



MC Academy DOS

# INTRODUCTION

Dear Student,

While studying at MC Academy, it is important to keep your welfare and mental well-being in check.

Please read this handbook carefully to understand what measures are in place to keep you safe in school.

Thank you

**The MC Academy Team**



# FIRE ALARM

## First Aid Box

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 the school.

## Fire Alarm

- **Fire alarm test in Manchester takes place every Wednesday around 12:00 PM.**
- **Fire alarm test in Liverpool takes place every Wednesday around 12:00 PM.**



## Emergency Evacuation

In the event of an emergency evacuation, staff and students should follow the guidelines detailed on fire safety in this document.

- If you are upstairs on first floor or second floor, head to the main stairs and out of the main exit.
- Under the circumstance that you are asked to remain in the school, for example, in the event of a bomb scare, then please listen to the Fire Marshals and gather in a controlled area of the school. Please keep away from all windows and wait for further instructions.



### **In case of a fire alarm:**

- Follow the instructions of your designated fire marshal.
- If you hear the fire alarm, you must leave the building by the nearest available exit straight away. Immediately stop what you are doing and walk (do not run) to the nearest available safe fire exit. If your nearest exit/route is obstructed, choose another route. Make sure that you are aware of the exits and routes in your area.
- 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.
- Make sure you know the fire escapes and the location of the fire extinguisher.
- Direction signs should indicate the route to your fire exit. These comprise a white arrow on a green background sometimes accompanied by the words 'FIRE EXIT' and also a pictogram of a running man. The arrows indicate the direction of the nearest fire exit.
  - Do not use a lift to leave the building – always use designated stairs.
  - Make your way to the appropriate assembly point.
  - Once you are at the assembly point you should report to the Fire marshal, so that they can account for the people in their designated area.
  - Do not leave the designated assembly point or attempt to re-enter the building until you have been instructed to do so by the fire marshal or Safeguarding Lead.

**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. Opposite the school by Mount Pleasant Car Park wall.*

### **Manchester**

- On the second floor there are **two fire exits**: The exit door at the main entrance, and the door next to the Operations office.

### **Liverpool**

- On the Ground floor there are **three fire exits**: The exit door at the main entrance and the second is towards the left hallway from the main entrance next to room 2.
- On the First floor turn right from the main entrance all the way to the end of the hallway and then there is the fire exit next to the prayer room on the right.

Please read the school's health and safety policy, these may be found in every classroom.

# FIRE MARSHALLS



## MANCHESTER

## LIVERPOOL

### FIRE MARSHALLS

NISREEN

AMAL

RAHILA

CHARLIE

RAHMA

In case of emergency, please follow the instructions of the school's Fire Marshals, who will escort you out of the school and to safety.

### FIRE MARSHALLS

MARK

NISREEN

PAUL

YVONNE

AMAL

ARMI

In case of emergency, please follow the instructions of the school's Fire Marshals, who will escort you out of the school and to safety.



AMAL



NISRIN



# FIRST AID



## What is a First Aider?


A First Aider is a trained member of staff who can assist you if you have sustained an injury or are not feeling well.





## When should you see a First Aider?

If you are feeling unwell, then you should see a First Aider immediately.

### LIVERPOOL

## FIRST AIDERS



MARK	NISREEN	PAUL
		
YVONNE	AMAL	ARMI
		

Do you feel unwell? Do you see someone who is not well? If the answer is 'Yes', then please speak with one of the school's First Aiders immediately.

### MANCHESTER

## FIRST AIDERS



CHARLIE	NISREEN	AMAL	STACEY
			
HAMZA	RAHILA	RAHMA	
			

Do you feel unwell? Do you see someone who is not well? If the answer is 'Yes', then please speak with one of the school's First Aiders immediately.



AMAL



NISRIN

The school's First Aiders are here to help!



# WELL-BEING

## Types of abuse in school

At MC Academy, we believe that the dignity of all students and staff members must be respected, therefore all forms 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 others.

**Physical:** Punching, hitting, kicking or pushing others.

**Emotional:** Hurting other people's feelings, leaving people out. Bossing others about.

**Racist:** Saying mean things about another person because of their race and calling them names.

**Cyber:** Sending messages by text messages, email or on the internet.

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

**Homophobic:** Calling people names because of their sexual orientation.



At MC Academy we do not tolerate abuse of any kind. If you see any abuse happening in class, then you must report it to the Director of Studies or Assistant Director of Studies immediately.

It is important to maintain a healthy sense of well-being when studying at MC Academy.

### Here are 5 useful tips:

It's OK to tell your teacher that you need a break. If you need to leave class for 5 minutes – just ask!



Talk to fellow students during your break time. Talking not only improves your English-speaking skills but will also improve your overall mood and well-being.

Attend the school's social activities. This is a perfect time to socialise and have fun.



Write in your self-care diary. Take some time out to gather your thoughts.

Listen to relaxing videos and podcasts. The website/app 'Headspace' gives useful advice on how to relax.





# INTERNET SAFETY

When using school computers, it is important to maintain your online safety.

**Here are our rules for maintaining online safety:**

- DO NOT share your location.
- DO NOT share any personal photos.
- DO NOT share your address.
- DO NOT share your personal information.
- DO NOT share personal information about others.
- DO NOT save your passwords on the computer.



Things posted online can be seen by many different people, including the police.

Always be careful when sharing/ posting information on the internet.

If you see another student sharing personal information, then you must report it to the Director of Studies immediately.



# WHO CAN I SPEAK WITH?

If you have an issue at MC Academy, it is always best to speak to someone. Additionally, if you would like to report a concern regarding your class, then report this concern immediately.

The Safeguarding Officers at MC Academy are trained to help you with any concerns that you may have – no matter how big or small!

Meet our **Designated Safeguarding Lead, Stacey.**

## Manchester



**STACEY**

Meet our **Deputy Safeguarding Lead, Rahila.**



**RAHILA**

## Liverpool

Meet our **Safeguarding Lead, Paul.**



**PAUL**

Email: [ADOS@themcacademy.co.uk](mailto:ADOS@themcacademy.co.uk)

Please speak with Rahila and Paul if you wish to report any issues or if you have a concern of your own.

# COMPLAINTS, FEEDBACK & COMPLIMENTS

**Complaints:** If you have a complaint, or are unhappy with something in school, then please speak with our Complaints Officer, Rahila in Liverpool and Paul in Manchester.

Your well-being is our priority!

**Feedback:** If you would like to leave feedback, then please ask for a Questionnaire from Reception.

**Compliments:** If you would like to compliment a member of staff for their teaching or assistance, then please feel free to tell us!

**Suggestion Box:** If you have any suggestions, then please feel free to submit them at Reception.

# TOILETS & HYGIENE

## ✓ DO'S

- Always wash your hands after using the toilet.
- Keep the toilets clean.
- Put all used toilet paper in the toilet and flush.
- Keep the sinks and floor clean.



## ✗ DON'TS

- Wash your feet in the sink.
- Leave the floor a mess, please mop the floor afterwards.
- Put coffee cups and other items in the sanitary towel bin.
- Stand on the toilet seat.



# FREQUENTLY ASKED QUESTIONS

**1. How many holidays can I take per year?**

- You may take up to 4 WEEKS holiday per school year.

**2. How do I obtain a free course book?**

- You will receive a free course book for every 12 weeks of study.

**3. Will I have to have my level of English re-assessed if I leave the school and come back?**

- Yes, you will be re-assessed if you have been away from the school for 6 weeks or more.

**4. If I need a holiday, or if I have any other questions regarding my attendance, who do I speak with?**

- You should speak with the school's Compliance Officer.



# USEFUL WEBSITES

There are always member of staff that you can speak with regarding student welfare, however, if you wish to do some research of your own then please visit the useful websites below:

## **For well-being:**

NHS – <https://www.nhs.uk/conditions/stress-anxiety-depression/improve-mental-wellbeing/>

Samaritans – <https://www.samaritans.org/>

Mental Health for Overseas Students – <https://www.ukcisa.org.uk/information--advice/studying--living-in-the-UK/mental-health-support-in-the-UK>

Headspace – <https://www.headspace.com/>

## **For help with studying:**

BBC Learn English – <https://www.bbc.co.uk/learningenglish/>

British Council – <https://britishcouncil.org/>

Grammarly – <https://www.grammarly.com>

IELTS Skills – <https://www.ieltsliz.com>

Cambridge Skills – <https://flo-joe.co.uk>

# IN CASE OF EMERGENCY



If you have an emergency outside of school and need to call someone, consider calling the numbers below.

**999 – 999** is used to contact the emergency services upon witnessing or being involved in an emergency in the UK. Use this number if you require an immediate response.

**101- 101** is used when you want to contact the police, but it is not an emergency. If an immediate response is not necessary then call this number.

**111 – 111** is used for medical non-emergencies. Use this number for minor injuries which are not life threatening.

An emergency can be....

A person in immediate danger of injury or whose life is at risk.

Suspicion that a crime is in progress, or that an offender is in the area.

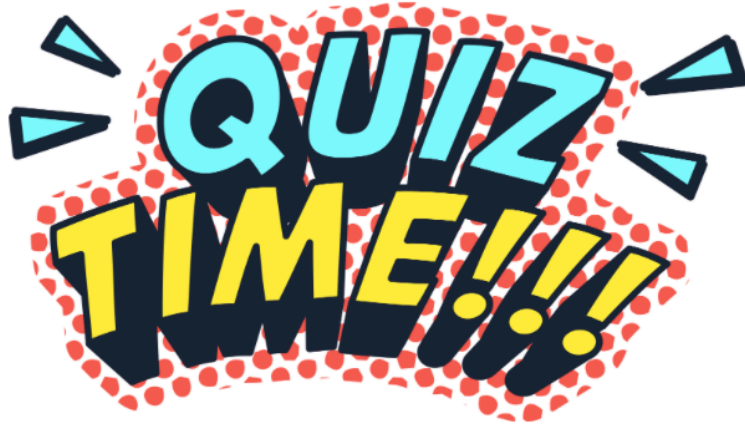
A structure/building on fire.

Another serious incident which needs immediate emergency service attendance.





# QUIZ



1. What do you need to do when you see a fire?
2. How many fire exits do we have in our school?
3. Where are the school's fire exits?
4. Where is our meeting point?
5. Can you go for a coffee during the evacuation procedure?
6. When is the fire alarm test?
7. What do you need to do when you see an accident or incident at the school?
8. Who can you speak to when you have a problem?
9. Do you understand the rules regarding the school toilets and hygiene at the school?
10. How many holidays are you entitled to take per year.



## **MC Academy**

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

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

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

[info@themcacademy.co.uk](mailto:info@themcacademy.co.uk)

### **Our Values**

**Motivate - Support - Guide**





