

Photograph to be provided when student arrives at the college

Please complete this form as fully and accurately as you can as this information will be used to enter details onto our information system for the duration of the course.

Please see Terms and Conditions at the end of this form.

Please return your completed application form to abbeyonline@abbeymanchester.co.uk

ON-LINE REVISION/SUPPORT SCHOOL APPLICATION AND ENROLMENT FORM

SECTION 1 - Student Details

Title Mr Mrs Miss Other

Family Name

First Name

Gender

Date of Birth (dd/mm/yy)

Student Email address

Telephone

Student Email address

Home Address

City Postcode

Country

SECTION 2 - Parents or Legal Guardians

PARENT OR LEGAL GUARDIAN 1

Title Mr Mrs Miss Other

Family Name

First Name

Relationship to Student

Telephone

Mobile

Email Address

To receive reports/absence alerts

Yes No

PARENT OR LEGAL GUARDIAN 2

Title Mr Mrs Miss Other

Family Name

First Name

Relationship to Student

Telephone

Mobile

Email Address

To receive reports/absence alerts

Yes No

SECTION 3 - Course Selection

Please list the course(s) you wish to attend below. For a full course list please visit our website.

TWILIGHT COURSE(S) AND DATES

1

2

3

4

REVISION/SUPPORT COURSE(S) AND DATES

1

2

3

4

SECTION 4 - Current education

Current School

Year Group

Please tell us briefly what you are hoping to get out of the course

In each subject please tell us any recent test/mock grades and the grade you are hoping to achieve

Do you have any access arrangements in exams e.g. extra time?

ACCEPTANCE FORM

GENERAL TERMS AND CONDITIONS OF ENROLMENT ON THE TWILIGHT OR REVISION/SUPPORT COURSES

1. The fees for the course must be paid in advance of the course commencing
2. Read the course description carefully to ensure it meets your needs
3. Students will receive an Abbey College Log in for the duration of the course
4. Students will access the lessons and resources through Teams for the duration of the course
5. Teachers will have a limited amount of time to support students outside the lessons
6. Students need to abide by the Teams Code of Conduct set out below
7. Our policies on Admissions, Complaints, Safeguarding and ICT usage are on the website
8. If the teacher is ill and the session is cancelled that session will be refunded or the amount taken off a future course
9. If after the first lesson the course is not what you had anticipated, then you will be refunded all the fees apart from the first lesson
10. Refunds will not be made for absence
11. Refunds will not be made where the student has not adhered to the Teams Code of Conduct
12. Full details of the Alpha Plus Group Privacy Policy and Retention Policy can be found on the College website: <https://www.abbeymanchester.co.uk/about-us/policies/>

TEAMS CODE OF CONDUCT

Teams Meetings are an important component of Remote Learning as they provide the needed interaction between teachers and students of a traditional classroom.

To ensure the best learning environment and that all students can engage positively with the lesson all participants in the Team Meetings are expected to adhere to the following rules and best practices.

- Arrive on time for the Teams Meeting
- The Team Meeting is a virtual classroom; therefore, we expect the same standard of behaviour and engagement as in a face-to face lesson.
- Choose a quiet room free from distraction and be dressed appropriately
- Your camera must be switched on so you can be seen in normal light
- If you choose to use a virtual background screen, please make it an appropriate one that allows for you to still be visible
- Posture before the camera must be conducive to active learning and participation. The student's full face must be visible in the camera frame.
- As expected of any class interaction, participants are to treat each other with courtesy and respect.
- Offensive or inappropriate language is not to be used in any form of communication. This extends to discussion postings which may be part of or an extension of the Team interaction.
- Use of any profanity - written, drawn, displayed or spoken - during a meeting is unacceptable.
- Taking screenshots or screen recordings of virtual classrooms without the explicit permission from the teacher and class members is unacceptable.

DISCIPLINARY ACTION FOR UNACCEPTABLE BEHAVIOUR

- Disruptions to a Team Meeting may lead to the removal of a student from part or the entire meeting.
- The names of students who are removed from a Team meeting for disruptive behaviour will be reported to the college and parents will be contacted
- Repeated disruption will lead to removal from the course
- Verbal abuse in the form of intimidation, harassment, or threatening behaviour directed towards the teachers or fellow students will lead to removal from the course

ACCEPTANCE FORM

PARENT/GUARDIAN

Full name of One Parent/Guardian

Signature

Date:

STUDENT

Full name of the Student

Signature

Date: