



APPENDICES

APPENDIX 1: HEALTH AND SAFETY POLICY STATEMENT

The Directors of NW Academy give prime importance to providing safe and healthy working conditions and premises for all staff, participants, visitors and members of the public.

In order to fulfil this aim the Directors fully accept the duty of care that the Health and Safety Order at Work 1978 places upon them.

It is the NW Academy's policy to ensure that all staff are advised, knowledgeable and competent in the safe use of equipment, and aware of their responsibility under the Health and Safety at Work Order.

As a condition of employment, each member of staff must adhere to his or her responsibilities under the Health and Safety Order, and thus are required to co-operate with management to achieve a healthy and safe work place, and to take reasonable care of themselves and others.

Participants will receive an induction on their first day attending the NW Academy. The induction and the accompanying participant handbook will comprehensively cover all aspects of personal safety, health and welfare.



The Directors of NW Academy expect all persons who enter the premises of NW Academy to adhere to all procedures and arrangements that are in place for everyone's general health, safety and well-being.

APPENDIX 2: PARTICIPANT CHECKLIST

NW ACADEMY PARTICIPANT CHECKLIST	
<p>Documents</p> <ul style="list-style-type: none"> • NW Academy Emergency contact number • Details of airport collection / airport transfer • Two copies of passport – to be kept separate from original • Accommodation address • Confirmation of enrolment from NW Academy • Two copies of travel documents and tickets – to be kept separate from original • Copy of travel insurance • Passport photos 	<p>Clothing</p> <ul style="list-style-type: none"> • Dressing gown • Slippers • Pyjamas • T-shirts • Jumpers • Trousers • Underwear • Socks • Shoes/trainers • Flip flops - for communal shower areas • Swimwear (if needed) • Work placement clothing • Smart casual clothing • Sports gear • Raincoat • Umbrella • Walking shoes
<p>Kitchen</p> <ul style="list-style-type: none"> • All items provided 	<p>Bedding</p> <ul style="list-style-type: none"> • All bed linen is provided
<p>Studying</p> <ul style="list-style-type: none"> • Diary/planner - to keep track of assignments • Dictionary and/or thesaurus • A pad of lined paper • Pens, pencils, paper • Post-it notes 	<p>Electrical</p> <ul style="list-style-type: none"> • Alarm clock • Laptop • USB "pen drive" • Mobile and charger • Ipod • Camera • Headphones • Batteries • Adaptor
<p>Miscellaneous</p> <ul style="list-style-type: none"> • WATER BOTTLE to fill in • Sweets or biscuits • Loose change • Earplugs - to cut out noise you don't want to hear • Safety pins • Small sewing kit 	<p>Bathroom</p> <ul style="list-style-type: none"> • Bath and hand towels • Toothbrush and toothpaste • Soap • Shower gel • Shampoo/Conditioner • Deodorant • Hairbrush • Hairdryer
<p>Healthcare</p> <ul style="list-style-type: none"> • Multivitamins • Painkillers • Basic first aid kit • Some cold/flu remedy • Anti-allergy pills • Any prescription medication sufficient for length of stay (i.e. Antibiotic) 	<p>Housekeeping</p> <ul style="list-style-type: none"> • Laundry bag • Washing powder/liquid/tablets <p><i>Don't bother with</i></p> <ul style="list-style-type: none"> • Iron • Candles – serious fire hazard

APPENDIX 3: WELFARE INFORMATION

Need Someone To Talk To?

The staff at NW Academy is here to listen and to help - they will try to do what they can for you. You can call us on **(028) 71 370773**;

If you have something important to tell staff

If you have some worries about something that is happening to you, or someone you know

If you need help, or if you need to know how to get help

If you are worried about telling things in confidence

Tell the staff - they will understand. If they are concerned about your safety or someone else's, they may need to share this with others, but they will always tell you first.

WELFARE OFFICERS

If you have any personal difficulties during your stay in Northern Ireland we have **2 Welfare Officers** (Clare Heaney & Chris McGowan) whom you can talk to. An appointment can be arranged by ringing the NW Academy directly or calling to the Office. All Welfare sessions will be treated in the strictest confidence.

*If you are still unsure about talking to a member of staff, You can telephone: **SAMARITANS**
Phone: (028) 71 265511
Usual hours open to receive callers: 10am-10pm
They will help you work out what to do next.*

Clare Heaney

Chris McGowan

APPENDIX 4: ATTENDANCE AND BULLYING POLICY

Our policy on student attendance has been designed to ensure the best possible progress and classroom conditions for learners and learning. It is important that participants participate fully in their course and make the best use of their time at the school.

Being on time for lessons is important both as an act of respect for your teacher and fellow participants and to ensure you do not miss important stages of the lesson.

NW Academy expects all participants to attend all classes. The reasons for this are:-

- Regular attendance is the best way to make progress.
- Classes often follow a progressive pattern with revision/ review from previous lessons.

The following reasons can be accepted:

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- illness (with a doctor's note)
 - doctor's, hospital, dentist appointments
 - family illness or emergency

If you cannot come to school, you must phone the office by **9:30 a.m.** We will still record you as absent on the register.

The NW Academy number is: 028 71 270773

The following will be implemented for participants who miss more than 3 days of their course:

- an interview with the Academic Manager
- a first written warning
- a second written warning
- the student may be asked to leave the School

Certificates

Participants will automatically receive a signed Certificate on successful completion of the course, providing they have full attendance of their classes. Participants with less than this level of attendance will not automatically receive a Certificate. The student may request a Certificate which will state the actual level of attendance achieved.

Lateness

We expect all participants and all teachers to be on time for classes. You are marked as late if you are more than 5 minutes late. If you are more than 15 minutes late, the teacher may ask you to wait until a suitable and convenient time. If you are late on a regular basis, you will receive a verbal warning followed by a written warning.

Under 18s

With relation to Under 18s the Director of Studies will check on attendance at 9:35 and 2:05. Any absences will be reported to the Welfare officer who will contact the host family/guardian/group leader. If Under 18s are persistently late, an interview will be organised with the Academic Manager to discuss this. Under no circumstances will Under 18s be asked to leave the classroom as they must be supervised at all times.

Signed: 



(Chief Executive, North West Academy of English)

Queries relating to this policy should be addressed to
Francesca Giacomini -Operations and Marketing Director
francesca.giacomini@northwestacademy.net T: + 44 28 7137 0773

APPENDIX 5: ANTI BULLYING POLICY

The NW Academy is committed to a safe and civil educational environment for all participants, employees, interns and host families, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including: slurs, rumours, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviour that does not rise to the level of harassment, intimidation, or bullying may still be prohibited by other NW Academy policies or building, classroom, or programme rules.

Counselling, corrective discipline, and/or referral to law enforcement will be used to change the behaviour of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violation of this policy.

Signed: 
(Chief Executive, North West Academy of English)

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