nhillebrandt@palmers.ac.uk

Attendance Office



Attendance and Punctuality

These are the two main indicators of commitment. The College expects 100% attendance from all students and to be punctual to all their lessons. Students with a record of poor attendance and unsatisfactory punctuality will not be automatically enrolled onto their second year studies in September and it is also important to be aware that attendance is quoted in all references given by the College.

If your son or daughter is going to be absent, **on each day of absence** you or your son/daughter should notify the College using one of the following methods:

- The College App (instructions on how students can download and install the app is available on the College website)
- Email attendance@palmers.ac.uk
- Absence line - 01375 898608

It is College policy to send a confirmation email for all absences to parents/guardians whether or not previously notified.

In certain limited circumstances listed below, the College authorises absences on the provision of evidence:

- HE interview (including Open Days)
- Job interviews (for progression to employment after leaving College)
- Orthodontic/hospital appointments

You can view your son or daughter's attendance through our student tracking system, details of which will be sent to you directly, which also allows you to view subject reviews and the progress of your son or daughter.

Change of Details

It is important that you provide us with your email address and let us know if you change this or other details by emailing the changes to MISDept@palmers.ac.uk, remembering to quote your son/daughter's name and student ID number, which can be found on their student card.

Contact: Attendance Office - Tel: 01375 370121

Email: attendance@palmers.ac.uk

College Bursary



College Bursary

The College has a limited amount of money provided by the Government to award for bursaries. The money is intended to help cover the cost of attending College, for example transport, books and equipment.

For students to qualify it can be for one of two reasons:

Reason 1 Students in most need will be eligible to receive a bursary of £1,200 per year. To qualify for this they need to be in care or a care leaver or disabled and receive DLA or live independently and in receipt of Income Support.

Reason 2 The total household income including benefits must be less than £20,000. There will be a need to provide details showing benefits claimed for the current year. Examples are Income Support, JSA and Child Tax / Working Tax Credits.

The amount of the Bursary, apart from those guaranteed £1,200, will depend on the funding allocation from the Government and the number of students who are eligible.

It is our intention to initially help with transport and College course fees.

The Bursary payment will be dependent upon attendance, behaviour and attitude to learning.

Attendance will be recorded at all lessons and tutorials.

100% attendance is expected.

For an application form please contact the Attendance Office - T: 01375 370121 or email: studentbursary@palmers.ac.uk

Further Education Free Meals

Free meals will be available for all eligible students. Students must be over 16 and under 19 before the academic year in question. As with free school meals, family income must be below £16,190 and you must not be in receipt of working tax credit. Students will be notified if their application is successful via their College email account.

For an application form please contact the Attendance Office - T: 01375 370121 or email: studentbursary@palmers.ac.uk

Voluntary Service



The Voluntary Service Enrichment Course

The Voluntary Service Enrichment Course provides students with the valuable opportunity to develop and enhance their skills in a variety of career focussed settings or can simply be a chance to give something back to the local community through general volunteering opportunities. Whichever path a student chooses you can rest assured that they will complete the course with increased self-confidence and employability skills, as well as having a greater insight into their chosen careers. In particular, students who wish to pursue careers in professions such as teaching, medicine and veterinary, are finding it increasingly competitive to enter these fields and the expectation is that they will have gained relevant experience in the work place before making applications for course places or positions of employment: the Voluntary Service Enrichment Course can help them to be successful.

The course is open to first and second year students. Placements are undertaken on the same afternoon each week during term time and students are also required to attend a support session (both of which are added to their timetable). Students will also be required to keep a weekly diary whilst at their placement and produce a reflective piece of work towards the end of the course which will help them to prepare for their next step.

We are very proud of our students who volunteer in the Community, they are excellent ambassadors for both the College and young people and we regularly receive glowing reports from placement providers about their volunteering work.

If your son or daughter would like to sign up for the Voluntary Service Course they should inform their tutor during their interview on Palmer's Day 1 and again when they come in to College to enrol in August.

During enrolment the students will be invited to attend a brief meeting to discuss the Voluntary Service course and applications forms will be given. These will need to be completed and returned by the deadline of Wednesday 6 September 2017.

Contact: [Linda Jones 01375 370121 Ext: 232](mailto:ljones@palmers.ac.uk)
Email: ljones@palmers.ac.uk



Preparing to Teach Taster Programme



The Preparing to Teach Taster Programme

This is an exciting opportunity for your son or daughter to find out if a teaching career is for them and to experience life in the classroom from a teacher's perspective. It can also help them decide whether they would like to teach Primary, Secondary or SEN pupils.

What is involved?

- The course is timetabled for one morning each week October to February.
- Your son or daughter will attend a taster day, a variety of workshops, visits to local Primary, Secondary and SEN schools. The course is experience/activity based - there is no coursework or any written assignments.
- There will be an opportunity to speak about pathways into teaching and visit a university.
- You will be invited to attend an awards presentation at the end of the course with your son/daughter.

How will it help?

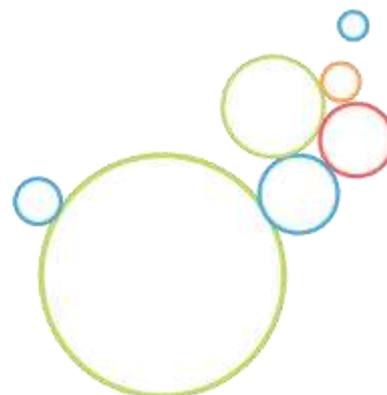
- It can help your son or daughter to decide if a teaching career is for them.
- Your son or daughter will develop skills and gain experience within a school essential for university teaching courses.
- It will help them decide whether Primary, Secondary or SEN school teaching is right for them.
- Students completing the programme will be given the chance to apply for the Voluntary Service course in Year 13 to expand their knowledge and experience.

How to apply?

- Your son or daughter should inform their tutor on Palmer's Day 1 and again when they come into College to enrol in August that they would like to sign up for the course.

Places may be limited and subject to fitting in with your son/daughter's timetable.

Contact: Linda Jones 01375 370121 Ext: 232
Email: ljones@palmers.ac.uk



Celebrating Success



Annual Prize Giving

The William Palmer Educational Trust is a charity established to benefit the education of young people in Grays. It is unique in that it gives substantial financial support to Palmer's College and our students every year and owns the majority of the College buildings. The College is grateful for the support received from and the work undertaken by the Trust in carrying out the charitable intentions of William Palmer.

Our annual Prize Giving Ceremony at the Civic Hall in November rewards students for their achievements. It celebrates the success of our continuing students and those who excelled in their final exams and sees them walk away with generous prizes from the Trust. These are prizes of various amounts of monetary value. In addition, there are many privately sponsored prizes from businesses or individuals that have, or have had a connection to Palmer's. These could be awarded for the students work in the community or outstanding effort in certain subjects.

It is a wonderful celebration and we hope that your sons and daughters work hard to achieve, so that we will be welcoming you with them at the Prize Giving ceremony next year.



Celebrating Success

It is always nice to be able to celebrate the success of our students and, aside from our annual Prize Giving, the Principal regularly awards Student Success Awards for outstanding achievement. These are awarded for academic success, sporting achievements, fundraising, voluntary work and much more. There are also termly rewards for 100% attendance.



Jack Petchey Awards

Each month students are nominated for a Jack Petchey Achievement Award. The scheme is a reward and recognition initiative which enables us to celebrate the achievements of our students.





College Fees 2016/17

There are no tuition fees to worry about: there is nothing to pay for normal tuition if your son or daughter is under 19 years old when they enrol and they are an EU citizen.

A £55 College deposit is required, this is refunded at the end of the course on completion of a Leaver's Form. Any outstanding payments will be taken from this.

You are also asked to contribute £65 towards the Student Fund. This fund provides students with financial support for a range of activities including local trips, PE events, annual Careers and HE Fairs, affiliation fees, the first ID card and lanyard, internet access and Disclosure and Barring Service for work placements.

Some courses may involve visits or field trips, which will require a contribution from you towards the cost.

By far the easiest way to pay is by Parentpay. You should have received your Login details in the packs that were sent out in the post to your son/daughter in the last few weeks.

Description	Amount	How to Pay
College Deposit (Refundable)	£55.00	Parentpay
Student Fund	£65.00	Parentpay
Transport CF route	£495.00	Parentpay
Ensign/First Group Student Bus Pass	£42.00 (4 weekly)	To Ensign Bus www.ensignbus.com
Ensign 374 Student Bus Pass	£17.50 weekly (subject to change)	Directly to the bus driver

Bursaries may be available to students whose parents are in receipt of Income Support, JSA and in some cases Working Tax Credits, to assist with transport costs.

**Please do not hesitate to contact the Finance Office if you have any questions or concerns.
Contact: Finance Office - 01375 898607
Email: finance@palmers.ac.uk**

Transport to Palmer's College

Ensignbus / First Bus / Palmer's (CF)

Quick reference on how to get to and from Palmer's College.

Coming from:	Ensignbus / First Bus / Palmer's (CF) Route number
Aveley	Ensign 22/24
Basildon	First Bus 100/X100 200/X200
Belhus	Ensign 24
Billericay	First Bus 100/X100
Brentwood	CF0001 or First Bus to Billericay then 100/X100
Bulphan	CF0001
Chafford Hundred	Ensign 33/73/83
Corbets Tey	CF0010 or TFL 370 to Lakeside then Ensign 73/ 83 to College
Corringham	First Bus 100 or 200 or Ensign 374
Dagenham / East London	TFL 372 to Lakeside then Ensign 73/ 83 to College or TFL to Rainham and then the CF0008
East & West Tilbury	Ensign 374
Hornchurch	CF0010 or TFL to Upminster then 372 to Lakeside then Ensign 73/83 to College
Hutton	CF0001 or Ensign X81 or First Bus to Billericay then 100/X100
Laindon	First Bus 8,8A, 8B,8C to Basildon then First Group 100/X100 200/X200
Langdon Hills	First Bus 25 to Basildon then First Bus 100/X100 200/X200
Linford	Ensign 374
North Stifford	Ensign 22/23
Orsett	First Bus 200
Pitsea	First Bus 8, 8A to Basildon then First Bus 100/X100 200/X200
Purfleet	Ensign 44 to Grays then 73/83 or First Bus 100/200
Rainham	CF0008 or TFL 372 to Lakeside then Ensign 73 /83 or First Bus 100/200
Stanford-le-Hope	First Bus 100 or 200 or Ensign 374
South Ockendon (Station side)	Ensign 23
South Benfleet	First Bus 2 to Basildon then First Bus 100/X100 200/X200
Upminster/Romford	CF0010 or TFL 370 to Lakeside then Ensign 73/ 83 or First Bus 100/200
Vange	First Bus 2 to Basildon then First Bus 100/X100 200/X200
Wickford	First Bus 200/X200

This information was correct at the time of going to print but may be subject to change. Further information can be found on their websites - see page 25 for contact details.

Transport to Palmer's College

Ensignbus / First Bus / Palmer's (CF) / C2C



Ensign / First Group College Bus Scheme

The College works in partnership with Ensignbus and First Group bus companies to offer students a discounted College Bus pass. This pass provides students with a quick and easy way of travelling to and from the College, with access on both Ensign and First Group buses over the Thurrock and Basildon areas. **This pass can also be used at any time of the day including evenings and weekends.**

The cost of this pass is £42 and is valid for 4 weeks. The passes can only be purchased online at www.ensignbus.com.

Bus timetables and the exact location of your nearest stop can be found by visiting www.ensignbus.com and www.firstgroup.com.

The 374 bus route (currently run by Ensign) is outside of the above scheme and bus passes must be purchased directly from the bus driver at a cost of £17.50 per week.

Please note that Thurrock Council offer free transport to those students living in Thurrock whose parents/guardians are on certain benefits. If you wish to find out further information, please contact the Council's Awards & Benefits Department on 01375 652511.

College Contract Buses (CF0001 and CF0010)

The College provides contract buses from the Brentwood, Upminster and Rainham areas. The cost of this transport is £495 per year. To reserve a place on one of the contract buses, please complete an application form and return it to the College with a £95 deposit, with the final balance due on the 31 October 2017. Forms are available from the Transport stand or the Finance Office tonight. Payments are made online through Parentpay using your username and password.

Please see the Palmer's College contract bus routes and timetables on the following page for your nearest stop and times.

Please note that if you are in receipt of certain benefits, you may be exempt from various fees, including transport. In order to apply for this exemption, you will need to complete a Bursary application form (issued during enrolment) and provide the relevant documentation proving income is below £20,000 per annum.

C2C

Discounted student season tickets are available on the Southend to Fenchurch Street line. Palmer's College students can register online for a c2c Smartcard at www.c2c-online.co.uk and follow the instructions to save a third off rail travel to College.

**For any questions or issues please contact
Ensignbus Company - 01708 865656**

**or call the Finance Department on 01375 898607
Email: finance@palmers.ac.uk**

Transport to Palmer's College

COLLEGE CONTRACT BUS ROUTES & TIMETABLE 2016

CF0001 - Hutton / Shenfield / Brentwood/ Ingrave / West Horndon (coach company and pick up times to be confirmed)

<u>Pick up points</u>	<u>Pick up time</u>
Hutton - Chequers	7.40
Shenfield Rail Station	7.45
Brentwood - Wilson's Corner	8.00
Ingrave Road - Masons Restaurant	8.05
Brentwood Road / Common Road	8.10
Billericay Road - Boar's Head	8.12
West Horndon Junction A128/ Station Road	8.15
Plough Motel A128	8.17
Arrive Palmer's College	8.45

CF00010 – Upminster / Hornchurch / Rainham / Wennington (coach company and pick up times to be confirmed)

<u>Pick up points</u>	<u>Pick up time</u>
Corbets Tey/Cranston Park Avenue	7.40
Upminster Station o/s Clarks Shoes	7.52
Upminster Bridge Station	7.57
Hornchurch Town Centre Nationwide Bank	8.02
Abbs Cross Lane j/w Suttons Avenue	8.06
South End Road, The Good Intent	8.10
South End Road, Ford Lane	8.12
Rainham Tesco's	8.17
Rainham Station	8.18
Wennington Road j/w Ellis Road	8.20
Wennington Road j/w Brook Way	8.21
Wennington Road j/w Eastwood Drive	8.22
Wennington Green	8.24
Socketts Heath, The Oak	8.42
Arrive Palmer's College	8.45

Please note that all times are approximate and may be subject to change.
Students are advised to be at the pickup point 10 minutes beforehand.

Sports Centre



Palmer's Sports Centre has excellent indoor and outdoor facilities, which include: all-weather floodlit football and hockey pitch, floodlit tennis and netball courts, grass football pitches, sports hall, squash courts, aerobic studio and fitness suite.

For students:

Inductions must be completed prior to use of the fitness suite and take place during student lunch sessions at a cost of £5.

Annual centre membership is £9.

Lunchtime sessions:

Monday-Thursday 1.45pm-2.45pm, Friday 12.20pm-1.20pm at a cost of £1.70.

Fitness sessions with a student centre membership in free periods:

£3.10 per hour 9am-4.30pm

From 4.30pm £5 per hour

If you are a regular user to the fitness suite you might be interested in a monthly membership, this is accessible during the hours of 9am-4.30pm weekdays at a cost of £18 per month.

The College PE department arrange lunchtime sessions which include, badminton, football, squash, basketball, table tennis, fitness classes (fitness yoga, spin, circuit) and more. Full details are available to students from the PE department.

For parents:

Our Sports Centre is available to the public throughout the week offering membership at very competitive prices.

For example: 12 month membership can cost as little as £28 per month which includes:

- Free induction to the fitness suite and personal programme
- Fitness suite use
- Fitness classes
- 1 racket court per day
- Personal training at a reduced rate
- Book sessions a week in advance



We have a full class programme offering something for all abilities from Fitness Pilates/Yoga, Toning Classes, Abs, HITT, Spin, Strength & Conditioning, Circuit, Zumba, Glow-Fit and more...

If you enjoy a game of tennis why not join our adult coaching sessions on a Tuesday evening.

Visit our website for further details www.palmerssportscentre.co.uk

Tel: 01375 898613

Email: sports@palmers.ac.uk



It's a big decision. What will my son or daughter do next? At Palmer's College we understand the importance of making the right decisions about your son or daughter's education and the stresses associated with it. To try and make this a little easier, we've answered a few of our most frequently asked questions. If you can't find what you're looking for here or on our website, please do get in touch at parents@palmers.ac.uk.

What is Palmer's College like?

The College is a friendly, pleasant and safe place to study and work. Students are guided through their courses by highly able and committed teaching and support staff. When your son or daughter comes to Palmer's College, they will learn in a well-resourced, supportive environment alongside people of a similar age and from a variety of backgrounds.

What if they don't get the grades they were expecting?

Firstly, don't panic! At their enrolment interview we can discuss what this means for your son or daughter and the course they applied for. There are always lots of options available and they will still have a place at Palmer's College.

Is there extra support if my son or daughter needs it?

All students are screened on entry to Palmer's to ensure that if additional help is required they can receive it straight away. The next step after screening is for students to carry out a diagnostic test in the first few weeks. This helps students identify areas they need to work on. Please encourage your son or daughter to do this as soon as possible. In addition to Tutors, the College has a Study Plus Centre open every day, so that students can pop in when it is convenient to discuss their needs and receive help. We have experts on dyslexia if students need assessment or extra help in other areas and a team of tutors and Learning Support Assistants to help students with learning difficulties.

We also have a counselling service for students available whenever they need it.

How will I know how my son or daughter is getting on once they start?

As well as our Parents' Evenings, the College has a Web based student tracking system, details of which will be sent to you directly after enrolment. This will allow you to view Subject Reviews and attendance data at regular intervals. Tutors will also contact you with any queries that do arise with progress, or any unauthorised absences. The College expects 100% attendance at all classes and if your son or daughter fails to attend we will email you.

What happens in the event of a teacher's absence?

In the event of a teacher having an absence because of illness, professional development or because they are examiners, the Subject Area Manager, or an available colleague, will ensure that the class is informed of the situation and work will be set. Work is always set so that learning may continue for the duration of the teacher's absence. No lessons are cancelled. Students need to stay in the classroom until a member of staff arrives who will issue the work and give instructions as to whether this must be completed either in the classroom or in an appropriate study area of the College.



What is non-contact time?

When students are not in lessons it is known as non-contact time. We expect your son/daughter to use these sessions wisely for private study in the Library or study areas.

How much time should my son/daughter be spending on private study?

This will vary at different points in their course, but on average we expect that students should need to work for at least an additional 15 hours per week on top of their attendance at College. Sometimes this will be devoted to a written homework assignment or coursework. Other out of class work might include research, wider reading and revision.

How can my son/daughter receive extra personal support?

Sometimes the Tutor may be the first port of call when a student needs help on a personal matter. However, Counsellors are always available in the Student Services department.

What happens if my son/daughter has a problem at College?

Either they or you should contact their Tutor in the first instance.

What if my son/daughter loses his/her ID card and lanyard?

If they lose their ID card and lanyard they will need to purchase a new one as a matter of urgency. This will cost £5 to replace and can be purchased from the Finance Office. If they forget their ID Card and lanyard they can purchase a temporary card and lanyard for £1 for the day (the £1 is refundable at the end of the day when the lanyard is returned to reception). Temporary ID cards and lanyards can only be purchased **ONCE**. If they forget their ID card and lanyard again they will have to purchase a new one for £5 or return home to get it.

It is essential that all students wear their ID cards at all times.

How do we know when to apply for university?

We will start the process with students in the Summer term in Year One. You will be invited to a Higher Education information evening in September to learn more. Applications are sent off from early September of the second year of study. Generally, once students have researched their options and made their choices, the earlier they apply for university the better.

How will the merger between Palmer's College and Seevic College affect students?

All courses, subject to demand, will run as planned at Palmer's College. Students who enrol at Palmer's College will be taught at Palmer's College and will not be expected to travel between sites.

Term Dates 2017 / 2018

Term dates 2017/ 2018

August / September 2017							October 2017							November 2017							December 2017						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
21	22	23	24	25	26	27							1			1	2	3	4	5					1	2	3
28	29	30	31	1	2	3	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
4	5	6	7	8	9	10	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
11	12	13	14	15	16	17	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
18	19	20	21	22	23	24	23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
25	26	27	28	29	30		30	31																			
January 2018							February 2018							March 2018							April 2018						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
																					30						
May 2018							June 2018							July 2018							August / September 2018						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31	1	2
														30	31						3	4	5	6	7	8	9

Term 1 8 weeks then 7 weeks 3 days
 Term 2 5 weeks 4 days then 5 weeks 4 days
 Term 3 5 weeks 4 days then 6 weeks

Total 195 days

Bank Holidays
 Weekends
 College Holidays

Staff return on Wednesday 23 August. Enrolment takes place on Thursday 24 and Friday 25 August. Lessons start on Wednesday 6 September.

All information regarding term dates, College events and non-student days are listed on our website on the 'For Parents' page as soon as they are agreed.

Please visit www.palmers.ac.uk and click on the 'For Parents' tab at the top of the home page, where you will find the information most relevant to parents and guardians.

Our Facebook and Twitter sites are also good for sharing and finding out information, especially if there are last minute changes that would affect the College, our students or their journey to and from the College.

Details of all the ways you can contact us and obtain information are listed on the final page of this booklet.

How to contact us



Reception / General Enquiries	01375 370121	parents@palmers.ac.uk
Admissions Enrolment	01375 370121 Ext: 233 01375 370121 Ext: 255	ccayless@palmers.ac.uk sperry@palmers.ac.uk
Careers	01375 370121 Ext: 277/278/279	ndrysdale@palmers.ac.uk
Student Services	01375 370121 Ext: 250/324	nhillebrandt@palmers.ac.uk
Attendance Office Student Absence Line	01375 370121 01375 898608	attendance@palmers.ac.uk
Finance	01375 898607	finance@palmers.ac.uk
Transport Ensign Bus Amber Coaches Thurrock Council	01375 898607 01708 865656 01268 786550 01375 652652	finance@palmers.ac.uk www.ensignbus.com www.ambercoachesltd.co.uk thurrock.gov.uk/bus-timetables
Study Plus	01375 370121 Ext: 290	igilling@palmers.ac.uk
Library & Resource Centre	01375 370121 Ext: 266	jrobson@palmers.ac.uk
Voluntary Service	01375 370121 Ext: 232	ljones@palmers.ac.uk
Sports Centre	01375 898613	sports@palmers.ac.uk



palmers.ac.uk



PalmersCollegeSixthForm



PalmersCollege



PalmersColl



palmerscollege

We hope you have found this evening useful and worthwhile and we would appreciate any feedback from you. If you feel that there are other areas that you would have liked to have seen represented here tonight, or if there is any further information that we could include in future in this booklet, then please email us parents@palmers.ac.uk.

We look forward to welcoming your son/daughter here in September and to also seeing you again at their first Parents'/Guardians' Consultation Evening in November.

Have a safe journey home!