



STUDENT INDUCTION HANDBOOK

www.themcacademy.co.uk

Review
Last Reviewed: July 2024 - Next Review: January 2025

Welcome

Dear Student,

MC Academy is proud to welcome students from countries all over the world. Our experience has taught us the importance of getting to know our students as individuals, which enables them to fully reach their potential and objectives.

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



Teaching & Learning

How we teach English?

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

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

Joining a class and continuous enrolment system

Our school operates a continuous enrolment system, allowing students to join classes at any time during the week or the term. This means that you might start a class that has been running for a few weeks. To ensure a smooth transition:

1. **Introduction and Welcome:** Your teacher will introduce you to the class and ensure you feel welcomed.
2. **Catch-Up Support:** if you join mid-week or after the class has started, your teachers will provide you with extra self-study work. This is to help you catch up with the rest of the class as quickly as possible.

We are committed to making your integration into the class as seamless as possible and supporting your learning journey.

Course books

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

Examinations

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

Level Tests

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

Criteria for taking the Level Test

Your teacher will recommend whether you should take the level test.

Please note, your writing work submitted during your class will also contribute to your overall score.



LEVEL TESTS



If you have any questions how you can progress faster then please speak with your teacher!

Important Information

Your teacher assesses your level in class every lesson using:

- 1 Your Friday tests
- 2 Your participation in class
- 3 Your speaking and writing
- 4 Your attendance
- 5 Your homework

When can I take the level test?

Your teacher will tell you when you are ready to take the level test.

DO NOT ask to take the level test at the end of your course. You can only take the level test when your teacher thinks you are ready!

You will move to the next level!

70%+

PASS!

Your teacher will tell you when you can take the level test again!

65-69%

Retake the test the following week.

55-64%

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

45-54%

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

44%-

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

Class times

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

All courses

CLASS 1

Session 1: 9:00 – 10:30

Break: 10:30 -10:45

Session 2: 10:45-12:15

CLASS 2

12:45 – 13:45

CLASS 3

14:00-15:00

Lateness

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

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

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



Nursery Pass

I am late because I was dropping my child/children off at nursery. Please allow me to enter the class.

Student Name

Nursery Pass

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



School Rules

Time keeping & attendance

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

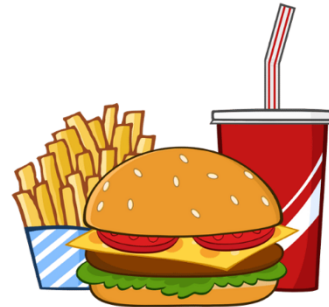


Absences & Holidays

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

Food & Drink

- Please eat and drink in the student lounge only.
- Food and drinks are not allowed in the classrooms, computer rooms, or in the library.
- Do not bring any food or drinks past the reception area to ensure a clean and safe learning environment.



Smoking

- Smoking is not permitted anywhere in the building.
- You may smoke outside the building but not in the doorway.
- Do not leave cigarette butts outside the front door.
- Please put all cigarette butts in the bin. Failure to do so may result in an immediate fine.



Mobile phones

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

Using Moodle

What is Moodle?

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

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

You can use Moodle to:

1. Complete work set by your teacher.
2. Complete tasks.
3. Access reading material
4. Do revision tests
5. Visit useful websites to improve your skills.
6. Visit exam websites
7. Track your homework or assignments

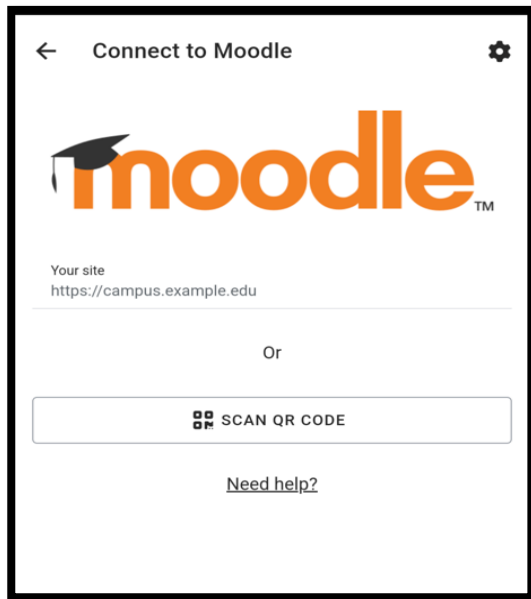
How do I access Moodle?

- 1) Download Moodle from the Play Store or the App Store.
- 2) On the app, connect to MC Academy's Moodle by typing in the site URL where it says "your site". The URL is: **community.themcacademy.co.uk**
- 3) Put in the username and password provided by the school.
- 4) That's it!

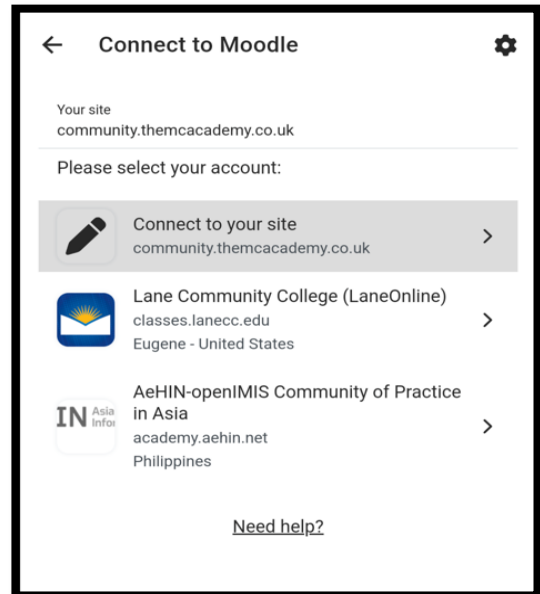
Please see below steps as images

Accessing Moodle

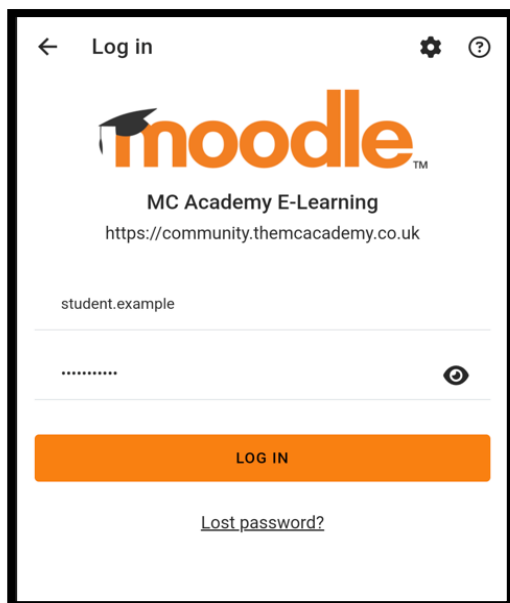
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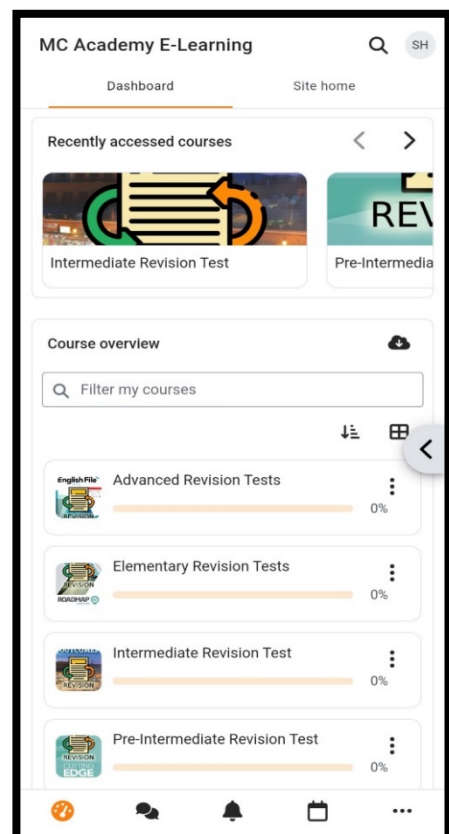
2)



3)



4)



School Facilities



Library

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

Computer room

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

Student Lounge

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

Prayer Facilities

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

Social Programme

Finding a balance between work & play

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

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

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

Example of the social program.



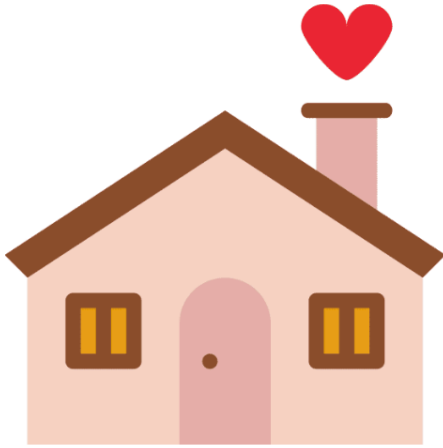
WEEKLY SOCIAL CALENDAR

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------|------------------|-------------------------|-------------------|-------------------------|------------------|
| 12:15- 12:45 | Ladies Chit-Chat | Table-Tennis Tournament | British Tea Party | Table-Tennis Tournament | Ladies Chit-Chat |
| 14:00-15:00 | Coffee Club | Bowling | Mini Golf | Video Games Club | Film Club |
| 15:00 - 16:00 | IELTS Workshop | Support Club | IELTS Workshop | Debate Club | Writing Club |



- Weekend activities are also available.
- If you would like to book a weekend excursion, please speak with the schools' Social Programme Officer.
- If you have a class but would like to attend one of the school's social activities, then please ask the school's Social Programme Officer for a 'Social Activity Pass', this will ensure that you will still receive a mark for your attendance.

Accommodation



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

Homestay Accommodation

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

Student Residence

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

Please note.

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

Welfare



- The staff members at our school are here to provide information, support and guidance on a range of issues, e.g. study-related issues, relationships, difficulties, loneliness, health, etc.
- If you want to chat about how you are feeling, you will find someone to listen.
- *In our commitment to ensuring the well-being and safety of our students, we have dedicated Welfare Officers available to provide guidance and support whenever needed.*
- we have trained Fire Marshalls and First Aiders on campus to assist in emergency situations.
- Additionally, for peer support, our Student Representatives are also readily available to help students with any concerns or issues they may encounter.
- Everybody is welcome and we treat anything you talk to us about with an appropriate level of confidentiality.
- Student welfare is our top priority, that is why our aim is to provide support and assistance to make you feel at home.
- Should you have any problems or personal worries during your stay at the school, please do not hesitate to speak to a member of staff. If you want to talk in private, just ask.

Emergency Contact Number

In case of an emergency, the school has a 24-hour phone that you can ring and speak to a member of staff.

- Please note, this number is reserved solely for emergencies, for non-emergencies, please contact the school vis the school's main number.

Liverpool:

Emergency number and Accommodation, Liverpool: (+44) 073 42 09 14 08

School's main line, Liverpool: (+44) 0151 665 0501

Manchester:

Emergency number and Accommodation, Manchester: (+44) 078 35 04 1483

Emergency number, Manchester: (+44) 077 43 94 97 61

School's main line, Manchester: (+44) 0161 236 7575

Under 18s

School Rules

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



Free time

Under British Law, anyone under 18 is treated as a child in the UK and has to follow these rules:

- Curfew times (look at the table below). Please put the info in table form.
- Do not consume or purchase cigarettes, alcohol, or any other substances.
- Stay away from places which are for adults only (e.g. night clubs).

| |
|---------------------------------------------------------------------------------------|
| 13 and under – 21:30 (only if with a Group Leader or staff member always) |
| 14-15 – 22:30 (always provided under the supervision of Group Leader or staff member) |
| 16-17 – 23:00 (Provided that parents accept the school rules) |

Safeguarding

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

1. Call you to check if you are OK.
2. If you do not answer, we will contact your host family.
3. If the host family does not answer, we will check your agent or family.



Manchester under 18s do's and don'ts

DO



- DO send an email to compliance if you are late and sick at compliance@themcacademy.co.uk
- DO speak to your Safeguarding or Welfare Officer if you have a problem or feel unsafe.
- DO report any issues with your home stay accommodation at accommodation@themcacademy.co.uk
- DO ask your teacher for a break if you feel stressed
- DO look after yourself
- DO wear your GREEN lanyard at all times
- DO have fun

DON'T



- DON'T share personal details online OR with people you don't know.
- DON'T bully other students or members of staff.
- DON'T keep any problems to yourself, MC Academy staff are here to help
- When you leave the building on a social activity, DON'T leave your teachers side.
- In case of fire or emergency please stay with your teacher
- DON'T forget to wear your GREEN lanyard
- DON'T go to the prayer room unsupervised
- DON'T go to the toilet unsupervised.



Liverpool under 18s do's and don'ts

DO



- DO send an email to compliance if you are late and sick at compliance@themcacademy.co.uk
- DO speak to your Safeguarding or Welfare Officer if you have a problem or feel unsafe.

- DO report any issues with your home stay accommodation at accommodation@themcacademy.co.uk
- DO ask your teacher for a break if you feel stressed
- DO look after yourself
- DO wear your GREEN lanyard at all times
- DO have fun
- DO stay only on the floor that your classes are on.

DON'T



- *DON'T share personal details online OR with people you don't know.*
- *DON'T bully other students or members of staff.*
- *DON'T keep any problems to yourself. MC Academy staff are here to help!*
- *When you leave the building on a social activity, DON'T leave your teachers side.*
- *In case of fire or emergency please stay with your teacher.*
- *DON'T forget to wear your GREEN lanyard.*
- *DON'T go to the prayer room unsupervised.*
- *DON'T go to the toilet unsupervised*



Internet Safety

Computer Room Rules

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

E-Safety Rules

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



Breaking any of the above rules will result in the appropriate disciplinary procedures.

Equality & Respect

Core Values

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

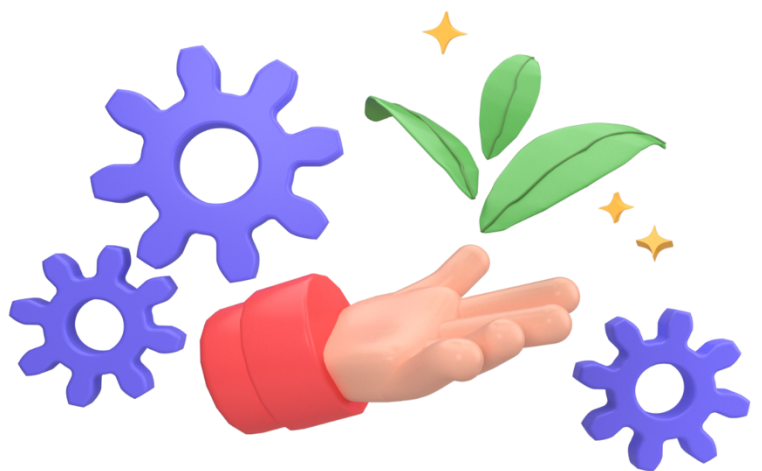
- Talk politely to other students and all members of staff.
- Treat people as you would like to be treated yourself.
- Respect your teacher and fellow students by arriving to class on time, turning off your mobile phone and taking part in class.
- Look after all the resources in the school as if they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

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

Step 1: Verbal warning from your teacher.

Step 2: Written warning from the Director of Studies.

Step 3: You will be asked to leave the school.



Tolerance at MC Academy

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

In our school we do not accept people who are:



Abusive (adjective) – People are abusive when they are rude and violent towards other people. Example: She was very abusive and swore at her classmate.



Racist (adjective) – People are racist when they think that one race or nationality is better than the other. Example: He was racist because he hates people from different countries.



Religiously Intolerant (adjective phrase) – People are religiously intolerant when they do not accept people who have different religion. Example: She does not talk to me because of my religion.



Homophobic (adjective) – People are homophobic when they treat homosexual (attracted to people of the same gender) people differently. Example: They are homophobic because they talk badly about homosexual people.



Sexist (adjective) – People are sexist when they treat one of the genders (men or women) differently. Example: He was sexist and told me that men are better than women.

Bullying in School

Personal Harassment and Bullying Policy

At MC Academy we believe that the dignity of all students and staff members must be respected therefore all form of harassment and bullying are unacceptable. Personal harassment or bullying is any kind of unwanted, unwelcome or uninvited act which makes the recipient feel uncomfortable, embarrassed, unsafe or frightened.

Different types of bullying include:

Verbal – Teasing, calling people bad names, threatening.

Physical – Punching, hitting, kicking and pushing others.

Emotional – Hurting others' feelings, leaving people out, bossing others about.

Racist – Saying mean things about other people's race and calling them names.

Cyber – Sending mean messages by text message, email or on the internet.

Sexist – Saying rude comments to others about being a boy or girl.

Homophobic – Calling people names because of their sexual orientation.

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



Complaints

Who do I speak with?

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

What is your complaint about?

Accommodation – Accommodation Officer accommodation@themcacademy.co.uk

My Class - Your teacher

General – Director of Studies dos@themcacademy.co.uk or

Assistant Director of Studies ados@themcacademy.co.uk

Official – Director of Studies or Assistant Director of Studies

If you are still not happy with the decision the Director of Studies has made, then you can take your complaint to the Executive Director amal@themcacademy.co.uk or

CEO majid@themcacademy.co.uk

If you are still not happy with the decision the Director of Studies, Executive Director and/or CEO have made, then you can take your complaint to the British Council.

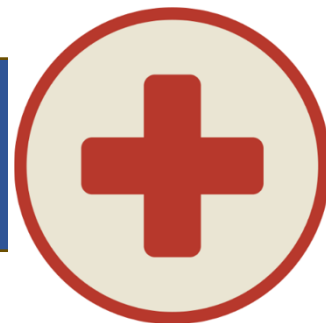


Complaints to the British Council can be sent via the post or email:

British Council, Accreditation Unit, Bridgewater House, 58 Whitworth Street, Manchester M1 6BB, UK

Email: accreditation.unit@britishcouncil.org

Medical Treatment



Manchester

If you need medical attention, please go to your nearest Walk-in Centre, or, in case of an emergency, either phone an ambulance (999) or go to Accident and Emergency in your nearest hospital.

- The Walk in Centre closest to the school is the City Health Centre, 2nd Floor, Boots, 32 Market Street, Manchester, M1 1PL.
TEL: 0161 839 622.
Open 7 days a week: 8am - 8 pm
- To find another NHS Walk-In Centre, look at the following link and enter your postcode: <https://www.nhs.uk/nhs-services/urgent-and-emergency-care-services/find-urgent-and-emergency-care-services/>
- If you are a long term student, we advise you register with a doctor. You have to register with a doctor near your house.
- To find a doctor close to you, please visit: www.nhs.uk .

Liverpool

- The Walk in Centre closest to the school is the Liverpool City Centre NHS Walk-in Centre - 6 David Lewis St, Liverpool L1 4AP
TEL: [0151 247 6500](tel:01512476500)
Open 7 days a week: 8am - 8 pm
- To find another NHS Walk-In Centre, look at the following link and enter your postcode: <https://www.nhs.uk/nhs-services/urgent-and-emergency-care-services/find-urgent-and-emergency-care-services/>
- If you are a long-term student, we advise you register with a doctor. You have to register with a doctor near your house.
- To find a doctor close to you, please visit: www.nhs.uk

The NHS

You can have free treatment from the NHS if;

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

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

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



Dental Emergencies



Manchester

- The University Dental Hospital of Manchester is one of the largest specialist dental centres in the UK as well as being a major teaching hospital.
- A dental casualty service is available on a first come first serve basis.
- The centre can be contacted Monday - Friday between 9am and 5pm.

The University Dental Hospital

Higher Cambridge Street

Manchester

Telephone: 0161 275 6666

Website: www.cmft.nhs.uk/dental.aspx

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

Liverpool

Night and Day Emergency Dentist

88 Aigburth Rd, Aigburth, Liverpool L19 3QD

07513 201000

Opening Times: 24-hour service



Health and Safety

Fire Alarm

- If you hear the fire alarm, you must leave the building by the nearest available exit straight away.
- The exit routes are clearly marked in the classrooms, reception area and corridors.
- If you discover a fire, do not try to tackle it yourself, instead, activate the nearest fire alarm.
- Please walk, do not run.
- Do not use the lift, always use the stairs.
- Make sure you know the fire escapes and the location of the fire extinguisher.
- Please read the school's health and safety policy, these may be found in every classroom.

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



MANCHESTER ASSEMBLY POINT: The shop, Oxfam, is on the footpath across the road from the school.

LIVERPOOL ASSEMBLY POINT: Across the road, next to the car park.

Follow us on social media

Keep up to date with MC Academy!

If you would like to keep up to date with all of the events occurring at MC Academy whilst studying online, then do not forget to follow us on social media!



Facebook - @mccademy



Twitter - @themccademy



TikTok - @mccademy



Snapchat - @mccademyuk



Instagram - @themccademy



YouTube: TheMCAcademyVideos



Vocabulary List

Personal Vocabulary List

Provided in this handbook, you have the chance to record any new vocabulary list is essential for learning and retrieving new words.

My phrases for added fluency.....

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

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

If you have an enquiry, please send all emails to: info@themcacademy.co.uk