



Student Induction Pack

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Welcome

Welcome to Altamira Training Academy (ATA). This guide will help you make the most of your chosen course and will give you useful information that you can refer to during your course duration.

Your first week

Depending on your course, you will have an induction programme which will cover the following:

- Introduction to academy staff members
- Meetings with your Director of Studies
- Getting to know your fellow students
- Introduction to Academy library facilities
- Introduction to Academy computer and I.T. facilities
- Information about medical and dental services
- Police registration (if appropriate)

Throughout your first week, you will be given direct instructions and information that will help you settle into the academy.

You must attend all classes

If you do not attend classes your parents, your UK Guardian and/or your sponsor may be informed.

What can I expect from my classes at the ATA?

Classes are three hours long with a short break in the middle. Classes start at 10am and finish at 5.15pm. You will usually have two classes per day.

How will I be assessed?

This will depend on the modules that you study. Some modules will have short tests from week 4 onwards, while others may have mid-term exams in week 6. Some exams will require you to write long, comprehensive answers. Exams are not the only the way you will be assessed; there may also be coursework during the term, or individual or group presentations. It is important that you attend and complete all assessments and hand them in on time. Remember, tutors are always happy to offer advice and guidance on how best to prepare for assignments.



Letter of Request:

Students have the ability to request certain letters for their personal purposes, however there is a strict policy which will need to be followed. This includes filling in the letter of request form at the reception and it will take a maximum of 2-3 working days.

Note: *However this will only apply for students who attend on a regular basis, students with poor attendance and lack of communication will need to show improvement in attendance to get documents from the ATA.*

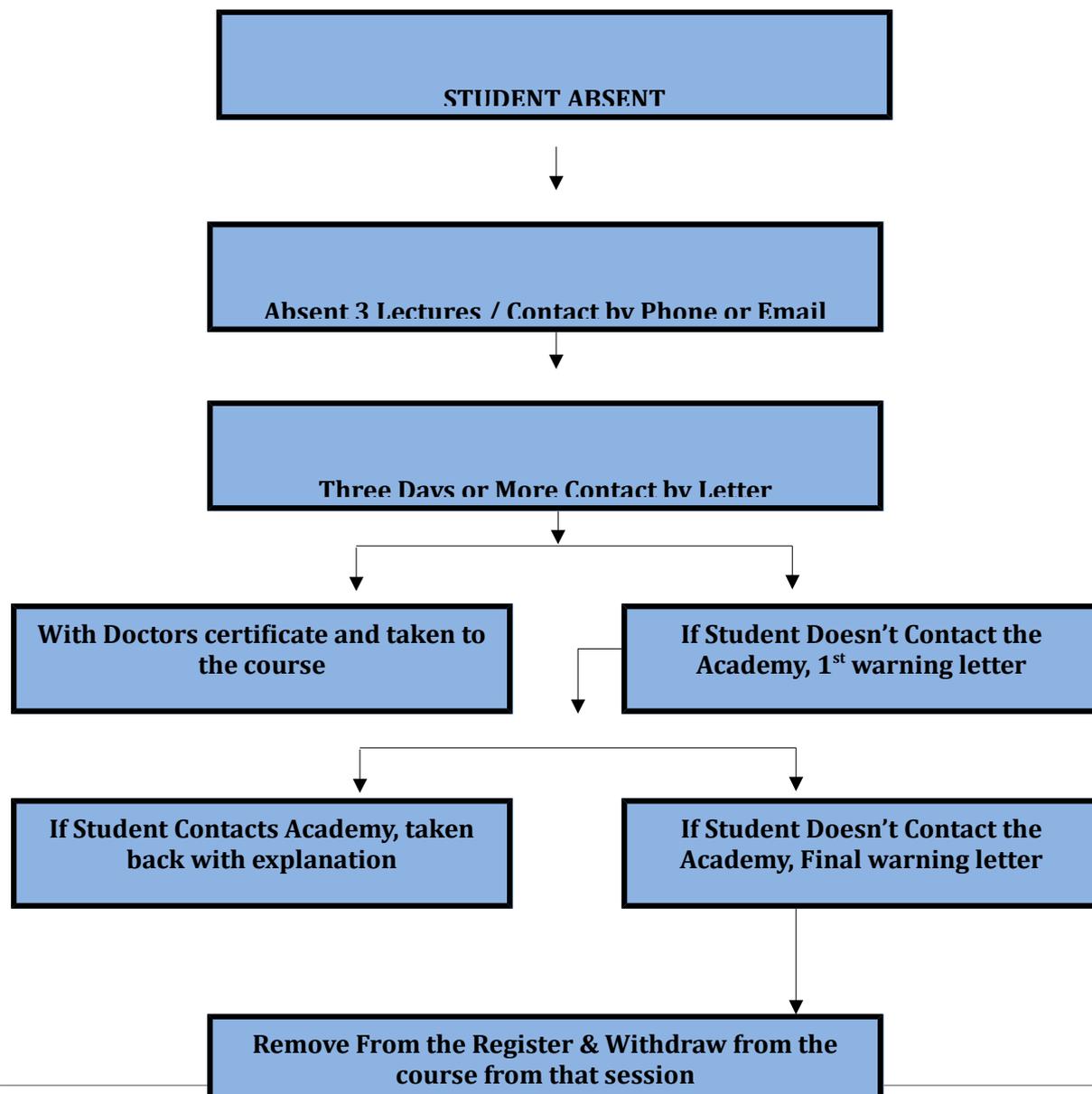
Change of circumstance:

Students have the responsibility to report any changes in circumstances such as address, contact details (emails, mobiles, next of kin). Fail to do so could lead to serious actions.

Non-attendance of Student:

Flow Chart

Non-Attendance of Student - Procedure followed





ATTENDANCE PROCEDURE

Altamira Academy maintains a rigid student attendance policy. However, Altamira Academy warns its students that in the event of their being absent they will be required to face the consequences.

- All the Altamira Academy Full-time students should maintain a attendance of 85%
- Students must attend classes as directed by the Academy during term time. Where attendance falls below accepted level by the Academy, students are either suspended or may not be allowed to take examinations.
- Absence of three days or more must be supported by a medical certificate from the student's doctor.
- Students must have sufficient funds to support their studies. Books and other relevant materials must be purchased before commencement of the course.
- Students are expected to conduct themselves responsibly within and outside of the Academy. Misbehaviour could result in a student being suspended.
- Students must make it a point of duty to be punctual to classes. Persistent late comers will be suspended from the programme.
- Absents students are contacted by phone or email upon missing the two lectures continuously.
- When a student is absent for more than three consecutive sessions, he/she is issued with warning letter and if the student concern does not comply with the instruction of the Academy his/her name might be withdrawn from the Programme.