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SECTION A

General Information



Colin Kerrigan

Executive Director's Welcome

ISCA is the starting point of a rewarding journey in the art world, and equips students with a global passport that will sustain them as they pursue an education and career in their chosen artistic field.

I wish you every success as you commence your studies at ISCA, and look forward to meeting you and viewing your work in the future.



Robert Hunter

Head of School's Welcome

Welcome to International School of Creative Arts (ISCA).

You will find ISCA different to your previous schools. As a specialist art & design school, ISCA prides itself on providing an education where you will feel able to explore ideas and hone newly acquired skills in a safe and nurturing environment.

Aside from its Diploma and A-Level provision, ISCA offers students a full range of art & design practice opportunities, as well as contextual lectures, workshops and activities that will make your time at ISCA a unique journey towards art & design education at university.

You will meet like-minded students from all over the world at ISCA. We welcome the exchange of ideas and operate within a community of mutual respect for each other's cultures and beliefs. ISCA will do everything within its role of teaching and learning to best prepare you for progression to higher education.

I would urge you to take every opportunity that arises at ISCA to make your time with us productive in all senses and a suitable platform for your continued learning.



Mission

To be at the forefront of pre-university studies in art and design and equip students, from diverse cultural backgrounds, with the technical and intellectual skills to progress to leading creative arts universities in both the UK and overseas.

Vision

To achieve global recognition as an institution that prepares students of creative arts and design for the top universities in the world. This will be achieved through sustainable operational design and strategic planning aimed at developing excellence in our students' core skills and talents.

The Key to Success

ISCA's philosophy is to nurture the creative potential of each individual student and to offer the most artistically energising education to hone talents, sharpen intellect and build self-confidence.

Our team of talented and dedicated creative arts staff, combined with a robust commitment to small class sizes, creates a unique environment for students to both identify and achieve their future aspirations.

By encouraging and developing artistic talents and skills in this way, ISCA provides a specialist arts education that ensures each student has the opportunity and support to realise their full creative and academic success.

Equality Objectives

1. To ensure that all students have equal access to a rich, broad, balanced and relevant curriculum.
2. To ensure that teaching and learning promotes equality, celebrates diversity and promotes community cohesion.
3. To ensure that no-one is unfairly or illegally disadvantaged as a consequence of their gender, colour, race, age, ethnic or national origin, disability or religious beliefs.
4. To recognize, celebrate diversity within our community whilst promoting community cohesion.
5. To ensure that those with management responsibility and individual staff accept responsibility for planning, organization and delivery of appropriate educational material to ensure that this policy for equal opportunity is woven into all we do.

Student Profile

The student profile describes a list of attributes that we expect ISCA students to emulate. We encourage you to set high expectations for yourself and will do everything we can to help you fulfil your potential.

Curious

You are curious about the world. You love to ask questions, not just about your chosen subject but about all spheres of life. You love to discover new things and never want to stop learning and are never shy to ask questions.

Hard-working

You are willing to put in the time and effort required to acquire knowledge and skills. You understand that not all learning has to be 'fun' and are able to persevere in the face of difficulties in order to achieve your goals and objectives.

Knowledgeable

You work to develop your understanding and appreciation of key concepts and ideas, in your chosen field and beyond. You use this knowledge to engage with issues that are important to you as an individual and to the world at large.

Creative

You explore and develop the power of your imagination not only in the artistic sphere, but also in seeking out and finding original, even inspiring, solutions to everyday problems

Critical Thinkers

You use critical and creative thinking to analyse problems and reach conclusions based on reasoning and logic. You can reflect constructively on weaknesses and strengths, taking appropriate action in support of development and growth.

Risk-takers

You are not frightened of failure but see your mistakes as opportunities to learn and grow. In the face of challenges or setbacks you are resourceful and resilient. You love to explore new ideas and to experiment with innovation and change.

Respectful of Others

You value your own culture and traditions but you also appreciate and respect the values and traditions of others. You are also kind and aware of the feelings of others, committed to showing empathy and compassion and contributing positively to harmonious community living.

Trustworthy & Reliable

You are trustworthy, honest and have a strong sense of fairness and justice, not just towards yourself but towards the community as a whole. You take responsibility for your actions and for the consequences of those actions. You can be counted on to do the right thing even if an adult is not present.

Communicators

Though English may not be your first language, you are committed to learning to express yourself confidently and fluently. You know how to work together in a team and listen carefully to try and understand the viewpoint of others.

Self-disciplined

You think about your words and actions and then make choices that are right for you and for the community. You accept that things 'don't always go your way' and quickly move on rather than dwell on problems. You always finish work before you play.

Student Code of Conduct

ISCA is a happy, inclusive and peaceful environment which is conducive to learning and university progression. Our Code of Conduct is designed to help students understand what we mean by this. It is not an exhaustive list of aspirations and things to avoid; instead it outlines key points so students have clear examples of what we expect from them.

Students have the right to:

- Learn without disruption
- Be free from bullying of any kind
- Feel safe
- Enjoy equal opportunities
- Exist within the School without fear of prejudice of any kind from any member of the community
- Maximise their potential and achieve success

The School will not tolerate:

- Bullying of any kind (including through social media)
- Any type of violence
- Vandalism, graffiti or litter
- Cruel or insensitive behaviour
- Any signs of discourtesy towards tutors, dorm staff, office staff or any other member of the community
- Arriving late to School or to lessons
- Leaving the School without permission or missing lessons
- Any wilful damage to School property

The School will deal with the following transgressions severely:

- Possession and use of or dealing in drugs or alcohol
- Smoking cigarettes outside of designated area
- Misuse of solvents or substances hazardous to health
- Plagiarism
- Putting others at risk of injury or emotional trauma

In our School we endeavour to:

- Respect ourselves
- Respect each other
- Do our best
- Act with honesty and responsibility
- Show ourselves in the best light
- Be polite and courteous
- Enjoy learning
- Participate in all aspects of school life

Attendance and Participation

Full class attendance is required of all ISCA students at all times. Students whose attendance falls below 80% in any subject will be given an action plan to ensure they catch up.

You should be absent from class only when it is absolutely necessary and it is your paramount responsibility ensure that you make up work missed due to an absence.

Any absences due to illness or other valid reason must be reported to Boarding Staff as early as possible on the day of absence. If you are ill and cannot attend morning or afternoon registration, you must send a WhatsApp message to boarding staff at the start of the lesson. If you do not, your absence will be marked as 'unauthorised'.

Our expectation, however, is not only that you attend class; you are also required to actively participate and engage with the lessons. Our assumption is that you are passionate about what you do and will make full use of the opportunities ISCA has to offer.

Respect British Values

As an international student studying in the UK, it helps if you have a basic understanding of and respect for the core values that underpin British society:

- The Rule of Law
There are rules and laws in the UK. We need to know what they are and what happens if we break them.
- Democracy
We have a say in what happens. We can elect people to represent us.
- Individual Liberty
We are free to think and have our own opinions. We do not dismiss those of other people. We are responsible for our actions.
- Mutual Respect
We are respectful of those who hold faiths and beliefs different from our own. It is in fact against the law to discriminate against anyone based on any of the following nine protected characteristics, as set out in the Equality Act 2010:

age – disability - gender reassignment – race - religion or belief – sex - sexual orientation - marriage and civil partnership - pregnancy and maternity

Staff List and Contact Emails

Senior Management

Executive Director

Mr Colin Kerrigan

email: enquiries@isca.uk.com

Head of School

Mr Robert Hunter

email: r.hunter@isca.uk.com

Head of Operations

Ms Debi O'Flaherty

email: d.oflaherty@isca.uk.com

Head of Art & Design

Ms Lisa Stewart

email: l.stewart@isca.uk.com

Business Development Support

Ms Eva Thomadakis

email: e.thomadakis@isca.uk.com

Student Welfare & Support

Designated Safeguarding Lead (DSL)

Mr Robert Hunter

email: r.hunter@isca.uk.com

Deputy Designated Safeguarding Lead (DDSL)

Ms Lisa Stewart

email: l.stewart@isca.uk.com

SENCo

Mr Robert Hunter

email: r.hunter@isca.uk.com

Health & Welfare Support

Ms Rosemary Chair

email: r.chair@isca.uk.com

Administration

Executive Secretary & Administrator

Christine Knau

email: c.knau@isca.uk.com

Recruitment & Marketing Manager

Mr Thomas Kerrigan

email: t.kerrigan@isca.com.uk

Registry & Progression Manager

Ms Airida Bertulyte

email: a.bertulyte@isca.uk.com

Finance Officer

Uthaya Nirooban

email: finance@isca.uk.com

Academics

Fine Arts (Lead Tutor)

Ms Lisa Stewart

email: l.stewart@isca.uk.com

CCS & Graphic Design (Lead Tutor) / Fine Arts Tutor

Mr Joseph Kerrigan

email: j.kerrigan@isca.uk.com

3-D Design (Lead Tutor) / Fashion & Textiles Tutor

Ms Eva Thomadakis

email: e.thomadakis@isca.uk.com

Fashion & Textiles (Lead Tutor)

Ms Silja Manninen

email: s.manninen@isca.uk.com

Graphic Design and Fine Art Tutor

Dr Dimitrios Oikonomou

email: d.oikonomou@isca.uk.com*Art & Design Tutor*

Ms Katherine MacDonald

email: k.macdonald@isca.uk.com*Mathematics Tutor*

M Xiuqin Deng

email: x.deng@isca.uk.com*English Support Tutor*

Ms Lorraine Pepper

email: l.pepper@isca.uk.com*English Support Tutor*

Ms Rosemary Chair

email: r.chair@isca.uk.com**Boarding***Resident Academic*

Ms Silja Manninen

email: s.manninen@isca.uk.com*Resident Academic*

Dr Dimitrios Oikonomou

email: d.oikonomou@isca.uk.com*House Mother*

Ms Bethany Hughes

email: b.hughes@isca.uk.com*Boarding Supervisor*

Ms Ruth Phng

email: r.phng@isca.uk.com*Boarding Supervisor*

Ms Trish Phng

email: t.phng@isca.uk.com**Correspondence with Staff**

Students should only use the following means of correspondence with School staff:

- School email addresses
- Google Classroom
- WhatsApp on the school boarding phone.

There should be no private correspondence on social media or over the phone.

Who Can I talk to ... ?

... for enquiries about:

- my timetable
- coursework & exams
- personal problems
- portfolio and progression to university
- going off site during school time
- things that don't work in the studios



Art & Design Tutors

... for enquiries about:

- support with my reflective writing
- problems with English in general
- getting the IELTS score I need
- developing study skills



English Support Tutors

... for enquiries about:

- bookings (e.g. taxis, doctor etc.)
- parcels
- things that don't work in my room
- problems with computers or printers
- wireless connectivity
- school shop and supplies
- print credit
- security



School Office

... for enquiries about:

- visas and BRP issues
- enrolment and administration
- documentation & certificates
- attendance
- university applications



Registrar

... for enquiries about:

- problems with my living quarters
- how to live in a community
- parcels
- going off site
- bookings (e.g. taxis, doctor etc.)
- illness or health related issues
- personal issues



Boarding Staff

... for advice about:

- personal problems
- health problems
- where to get professional help (doctor, counsellor, dentist etc.)



Welfare Tutor

... for enquiries about:

- safeguarding (e.g. you think you or someone else is being bullied or is in danger from a student or an adult)



Designated Safeguarding Lead

School Calendar

Autumn Term 2020 (13 weeks)

All Students Arrive	Sunday, 20 th September
Term Starts	Monday, 21 st September
Term Ends	Friday, 18 th December
Boarders Depart	Saturday, 19 th December

Spring Term 2021 (12 weeks)

Boarders Arrive	Tuesday 5 th January
Term Starts	Wednesday 6 th January
Term Ends	Friday, 26 th March
Boarders Depart	Saturday, 27 th March

Summer Term 2021 (12 weeks)

Boarders Arrive	Sunday, 11 th April
Term Starts	Monday, 12 th April
Term Ends*	Friday, 25 th June
Boarders Depart	Saturday, 26 th June
Graduation Day	To be announced

* *Term end date will be earlier for students who progress to FAD Plus at UAL*

Your Weekly Timetable

Overleaf you will find a template for the weekly timetable. You should periodically copy it out and fill it in as and when your timetable changes. Keeping your timetable up-to-date is important for planning and organising your studies. It will be monitored as part of your PPP (see Section B1).

My Weekly ISCA Timetable

Name: Term:.....

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast (7:45-8:00)								
Morning Biometric Registration (8:00-8:30)								
Morning Session	08:40-10:40 Lesson 1 (2 hours)							
	Morning Break (10:40-11:00)							
	11:00-12:00 Lesson 2 (1 hour)							
	12:00-12:30 Lesson 3 (0.5 hours)							
Lunch (12:45-1:25)								
Afternoon Biometric Registration (12:45-1:30)								
Afternoon Session	1:30-3:00 Lesson 1 (1.5 hours)							
	Afternoon Break (3:00-3:15)							
	3:15-4:45 Lesson 2 (1.5 hours)							
	4:45-5:15 Lesson 3 (0.5 hours)		ISCA Community Briefing					
Evening Break (5:15-5:30)								
Evening Session	5:30-6:30 Lesson 1 (1 hour)							
	Dinner (6:30-7:00)							
	7:00-9:00 Open Access (2 hours)							
Evening Biometric Registration (9:00-10:00 Sunday to Thursday / 9:00-10:30 Friday and Saturday)								

Other Important times

Your Weekends

Many weekends you will be free to manage your time as you wish. You can make use of the school facilities and/or make appropriate arrangements to go off-site (see Section C for more details). Sometimes, however, you will be required to attend tutorials or even sit exams. Make sure these are noted down in your diary. It might be a good idea to keep a checklist of important events and important deadlines.

Please note that you are also expected to set aside time in your free-time for unmonitored self-study/homework. The self-discipline, time-management and organisation skills required to do this are an important part of becoming a successful student.

Morning & Afternoon Biometric Registration

Biometric registration requires you to use your thumbprint to confirm your presence on campus.

You should register in the morning between 8:00 and 8:30 am.

You should register in the afternoon between 12:45 and 1:30 pm.

Everyone **MUST** register in the morning and in the afternoon **before** going to class.

At the weekend there is no morning or afternoon registration.

Evening (Biometric) Registration

Biometric registration occurs every evening during the week AND at the weekend.

From Sunday to Thursday you must register your presence on campus between 9:00 and 10:00 pm. **Friday and Saturday** registration is slightly later, between 9:30 and 10:30 pm.

Failure to complete evening registration in time is considered a serious breach of school rules and will be treated accordingly.

ISCA Community Briefing

The ISCA Community Briefing assembles the whole school community, both staff and students, to ensure that everyone is up-to-date with what is going on at ISCA. There will be a formal presentation from the Head of School as well as the opportunity to hear from and interact with both academic and non-academic staff. The ISCA Community Briefing takes place at 4:45 pm every Tuesday.

Meals and Break Times

Breakfast	7:45-8:00 am	Morning Break	10:40-11:00 am
Lunch*	12:45-1:25 pm	Afternoon Break	3:00-3:15 pm
Dinner	6:30-7:00 pm		

* *Please note that lunch will be served in two shifts, from 12:45 to 1:05 pm and then from 1:05 to 1:25 pm. Please check the noticeboards to see what shift you are in.*

Detention

Detention usually takes place between 7:00 pm and 8:00 pm on Tuesdays and Thursdays. There is also a weekend detention of two hours on Saturday or Sunday morning. Days and times may vary through the year. See the School noticeboard for exact times and days.

Office Opening Hours

<u>Week days</u>		<u>Weekends</u>	
08:30-08:45	general enquiries	13:00-13:20	parcel collection
10:40-11:00	registry	17:30-18:00	parcel collection
12:30-13:30	materials collection (Mon & Fri)	21:00-21:30	parcel collection
	general enquiries		
17:15-17:45	materials collection (Mon/Fri/Sat)		
18:00-18:30	parcel collection		
21:00-21:20	parcel collection		

Print Credit

Fill in the form and drop it in the dedicated box, which you can find outside the school office. You will receive the print credit within 24 hours and the amount will be charged to your account.

Parcel Collection

You must knock before entering the office. You must also sign for the parcel in front of a member of staff. These measures are in place to avoid parcels disappearing without explanation. You can ask a friend to collect a parcel on your behalf *if you are off campus* on condition that you send a WhatsApp message to boarding staff giving your permission.

Door Opening

If you forget your keys in your room, you may ask boarding staff to open the door **only** at following times: 10:50 / 15:00 / 17:15 / 21:25.

Leisure Activities

A timetable of leisure activities, from basketball and yoga classes to nail painting and movie nights, will be updated regularly on the boarding noticeboards.

Curfew

- All studios close at 22:00
- Back on site 21:30 (22:00 on Fridays & Saturdays*)
- Evening registration 21:00-22:00 (21:00-22:30 on Fridays & Saturdays*)
- Quiet and alone in your room 22:00 (22:30 on Fridays & Saturdays*)
- Lights out 22:30 (23:00 on Fridays & Saturdays*)

* *late curfew on Friday and Saturday night is a privilege that may be withdrawn at the discretion of the Head of School, dependant on student behaviour.*

Hygiene and Cleanliness

- Accommodation Cleaning Rota 8:00 to 8:30 pm, Tuesday and Thursday evenings
- Studio Cleaning Rota 9:00 to 9:30 pm, Monday to Friday
- Change of bedlinen every Wednesday morning (put outside door before 8:30 am)

Please note: all the times published in the Handbook are accurate at the time of publishing, but may be subject to change during the course of the school year.

Materials Store

The Materials Store is a one-stop, quick and convenient way for you to purchase and receive materials at very competitive prices.

Below are some of the items we stock. A full list of materials are listed on the back of the order form and on School notice board. If you need to order an item that is not listed, please speak to Ms Nirooban in the School Office and she can order it in for you.

- Sketchbooks
- Paper and Card
- Tapes - masking tape, portfolio tape
- Tools - rulers, calculators, rubbers, sharpeners
- Adhesives - glues, sprays
- Pens, Pencils, Crayons
- Inks and paint accessories
- Paint Brushes
- Fashion Materials - safety pins, zips, calico, wool and cotton
- Portfolio Cases

To order something from the Materials Store, fill in an Order Form and drop it in the box outside the School Office before 6:00 pm on the day before collection.

Collection can be from the School Office between 12:30 pm and 1:30 pm on Mondays and Fridays OR between 5:15 pm and 5:45 pm on Mondays, Fridays and Saturdays.

Contact Information

It is important that all ISCA students know who to contact for information and who to call in an emergency.

ISCA Phone Numbers

The main point of contact is the School Office:

- School Office:01753 208820
- Boarding Hotline at ISCA:0780 970 2001

ISCA Address

International School of Creative Arts
Framework Road
Wexham
Buckinghamshire
SL2 4QS
United Kingdom

Email: exeat@isca.uk.com

Non-Emergencies

If you need to contact a doctor or the police but it is not an emergency:

- Call **111** if it is a non-urgent medical issue
- Call **101** if it is a non-urgent issue for the police

Emergencies

In a life-threatening emergency: **telephone 999** or **112 from mobile phones** which provides a fast link to fire, police or ambulance services.

COVID-19 INSERT

Guidance for Students Retraining to School

Before you leave home

- VERY IMPORTANT: remember to **pack your laptop and, crucially, an Ethernet cable** to connect your laptop to the internet in your room. If you use a Mac, you will also need to the special adapter. Without the laptop and Ethernet cable, you will not be able to connect to on line lessons and activities. Wifi does not provide a stable enough connection.

When you arrive in the UK

- If you are travelling with your parents or guardian, they will be allowed into the school grounds to drop off your luggage and say goodbye. They will not be allowed to enter the school building or accommodation area and should leave immediately.
- If you are travelling alone, please contact the school well ahead of time through xeat@isca.uk.com to arrange a taxi. ISCA works with 'Sovereign Taxis', which ensures that all drivers have been police-checked and will wear face masks at all times. Students should also wear face masks and sit in the back, on the far side from the driver. There should only be one student per taxi.

General measures

- Before you arrive, ISCA will ensure that the whole school is deep cleaned.
- A special cleaning regime will be in place and all frequently-touched surfaces, such as doorknobs, will be routinely disinfected by cleaning staff.
- Adjustments have been made to school rules, policies and procedures to help keep you safe and healthy.
- Your temperature will be taken on a regular basis.
- You will be required to only use your private toilet and bathroom facilities; you should not use communal toilet facilities.
- Extra, alcohol-based hand sanitisers will distributed throughout the school.
- You should maintain social distancing of 2 metres wherever possible, but never less than 1 metre, from school staff AND other students. Do not mix with Teikyo students.
- You will not be allowed to host other students in your rooms until 15th October, when the decision will be reviewed.
- You will not be allowed off site until 15th October, when the decision will be reviewed.
- Numbers in the classroom will be restricted – in most cases you will attend class in the studios and classrooms, but sometimes you will have to attend online from your room – that is why it is **important to bring a laptop with functioning camera and microphone and an Ethernet cable to connect to the internet.**
- Face masks and gloves are available in the office if you need them, but we strongly advise you to have your own. Either face mask or visor must be worn at all times in communal areas, i.e. classrooms, studios corridors, between buildings, etc.
- Always disinfect your hands before entering the studios/classroom.
- In studios and classroom, you should wipe down all shared surfaces and equipment after use. Disinfectant sprays and/or wipes will be provided.
- Areas that are shared with Teikyo i.e. the sports facilities may not be used at the same time as Teikyo and should be done so respecting the new rules Teikyo has put in place regarding, for example, maximum numbers and cleaning after use.

Meals

- Lunch will be had in 2 shifts of 35 people – 20 minutes per shift
 - **Lunch:** Shift 1: 12:45 to 1:05 - Shift 2: 1:05 to 1:25
 - **Dinner:** only one shift - 6:30 to 7:00

- Breakfast: only one shift - 7:45 to 8:00
- Shifts will be published on school noticeboards
- Two members of staff will be on duty each shift to supervise students and help avoid bottlenecks
- Everyone should wash/sanitise hands before entering dining hall
- You must sit diagonally from other students i.e. with no one directly opposite you at the table.
- You must respect the new on-way system. You will not be able to choose where to sit.
- There will be no self-service – kitchen staff will place all food on your tray
- Finished trays should be left on the table for kitchen staff to clear
- To avoid long queues, bring your own water bottle leave as soon as you have finished eating.

Registration and Community Briefing

- Community briefings will take place as usual in T3 on Tuesday afternoons – you must only sit on allocated seats in order to maintain social distancing.
- There will be no morning registration; instead students should go directly to class
- For daily messages from your tutors it is your responsibility to read all messages sent to you on Google Classroom – “I forgot to read it.” will not be accepted as an excuse.
- Biometric registration will now take place three times a day:
 - In the morning between 8:00 and 8:30
 - In the afternoon between 12:45 and 1:25
 - In the evening between 9:00 and 10:00 pm (10:30 pm on Friday and Saturdays)
- Sanitise your hands after every use of the biometric recorder.

Evacuation

- Should the fire alarm sound and there is a need to evacuate the building, normal fire evacuation procedures will apply.
- Students in isolation will congregate by the tennis court instead of the usual gathering point.
- At all times, students and staff will be required to maintain strict, 2 metre social distancing.
- There will be a fire drill on the first day of term to help you remember the routine.

Covid-19 Symptoms

1. If you believe that you have a temperature or are showing other possible symptoms of Coronavirus you should:
 - a. Stay in or go to your room
 - b. Do not wander around the campus looking for a member of staff
 - c. WhatsApp or call the boarding phone to say you are unwell
2. A member of our health team will go to your room and take your temperature
3. If you do not have a temperature or show typical symptoms of Covid-19, you will be told to stay in your room until you feel better.
4. If you do have a temperature AND display typical symptoms of the virus, you will be told to remain in your room in strict isolation. You will be immediately tested for Covid-19.
5. You will be required to stay in your room until the results come back (usually within 48 hours).
6. If the test comes back negative, you will no longer be required to remain in isolation and can return to normal school activities, as soon as you feel well enough to do so.
7. If you test positive for Covid-19, you will be immediately transferred to the special isolation area, where you will stay for a minimum of 7 days, or until symptoms subside. You will be looked after by our health team.
8. If symptoms do not subside or become acute, we will call the doctor for advice.
9. Anyone who has been in contact with an infected person will be asked to quarantine for 14 days in the isolation area. If, at any stage, they start to show symptoms, they too will be tested.

SECTION B

Your Studies

B1. An Overview of the Curriculum

Creative Arts Programme (CAP) Level 2 Cambridge Technicals

The Level 2 programme introduces students to art and design techniques and processes whilst embedding core skills from other areas of learning such as science, maths and linguistics.

Students complete four units giving them a broad range of skills in graphic design, fine art, 3D design, fashion and textiles. Term one is delivered online from September and students are on site at ISCA for Term two and three from January – June.

The units are as follows:

- Exploring the work of artists and designers
- 2D media, techniques and processes
- 3D media, materials and processes
- Developing ideas in response to an art and design brief

Students will follow an English as a Foreign Language (EFL) programme to ensure that they achieve the level of English required for progression

The A-Level Plus Programme

ISCA offers a two year programme of study focused on the visual arts, which equips students with the necessary technical and intellectual skills to progress to leading art and design universities in both the UK and overseas.

By the end of the course students will have two credit-bearing sets of qualification:

- At the end of Year 1, successful students will have earned the Level 3 Cambridge Technical Diploma in Art & Design.
- At the end of Year 2, successful students will have earned an A-Level qualification in up to three subjects of their choice (see below for more details).

Year 1

In Year 1, students have to choose three subjects they wish to carry forward to the end of Year 2.

Students choose two 'creative' subjects from the following options:

- Fine Art
- Graphic Communication
- Fashion and Textiles
- 3D Design

Students also choose a third, 'academic' subject from the following options:

- Mathematics
- Critical & Contextual Studies (CCS)
- English as a Foreign Language (EFL) – *Only for students who need to improve their level of English, as it does not lead to an A-Level. Instead, students work towards achieving the IELTS score required for university.*

The first 2/3 weeks of the autumn term are designed to help students familiarise themselves with the subjects before, together with their tutors, they make a final choice. This is known as 'rotation'.

The Year 1 curriculum is underpinned by a core programme which ensures that all students, irrespective of their individual subject choices, acquire the fundamental skills of art and design, such as drawing, contextual studies and contemporary art practice. The core programme also

targets communication skills by helping students to think critically and to present and discuss their research, observations and ideas with confidence.

All Year 1 students complete a Personal and Professional Planning (PPP) programme aimed at developing the study skills and habits required for CLASP (see Year 2 programme below) and, later, for undergraduate study.

Year 2

In Year 2, students continue with the subjects that they chose in Year 1 in order to be ready to sit the A-Level examinations in May.

As well as preparing for their A-Levels, Year 2 students need to work hard at securing a place for themselves at university (referred to as 'progression'). This involves developing a suitable portfolio and a personal statement in preparation for an interview with their university of choice. Students should not underestimate how much work this involves.

All Year 2 students attend the Creative Learning and Skills Programme (CLASP) one day a week at Central Saint Martins (see page 19 for more details). This programme is in addition to A-Level study and is delivered independently by CSM tutors.

Students who successfully complete CLASP will gain an interview at UAL for their chosen undergraduate course/s and be considered for FAD Plus programme at UAL. Students who gain a place on FAD Plus at CSM will qualify with the CSM Foundation Diploma in Art & Design, long regarded as the pre-eminent foundation course in the world.

FAD Plus is only open to international students who are not resident in the UK.

The Portfolio Programme

This programme is available to students who join ISCA directly in Year 2. They already have the academic qualification needed for university but lack the body of art work required to access undergraduate study in the creative arts.

By the end of the year the student will have built up a portfolio of work, suitable in content and presentation to allow them to access a university-level course in an art and design subject. They will also have sat one (possibly two) A-Levels to secure a broad foundation of art and design skills.

Portfolio students also attend the Creative Learning and Skills Programme (CLASP) one day a week at Central Saint Martins (see page 19 for more details). This programme is in addition to the Portfolio programme and is delivered independently by CSM tutors.

IELTS Preparation

English support classes are available to all international students throughout Years 1 and 2, until they have achieved the level of English they require for university entrance. For art and design courses, this is usually an overall IELTS score of 6.0, with a minimum of 5.5 in each of the four components (although for a few courses it may be higher).

We encourage all students to get their IELTS score by the end of Year 1 so that, in Year 2, they can dedicate all their precious time to A-Level and portfolio preparation.

Curriculum Summary (Years 1 & 2 and Portfolio)

		CURRICULUM STRANDS						
		Core Programme	2 Creative subjects	1 Academic subject	Portfolio & progression	IELTS preparation	CLASP	PPP
A-Level Plus	Year 1	✓	✓	✓		if required		✓
	Year 2		✓	✓	✓	if required	✓	
Portfolio			Portfolio students study 2 subjects (creative and/or academic) with the option of preparing for one or two A-Levels		✓	if required	✓	

Progression Pathway

YEAR 0			YEAR 1			YEAR 2			SUMMER
CAP Level 2 (Online)	CAP Level 2 Cambridge Technicals (Pre A-Level)		Year 1 A Level (Level 3 Cambridge Technical Diploma)			Year 2 A Level/ Portfolio Programme			FAD PLUS (13 weeks)
TERM 1	TERM 2	TERM 3	TERM 1	TERM 2	TERM 3	CLASP	TERM 1	TERM 2	TERM 3

Subject Descriptors

Core Skills for Art and Design

The Core Skills programme is an important part of the ISCA learning experience and is fully integrated into the curriculum. This course teaches all students the vital skills that are necessary for progress to A-Level and undergraduate study. Students can expect to learn the fundamental art and design skills of drawing, contextual studies and contemporary art practice. In addition, the programme also targets communication and study skills by helping students to think critically and to present and discuss their research, observations and ideas with confidence, both orally and in writing.

The projects and outcomes of the Core Skills programme are a vital part of the Cambridge Technical Diploma assessment.

Fashion and Textiles

This course enables students to explore the different areas of the fashion and textiles, equipping them with practical and vocational skills as well as developing their academic and creative potential. The relationship between textiles and fashion and other creative disciplines is stronger than ever before. Students are encouraged to work in an interdisciplinary manner combining knowledge from different fields to produce fashion and textile ideas. Students are expected to embrace both modern and traditional techniques in the creation of samples and designs.

3D Design

This course teaches students to work with a wide range of materials in order to realise architectural, spatial, fine art or product concepts and ideas. Students design and make maquettes of buildings, accessories and artefacts. The course requires high levels of visual awareness including drawing skills and the ability to work skilfully with tools and materials. Students learn to develop skills and enthusiasm for the creation of functional and decorative designs and solutions in response to given briefs.

Fine Art

This course provides students with an engaging learning experience and a thorough grounding in the essential principles of art and design. There is a particular focus on drawing, design, colour and composition. A range of skills and techniques is taught to support each student in developing their ideas, aesthetic understanding and personal visual language. Students work in a wide variety of media including traditional mediums of painting, drawing, collage and sculpture as well as fine art textiles, mixed media, digital technologies and installation.

Graphic Communication

This course is concerned with the visual communication of ideas or messages, which is used to skilful effect in design for broadcast, advertising, editorials, publishing, packaging and interactive media. The ISCA graphic communication course places emphasis on drawing and includes the study of typography, illustration, photography, computer-aided digital and time-based design which could feed into a variety of final outcomes from character design to packaging and branding.

Critical and Contextual Studies (CCS)

CCS offers students the opportunity to study the development of art and architecture in its many changing forms. The emphasis of the course is on evaluating and interpreting works of art in their

social and historical context. There is a strong practical element to the course, with emphasis on research and analysis.

Mathematics

Students are encouraged to study A-Level mathematics to enhance their education and keep open their future career options. For example, it is an important area of study for those wishing to progress to undergraduate study in Architecture, Product Design, Fashion Business and so on.

English as a Foreign Language (EFL)

Students whose level of English is below 5.0 (CEFR) study EFL as alternative to either maths or CCS, which means they will only do two A-Levels, both in the 'creative' subjects. The aim of the course is to improve all round communicative competence in all the four skills (reading, writing, listening and speaking) and to provide a foundation in basic academic English. Once students have increased their level of English to be closer to what is required for university progression (equivalent to an overall IELTS score of 6.0, with no less than 5.5 in each skill), they will start preparing to sit the IELTS test.

IELTS Preparation

This course is for students whose proficiency in English is approaching a level that will allow them to achieve the scores required for university progression. The focus is on developing students' mastery of academic English, reading and writing in particular, and familiarising them with the structure and requirements of the exam itself.

Once students achieve the score they require for university progression, they will have more time to dedicate to their other subjects. Our advice is that all students achieve their required score by the end of Year 1 so that in Year 2 they can concentrate on A-Level and portfolio preparation.

Personal and Professional Planning Award (PPP)

The PPP programme supports Year 1 students as they prepare for higher education. Students are required to reflect on and critically evaluate their work in writing as well as plan their time and work to an independent schedule. These are key transferable skills required in higher education as well as in the world of work.

To achieve the PPP Award students are required to keep a daily reflective journal, annotate and evaluate their experimental and developmental work in their creative sketchbooks and write critical essays about art and design, as well as about their work. Students must show evidence of planning ahead, using a personalised critical path and of following a clear schedule. Students' ability to write reflectively will be monitored during specially assigned tutorials and critiques over the course of the year.

Students are required to upload the evidence of their critical writing and planning to a deadline, as per academic calendar, after which the work will be assessed and feedback given to students.

Creative Learning and Skills Programme (CLASP)

CLASP (which is delivered at Central Saint Martins by UAL tutors), introduces Year 2 students to fundamental aspects of general art and design practice and can be considered equivalent to the diagnostic phase of Foundation Diploma in Art and Design. Through the encouragement of independent learning and critical rigour, students begin to connect their practice to subject specialist pathways and explore different methods and processes in creative thinking and practice.

An intensive programme, it is taught 1 day per week to improve learning for all ISCA students. The programme is tailor-made to introduce students to different methods of working which thoroughly prepares them for their chosen creative arts specialism. CLASP is based on standard methods of assessment to incorporate different stages of learning including: projects; peer review; written reflection; and practical exercises. The programme provides ideal support for university preparation, professional portfolio development as well as interviews.

Students who successfully complete CLASP will gain an interview at UAL for their chosen undergraduate course/s and be considered for FAD Plus programme at UAL (See Section B4 of this handbook for more information about planning your progression to university).

Modern Languages

Some students may want to try for an extra A-Level in their mother tongue. While ISCA will help students register for the exam and identify the exam specifications and requirements, students are expected to prepare for the exam on their own. While students should not find the exam very challenging, they need to be aware that some preparation is required, researching topics and ideas, if they wish to get top marks.

Qualifications Overview

Level 3 Cambridge Technical Diploma in Art & Design (exam code 05375)

The Level 3 Cambridge Technical Diploma is an OCR qualification and is offered to students in Year 1. It provides opportunities to develop skills in a variety of areas of art and design (Fashion Textiles, Digital Media, Graphic Communication, 3D Design, Fine Art and Contextual Studies).

The Cambridge Technical qualification offers students the opportunity to develop essential knowledge, transferable skills and personal skills in a subject area that interests them. It gives them a secure knowledge base for further study at A-Level and is also a nationally recognised vocational qualification.

Qualification Structure

Students are able to select their combination of units depending on their area of interest. The aim is for learners to complete between 9 – 12 units during the course of their first year at ISCA. Each unit teaches a particular set of skills, including transferable skills such as planning, research and analysis, working with others and effective communication.

Mandatory units:

- Art and Design in Context

Optional units (some examples):

- Fine Art Drawing / Printmaking / Painting / Textiles
- 2D materials, techniques and processes / 3D materials, techniques and processes
- Fashion Textiles / Fashion Design / Fashion illustration / Fashion production
- Digital technology / Motion graphics / Art and design illustration / Branding
- Spatial Design / 3D artwork / 3D product design
- Exhibiting and presenting artwork

Assessment

The assessment for the qualifications is task-based, so students won't need to take exams to achieve Cambridge Technical qualifications. Instead, students will be required to complete a series of briefs that together cover the learning outcomes.

Students need to provide evidence in their work of meeting the learning outcomes in order to achieve either a Pass, Merit or Distinction.

There are opportunities for learners to achieve UCAS points. A 'Pass' for a learner who completes 12 units would gain 32 UCAS points, which is equivalent to a C grade at A-Level. A student who completes nine units may also achieve equivalent to a C grade with a 'Pass with Merit'.

Art & Design A-Levels

The A-Levels in Art & Design define and assess achievement of the knowledge, skills and understanding that will be needed by students planning to progress to undergraduate study. They build on and develop the work done in Year 1 and are available in the following subjects:

Subject	Exam board	Exam code
Fine Art	Pearson/Edexcel	09FA0
Graphic Communication	Pearson/Edexcel	09GC0
3D Design	Pearson/Edexcel	09TD0
Textile Design	Pearson/Edexcel	09TE0
Critical and Contextual Studies	OCR	H606

Aims and Objectives

The Art & Design A-Levels enable students to develop:

- intellectual, imaginative, creative and intuitive capabilities
- investigative, analytical, experimental, practical, technical and expressive skills, aesthetic understanding and critical judgement
- independence of mind in developing, refining and communicating their own ideas, their own intentions and their own personal outcomes
- an interest in, enthusiasm for and enjoyment of art, craft and design
- their experience of working with a broad range of media
- an understanding of the interrelationships between art, craft and design processes and an awareness of the contexts in which they operate
- knowledge and experience of real-world contexts and links to the creative industries
- knowledge and understanding of art, craft, design and media and technologies in contemporary and past societies and cultures
- an awareness of different roles, functions, and consumers of art, craft and design

Qualification Structure

Art & Design A-Level assessment has 2 components (for each subjects):

- Component One (Personal Investigation): This is a practical investigation supported by written material in the form of a 1,000-3,000 word essay. Students are required to conduct a practical investigation into an idea, issue, concept or theme, supported by written material. The focus of the investigation must be identified independently by the student and must lead to a finished outcome or a series of related finished outcomes.
- Component Two (Externally Set Assignment): Following a preparatory period, students must produce an outcome in 15 hours of unaided, supervised examination time. Students

will be provided with examination papers at the beginning of February in order to start preparing. The exam itself will usually be in May. Preparatory work should be presented in any suitable format, such as mounted sheets, design sheets, sketchbooks, workbooks, journals, models and maquettes.

Assessment

Practical and written materials show evidence of meeting the Assessment Objectives (AO):

- AO1 Develop ideas through sustained and focused investigations informed by contextual and other sources, demonstrating analytical and critical understanding.
- AO2 Experiment with and select appropriate resources, media, materials, techniques and processes, reviewing and refining ideas as work develops.
- AO3 Record in visual and/or other forms ideas, observations and insights relevant to intentions, demonstrating an ability to reflect on their work and progress.
- AO4 Present a personal, informed and meaningful response demonstrating critical understanding, realising intentions and, where appropriate, making connections between visual, oral or other elements.

A-Level Maths (exam code 9MA0)

A-Level Maths is done through the Pearson/Edexcel exam board and is delivered in Year 1 through to Year 2. It consists of three externally-examined papers.

- Paper 1: Pure Mathematics 1 (paper code: 9MA0/01)
- Paper 2: Pure Mathematics 2 (paper code: 9MA0/02)
- Paper 3: Statistics and Mechanics (paper code: 9MA0/03)

Each paper involves a 2-hour written examination and is worth 100 marks.

Content overview

Papers 1 & 2	Paper 3
1. Proof 2. Algebra and functions 3. Coordinate geometry in the (x, y) plane 4. Sequences and series 5. Trigonometry 6. Exponentials and logarithms 7. Differentiation 8. Integration 9. Numerical methods 10. Vector	Section A: Statistics 1. Statistical sampling 2. Data presentation and interpretation 3. Probability 4. Statistical distributions 5. Statistical hypothesis testing Section B: Mechanics 1. Quantities and units in mechanics 2. Kinematics 3. Forces and Newton's laws 4. Moments

Assessment overview

- Paper 1 and Paper 2 may contain questions on any topics from the Pure Mathematics content.
- Paper 3 will contain questions on topics from the Statistics content in Section A and Mechanics content in Section B.

B2. Our Approach

ISCA adopts a student-centred approach to teaching and learning, whereby our focus is on equipping students with the ability to remain relevant in the fast changing world that awaits them. We prepare students to be able to transfer the knowledge and skills acquired at ISCA to the ever-evolving demands of higher education and industry, and equip them with the resilience to deal with challenges and to overcome life's inevitable setbacks and obstacles.

Discovery learning

A discovery approach to learning encourages students to draw on their past experience and existing knowledge to discover facts and relationships and new truths to be learned. The role of the teacher is to facilitate this process, encouraging students to solve problems for themselves, coming up with multiple solutions and adopting a hands-on approach. Tutors provide guided tasks that draw on a variety of teaching techniques. Students explain their own ideas and demonstrate the skills used in solving the tasks so that tutors can then assess their performance and provide feedback. Discovery learning promotes a classroom culture where there is a shared sense of purpose between teacher and students, where open-mindedness and dialogue are encouraged. Students ask questions, inquire through exploration and collaborate with teacher and peers.

Tutorials

Subject Tutorials

Subject tutorials are offered to both Year 1 and Year 2 students.

Subject tutorials are subject-specific and aim to ensure that students are clear regarding the requirements of the examination board and how to improve their work in order to succeed in the exam. Delivered 1:1 by subject specialists, students are invited to actively reflect on their academic work and given feedback. The outcome of the tutorial is recorded in student files.

Subject tutorials can be held during lessons or at pre-arranged times outside of class. Each student will have 3 academic tutorials a term and is required to keep all academic tutorial sheets organised per subject in their tutorial folder and bring this folder to every lesson.

Review Tutorials

Review tutorials are offered to Year 1 students only.

Review tutorials are not subject specific and are conducted individually with each student by one or two subject specialist tutors for the duration of 15 minutes. Every student has at least one review tutorial a term, which is scheduled into their timetable. The outcome of the tutorial is recorded in student files.

Review Tutorials are more formal than normal tutorials and an action plan is agreed between student and tutor, which is followed up at the next tutorial. Students are required to keep all Review Tutorial sheets organised in their tutorial folder and bring this folder to every lesson.

Portfolio Tutorials

Portfolio Tutorials are offered to Year 2 and Portfolio students only.

They provide 1:1 time with subject tutors who support students in building a robust portfolio and preparing them for their university entrance interviews. Sessions focus on reviewing all student work and preparing a portfolio which reflects the strengths and interests of the student and relates a narrative that is compatible with the degree course applied for.

Students are offered at least five 1:1 tutorials of this type, which are normally conducted at the weekend and/or in the evenings.

Progression Group Tutorials

Progression group tutorials are offered to Year 2 and Portfolio students only. They last about 1.5 hours and take place once a week.

Progression group tutorials are delivered in groups by specialist tutors, dividing students according to their university progression choice. During the tutorial students are offered specific advice regarding degree courses, progression routes and university institutions world-wide. They are encouraged to research and consider a number of options and ensure that an informed decision and application is made. The aim is to ensure that students have a clear understanding of the admissions and interview procedure and take a greater role and responsibility for their success.

Catch-up Tutorials

Catch-up tutorials are 1:1 sessions with a tutor, scheduled based on need and focused on areas in which students require extra support at different stages of the academic year. Their frequency will vary depending on the needs of the individual and will normally be conducted out of normal school hours, in the evenings or at the weekend.

Catch-up tutorials are available to any student who needs them.

Critiques

Critiques are an integral part of classroom practice at ISCA and serve both as a platform for students to receive formative feedback from their tutors and peers and as an opportunity to critically reflect upon their own work. Critiques help students to become aware of relevant disciplinary criteria and to compare their progress with that of their peers.

During critiques students reflect on what they've been taught, what they've learnt and if they have successfully applied this in their practice. Lively debate and discussion is encouraged, helping students become articulate at giving meaningful feedback and confident at discussing and justifying their work and creative decisions.

Lectures, Workshops & Talks

Every year ISCA proposes a programme of lectures and talks to further embed contextual studies, in which ISCA Tutors or visiting lecturers deliver subject specific academic talks and workshops.

Workshops are experiential and delivery is based around demonstrations interspersed with practical tasks and activities to deepen learning. Collaborative activities are planned to encourage learners to reflect on and evaluate each other's ideas and work. They are also designed to reinforce the importance of teamwork which is a key part of CLASP, Higher Education (HE) studies and the Creative Industries.

Academic Visits & Trips

Both Year 1 and Year 2 students are taken on visits to museums, exhibitions or other locations in order to gather primary and secondary research, to learn about a particular industry or to learn a new skill such as finding and referencing books in a library.

Residential Trips (Going away for a few days) take place at least once a year for Year 1 students. Usually organised at the start of the academic year, they are designed as much to help students bond and make friends as anything else.

Visits to UAL summer exhibitions enable students to start the process of thinking about what they want to study at university. There is also a visit to Central Saint Martins in September which serves as an orientation day for those going on to attend CLASP (see Section B1 of this Handbook for more information on CLASP).

Assessment & Feedback

ISCA evaluates performance through tutorials, critiques and submission of academic work at the end of a project or after Timed Exams.

The purpose of assessment can be:

1. Formative, which aim to provide feedback to the learner on how and where they can improve;
2. Summative, which aims to measure students' progress against a given set of criteria

Formative assessment is on-going throughout the school year and is conducted during academic review tutorials when students have the opportunity to discuss and reflect on their progress. Students meet 1:1 with subject specialists who assist with academic progress, university progression and examination strategies and requirements.

Summative assessment is completed on work handed in for Level 3 Diploma and for the mock A-Level Timed Assessment. The results are given in writing together with feedback.

Final Summative Assessment refers to the results of externally set exams (e.g. the A-Levels). No formal feedback is given. Marks are internally verified and then sent to the external exam body. Students receive their final grades towards the end of the summer holidays.

Reports

- Year 1 students receive 3 reports a year.
- Year 2 student receive 2 reports a year.

Year 1 Reports

1. *End of Term 1*

This is brief progress report to give parents an idea of how students have settled in and started off the year. They receive information on attendance as well as a comment on their commitment and overall attainment for each subject. There is also space for a written comment, although this is mainly used when students are not meeting expectations. In this way tutors can comment on what they need to do to get back on track.

2. *End of Term 2*

This report is based on the interim assessment of students that takes place in the second half of term 2. An individual report is written for each subject commenting on:

- Attendance and lateness
- Commitment and overall attainment
- Personalised comments on strengths, areas for improvement and overall progress

The reports are designed to mirror the feedback given to students during the 1:1 tutorials that follow the interim assessments. In this way, students can have an informed and constructive conversation with their parents about their progress over the Easter break.

3. *End of Term 3*

This report follows the same format as the term 2 reports but is only sent out to Year 1 students. The information in the reports will mirror the feedback given in the Year 1 exit tutorials and will focus on what students needs to do to return ready for the challenges of Year 2. The reports for Preliminary students are tailored to whether they are progressing to Year 1 or Year 2.

Year 2 Reports

1. End of Term 1

This report is based on the Component 1 project and feedback from CLASP tutors. An individual report is written for each subject commenting on:

- Attendance and lateness
- Commitment and overall attainment
- Personalised comments on strengths, areas for improvement and overall progress

The reports are designed to mirror the feedback given to students during tutorials in Term 1. They also integrate any feedback received from CLASP tutors at Central Saint Martins. In this way, students can have an informed and constructive conversation with their parents about their progress and, if necessary, have time to implement appropriate changes to their approach, in time for their university entrance interviews in Term 2 and the submission deadline for their A-Level work in May.

2. End of Term 2

This is brief progress report to let parents know if their child is on-track and ready for the A-Level exams in May. They receive information on attendance as well as a comment on students' commitment and overall attainment for each subject. There is also space for a written comment if necessary.

Year 2 students do not receive an end of term 3 report. Instead, they receive their ISCA graduation certificate, CLASP certificate and, in the middle of August, their A-Level results.

Online Learning

On occasion you may be required to connect to your classroom on-line, from your room at school or from home, depending on circumstances.

The platform used by the School is Zoom. Before starting an online course you will be sent a guide on how to use Zoom and instructions on how to log in to your lessons.

As a general rule, you should behave as you would normally in a physical classroom:

- 100% attendance is expected
- Do not arrive late
- Come to class properly dressed (no pyjamas, for example)
- Come prepared – if your tutor has given you work to do, make sure you do it in time
- Ask the tutor before leaving your desk or disconnect
- Do not speak while the tutor is speaking
- Only chat with your classmates when the tutor tells you that you can
- If you have a question, raise your hand
- Do not use your phone without the permission the tutor
- Only speak English in class
- Pay attention to what is going on in class and contribute positively
- Do the work you have been asked to do

Before you connect to the online class, find a private space, which is quiet, where you will not be interrupted by other people, and with a desk/table with enough space to set up your device and do your work

Do NOT work while lying on your bed or connect while you are out and about

If you are connecting from home, ALWAYS inform your parents/guardian of your timetable and where you are doing your online lessons.

B3. Academic Support

ISCA offers a range of academic support activities in key areas to ensure that all students develop the core skills that underpin their A-Level and diploma studies, which they will need to succeed when they progress to Higher education.

Contextualisation

In order to mature into practitioners who are capable of progressing to University art and design courses, all students need to understand art movements, key artists and designers and their cultural/historical impact. They also need to understand images, forms, artefacts and their meaning and communicate confidently using visual language, vocabulary and reflective commentaries. Lectures, gallery visits, workshops and critiques are held throughout the year to help students develop this skill.

Drawing

Drawing is a fundamental skill taught across all the creative subjects. It is a way for artists and designers to communicate and visualise their ideas and observations, to work something out. Drawing as a way of recording and documenting is often the starting point of a creative process. Life drawing introduces students to all the complexities of proportion, shape and tone leading onto experimentation with different techniques and media to produce accurate, imaginative and exciting drawings, sketches and artworks. A range of drawing workshops, including gallery visits, are conducted at different stages throughout the year.

Photography

Photography has been used to document examples of everyday life, but it has also been used as the vehicle for artistic expression, communicating personal ideas about the world around us. More widely than any other art form, photography is also to convey personal identity. In terms of Art and Design, photography is widely applied in the creative process across the spectrum of disciplines and is widely used in social, commercial and scientific contexts. As such anyone working in this field should possess the fundamentals of this craft. A range of photography workshops are conducted throughout the year.

Functional Maths

Functional maths is a vital part of understanding basic theories and practices in art and design. Whether you need help with measurements, angles, proportion, scale, shape or perspective, understanding basic, functional mathematics will help you. Special functional maths lessons are scheduled throughout the year.

Communication

Communication is vital in all areas of art and design. For students to become effective communicators, it is not enough for them to master the English language. It also depends on the ability to ask the right questions, look at things from different standpoints and adopt a problem-solving approach to their studies. Students need to learn to present and discuss ideas in tutorials and critiques and practice essay writing, reflective writing and note-taking.

English Language Support

Additional English language support is available for any student who requires it over and above the normal EFL and IELTS courses. Anyone who feels they require extra help with their English should speak to the English tutor.

Study Skills

The first study skill you will learn is being prepared for subject lessons. This means being punctual and arriving with the equipment needed for the session. You must also learn how to manage your workload which will require time management and both long and short term planning.

Other study skills are:

- Notation –notes effectively and summarise key information.
- Research and referencing–find suitable resources for your studies and acknowledge your sources.
- Sustain and Focus –follow an in depth line of enquiry towards a logical conclusion.
- Creative Thinking and Exploration – work creatively and explore alternative ways of working.
- Independence – keep to deadlines, take responsibility for your learning, creating individual outcomes etc.

Study skills is important to all subject areas and is taught as a discrete item in the Core curriculum.

B4. Planning Your Progression to University

We have an outstanding track-record at placing students onto leading undergraduate courses in the UK and around the world.

Building our past success and consistently excellent progression rates over the past two years, at least 98% of ISCA students were offered places at top universities in the UK and around the world. For example approximately:

- *79% of students accepted places at University of the Arts London (UAL),*
- *15% accepted places at other UK Universities such as Goldsmiths, Reading, Architectural Association (AA), Westminster and Ravensbourne.*
- *6% accepted places at a number of international institutions including Marangoni UK, Parson's New York and NABA Milan and Rhode Island USA.*

To ensure you are equally successful, progression tutors help you compile all needed paperwork for your university applications both through UCAS and directly, to international universities. You will receive personalised and subject specific help with your portfolio in Portfolio and Progression Tutorials (see Section B2) as you prepare for university interviews.

To be successful with your application, it is important that you listen to and follow the advice you are given by your tutors and administration staff, and meet all the deadlines they set you. You also need:

- 1. a strong personal statement that has been checked for content by an academic, subject specialist tutor and proof read by your English Tutor,*
- 2. a relevant, subject-specific portfolio with a clear narrative and signature style,*
- 3. an IELTS that meets the entrance criteria (usually 6.0 overall and not less than 5.5 in each component), and*
- 4. last but not least, all visa documents and prior qualifications and certificates.*

University Applications

Over the summer holidays, students joining Year 2 in September are required to research university choices. At the end of Year 1, tutors helped them identify the type of courses they might be interested in studying at university and provided a focus for their research. New Year 2 students will receive extra support to help them catch up.

In Term 1 students work with their progression tutors to finalise their choice of university courses; one tutor is dedicated to guiding them through the application process, while subject progression tutors offer specialist advice and guide them towards the most suitable university choice. By the end of term, students who are applying to study at a UK university will have written their personal statement and completed their UK university applications (known as UCAS). Over the Christmas holidays the School checks to see that they haven't made any mistakes and tutors submit references. A few days before 15th January, the applications are sent off.

The universities of Oxford and Cambridge follow a different application schedule from other UK universities. Their application deadline is 15th October.

Applications to universities outside the UK follow a similar (but not identical) timeframe to UCAS, and students making these applications receive the same support from tutors as they do for UK applications.

CLASP at Central Saint Martin's (September to end of January)

From September to December, all Year 2 students study in London at Central Saint Martin's College of Art & Design (CSM) for one full day a week, attending the Creative Learning and Skills

Programme (CLASP). In January the programme intensifies to two days a week as students finalise their portfolios ahead of the UAL interviews early in February.

CLASP offers special insight into the demands of university study, and the prestige of having studied at CSM gives ISCA students a real advantage when applying for art and design courses at UAL and also other universities.

All students who successfully complete CLASP are invited to be interviewed face-to-face for any undergraduate course(s) they have chosen at UAL. Fashion students applying to CSM follow a slightly different procedure.

Foundation Diploma in Art & Design Plus (FAD Plus)

International students

This is an intensive course of study run by CSM for international students, who are able to progress to Foundation Plus (FAD Plus) if they are offered a place after interview on the basis of the successful completion of CLASP. Students who gain a place on FAD Plus at CSM will attain the CSM Foundation Diploma in Art & Design, long regarded as the pre-eminent foundation course in the world.

The 13-week Foundation Plus commences in early June, and offers students the valuable possibility of progressing onto a degree course at UAL, without needing to spend a full year on the traditional Foundation Diploma.

EU and UK students

UAL policy does not allow UK students, EU students or students with UK residency to apply for FAD Plus. In some circumstances UAL may offer them a place on an undergraduate course already in September. In other cases, however, a place will be offered on a traditional full-year Foundation course with a view to progression onto a BA the following September.

FAD Plus Applications

Applications for FAD Plus are not part of UCAS and are submitted separately. The deadline is 30th January, so students start working on them as soon as they return for Term 2 under the guidance of their progression tutors.

Only international students are eligible for FAD Plus.

Traditional Full Year Foundation Programmes

Like FAD Plus, applications for full-year foundation courses are not part of UCAS and must be submitted separately. The deadline is 30th January, so students start working on them as soon as they return for Term 2. Progression tutors are on hand to advise students as they need to choose the foundation course that best suits their progression needs.

All students (UK, EU and international) are recommended to apply for a full-year foundation, but *only as a back-up plan*, in the unlikely event they do not get an offer of a place on a BA course.

Depending on the conditions of their visa, some international students may not be able to apply for a Full Year Foundation Programme. ISCA will brief students early in Term 1 if they are not eligible.

Interviews and Portfolio Preparation

In order to prepare for university entrance interviews and develop portfolios that appropriately showcase their work, all students receive at least 5 one-to-one tutorials, often at the weekends, to help develop and refine their portfolios and interview skills. Specialist workshops are also offered and during the midterm consolidation week, students will complete a first draft portfolio.

By the end of Term 2, we expect most students will have at least one of the following:

- Offer of a place for FAD Plus and for a UAL undergraduate course starting in September 2020 (only international students).
- Offer of a place on an undergraduate course from any university starting in 2020, without the need to do FAD Plus or other foundation programme.
- Offer of a place for a full-year Foundation course in Art & Design with a view to applying for an undergraduate course in 2021.

IELTS

IELTS is the English language test that all overseas students, including EU students, need in order to be accepted onto a university course in the UK. Students who need a visa to study in the UK need to ensure that they do the IELTS for UKVI. The standard IELTS test will not be accepted by UK immigration as valid.

The minimum score required for entry onto an art and design-related degree is usually 6.0 overall and a minimum of 5.5 in each of the four components (reading, writing, listening and speaking).

For those students who do not enter Year 2 with the IELTS score they need for progression, ISCA will provide extra tuition and support to ensure they get the desired result as soon as possible.

ISCA will support and guide students in booking their IELTS tests.

However, students always need to remember two things about the IELTS test:

1. Universities are inflexible about only accepting students onto their courses who have achieved the required scores
2. Improving your English takes time so you should work on it continuously. Leaving it to the last minute is not a sensible strategy.

B.5 Tips on Successful Study

Part of the key to success as an international student is to develop effective study skills and understand the requirements of UK educational qualifications. Your lecturers and tutors will provide detailed guidance about what is needed to succeed on the particular course which you are following, but the following information provides a good starting point.

Additional Study Opportunities

In addition to your normal A-Level and/or Diploma studies, you will have the opportunity to attend a number of tutorials aimed at ensuring you are in a position to make informed choices regarding your further studies and chosen careers.

Over the academic year international visitors host seminars on a variety of topics and professionally driven tutorials will be held to establish a review of your work in progress and offer advice as to how to succeed in highly competitive global industries.

This part of the learning programme is delivered through 1:1 tutorials, weekend ateliers and evening sessions with industry leading experts. In the past, this has included support and mentoring from ISCA's former Honorary President Professor Jimmy Choo OBE, Dame Zandra Rhodes, representatives from Sky, Chanel, UAL, SCAD, Istituto Marangoni, Parsons and Ravensbourne.

All ISCA students are strongly encouraged to make the most of these opportunities to enrich and broaden their experience of the world of art and design.

Class Attendance and Participation

Full class attendance is required for success in your studies. You should not be absent from class unless it is absolutely necessary and, if you are, it is your responsibility to ensure that you cover and make up any work missed.

Falling below 80% attendance may put you in danger of failing the subject and will lead to disciplinary action if the behaviour does not change. 'Authorised Absences' are treated as absences in this calculation, and four 'Lates' are equivalent to one absence.

Managing Your Time

As a student, you should be thinking about how to get better at time management and organize your days so you can strike the right balance between study and free-time.

By taking the time to arrange your priorities, you can give yourself the best chance of staying on track and organized during the exam period. This will help reduce stress levels, something that can be the difference between success and failure.

These are seven tips, so that you can do your best at school and also find moments to relax.

1. What do you have to do?

List absolutely everything that you have to do. Don't leave important tasks until the last minute. Include any deadlines on



the list, and make a note of how much time you need for each task.

2. Create a life schedule

Find an organizing tool that works well for you (a planner, a timetable, a calendar on your phone). There are many time management apps that can help with this. Also, think about when you are most alert, so that you can plan your study periods around these times.

Find time for socializing, but also make sure that you get enough sleep. Most people need between 7 to 8 hours sleep every night to remain focused and alert during study periods.

3. Be flexible but realistic

You should be expected to dedicate around 35 hours a week to your studies, including the time you spend in the classroom with your tutors. For example, if you spend 20 hours a week attending lessons, you should use the extra 15 hours for independent study.

It's also important to remember that things often take longer than expected. So, allow a little extra time in case you spend longer on a task than you planned.

4. Allow time for planning

Take the time to plan and think about your work because it helps you process new information and consider how you are going to use it.

Make a list of everything you want to find out and make notes when you discover the answers, whether it is from your tutors or from your own research.

5. Avoid procrastination and distraction

Think about the different times, places and ways that you normally study (in your room, in the studio, alone in a group etc.) – in which circumstances were you the most focused? Where were you most distracted? Is there anything you can do to make studying more effective and enjoyable? Remember, what works for one person might not necessarily work for you.

6. Exercise to clear your head in between study sessions

Exercise works in the same way sleep does. It can focus your state of mind, helping you to clear your head and boost your brain power in between study sessions. If you're new to exercise, try fitting in a brisk walk every day and/or a 10-minute run here and there, steadily increasing the amount you do as you go on. Or just go outside and play a game of football or tennis.

7. Has your organisation been effective?

Constantly review and reassess your schedule. Make any changes necessary in order to help you complete your studies and also have time to relax and spend time with friends.

Independent Learning

During your time at ISCA you are preparing for your career. Part of this preparation is developing the skills to be a curious, organised and independent learner. You will be set research tasks and asked to investigate different places and resources. These tips will help you develop independent learning skills:

- Read around your subjects and themes using books, magazines, newspapers, leaflets and guides from location visits, and the Internet. Students who refer to a range of sources are more knowledgeable about the subject matter than those who do not, and will often think of and produce more interesting solutions and outcomes.
- Use local listings guides that can be found on www.timeout.com and www.guardian.com/uk and regularly check the websites of museums, galleries, libraries, and other sites of interest.
- Allow enough time for research – make a study plan that clearly shows the study periods you can use for your self-study tasks and independent research.

- Ask questions – ISCA staff have a broad range of experiences and knowledge and love to share this with students!

Managing Deadlines

Over the course of your study at ISCA there will be a number of academic deadlines set by members of staff. The best way of ensuring you do not miss deadlines is planning your study time well in advance and making sure that you know when key dates are coming up. Make sure that you have a copy of the ISCA year calendar and that you know when deadlines are set by your subject specialist staff.

If you think you may miss a deadline it is very important that you let your tutors know well in advance. If you are struggling with managing your studies and workload you must let your Tutors know as soon as possible so that support can be given.

If you do not submit work on time, your submission may receive a mark of 0. This is to ensure that all students have an equal chance to succeed and have same amount of time to submit project work.

External Deadlines

In the case of circumstances when you miss *external* deadlines (i.e. set by the examining body) you must provide a medical note or suitable documentation that will be submitted to the examination board. External deadlines relate to final coursework submissions and examinations. Please note that any decisions regarding missed deadlines and extensions can only be given at the examination board's discretion and cannot be decided by ISCA.

Managing Culture Shock

ISCA welcomes students from many parts of the world, but at first things can see quite strange as behaviours within the UK will be different from those of your home country. Culture shock may show itself in a number ways. There may be attitudes or customs that you are unfamiliar with and make you feel uncomfortable. It is perfectly normal to feel different at first or homesick whilst you adjust to living in a different country. If you experience culture shock it often just takes time to get used to a new environment. While this can be a frustrating experience, it is important to know that the feeling will pass. If you do feel disorientated and removed from school life it is always best to speak to friends or our boarding staff who can help you with the transition of moving to a new school and a new country.

Cheating & Plagiarism

We view cheating very seriously because it is an attempt to gain unfair advantage over fellow students and undermines the legitimacy and value of qualifications gained honestly by others. If you are caught cheating you will be subject to disciplinary procedures outlined in this handbook in Section D.

Cheating includes copying from other students during a test or exam, copying coursework from another student, getting someone to complete coursework for you, fabricating information in order to pass it off as your own.

Plagiarism is taking an idea from any source without properly acknowledging it. It is considered wrong and dishonourable because it is the use of someone else's work without proper recognition.

Plagiarism can involve the use of someone else's argument, even if the exact words are not used. It can be the use of a quote without referencing it correctly. It can also mean the subtle changing of another author's sentences in order to present them as your own. Plagiarism also involves copying another's work. All of these can be avoided with correct referencing procedures.

Most often plagiarism is the result of poor study and note-taking methods. If you feel you need advice, your tutor can give you information on how to reference and acknowledge the work of others in your projects and course work.

B6. Health and Safety in the Studios

Health and safety within the studios is a vital consideration as it helps protect you and those around you. Before you can work independently in the studios, you have to undergo special training provided by your tutor.

Anyone who uses materials or machinery in a hazardous or potentially hazardous manner is endangering themselves and others and may be subject to disciplinary action.

In addition to safety, it is important to recognise that the studio is a collective space accommodating other members of the ISCA community; as such each student should respect both their own and the overall space. This includes showing due consideration in relation to individual privacy, property, tidiness, storage of materials and noise levels.

Studio Health and Safety Guidance

1. LISTEN to instructions from your tutor. Mobile phones must be given to the teacher, turned to silent and headphones should not be worn during sessions.
2. DO NOT eat, drink, or smoke in the studios.
3. SUBSTITUTE less hazardous materials or techniques when possible. There are many instances where highly toxic chemicals can be replaced by less toxic materials.
4. KNOW the materials and their hazards. If labels do not provide adequate information regarding contents, hazards, and precautions, use resource books or the Internet to research the product - your health is worth the effort.
5. STORE materials safely. Use clearly labelled unbreakable containers, and always cover them when not in use to prevent their evaporation into the environment. Never store materials in food containers to avoid accidental ingestion.
6. ENSURE proper ventilation.
7. WEAR appropriate personal protective equipment such respirators, face shields, ear muffs, proper footwear (no open-toed shoes) and gloves.
8. ASK if you are unsure about the operation of any piece equipment. Misuse of tools leads to accidents. This will include particular health and safety advice and training within different subject specialisms.
9. CONSIDER others when working in the studios. Ensure you are not disrupting or endangering others whilst working in the studios.
10. READ health and safety advice and ensure you know who to alert in the event of an emergency. This includes accidents, preventative measures and fire regulations.

SECTION C

Your Free Time

C1. Life as a Boarder

The experience of boarding is usually new to many of students. This section is designed to help you build up an understanding of what is expected of you in order to help you settle in.

Boarding Etiquette

In order for all students to feel at home at ISCA, we ask that you take care of the studios and communal areas so that everyone can work, relax and enjoy their time here. You should also be mindful of and friendly to Teikyo students, with whom we share the campus.

Every home has its rules and the same applies at ISCA whilst boarding.

We expect you to adhere to these simple rules and follow the correct procedures during the evenings. Disciplinary action may be taken if rules are not followed.

- No smoking anywhere on campus except the designated smoking area outside
- Respect for one another.
- Following the ISCA Code of Conduct at all times
- Keeping all areas clean and tidy

Please refer to Section D of this handbook for full information on school rules and behaviour.

Room Rules

On arrival at ISCA, you will find your room to be clean, tidy and in a good state of repair. We ask that you maintain it to this standard. The state of rooms will be monitored throughout the year and checks will be made at random.

- Ensure that the entrance of your room is kept clear at all times.
- Do not leave your key in the door (you will be charged £20 to replace a lost key).
- Do not tamper with the locks or leave the door ajar or open while you are not inside.
- Keep your room clean and tidy.
- Graffiti on any walls, permanent fixtures or furniture is considered an act of vandalism and, as such, is unacceptable. Students will be asked to pay for the damage caused.
- The following items are not allowed to be kept in your room and are strictly prohibited:-

Internet boosters	Fairy lights
Kettles	Bleach
Microwaves	3D printer
Irons	Craft knife
Steam/Rice cookers	Lino cutter
Toasters	Spray paint
Heaters	Ink acrylic paint
Flammable items such as candles and incense	Oil paint and pastel

- You are not permitted to exit dormitories through the fire exit door unless it is an emergency.
- You are not permitted to smoke or vape in any building. You can only use the designated smoking area outside.
- You are not permitted to have any alcohol or illegal drugs on site, to be drinking alcohol or under the influence of alcohol or drugs at ISCA.
- It is not permitted to have sleepovers in anyone else's room or for you to be in anyone else's room after lights out (see Section A5).
- The noise levels must be kept to a minimum and should not disturb your neighbours.
- Close the doors as quietly as possible when leaving any room.

- You must change your bedsheets weekly. If you use ISCA bedding, you must strip your bedding every Wednesday morning before registration and leave it outside your room door. New bedding will be given and you can make your bed that same evening.

Art Work in Rooms

We recognise that sometimes you may want to continue working in your rooms. However you are not allowed to use any wet materials, spray paint or glue in your room. Use the studios, which are open until 10:00 every night of the week.

School Facilities

Kitchenettes: microwaves, kettles, toasters, fridges, washers and dryers available.

Laundry: if you need help using the washing machine or dryer please speak to the House Mother

Common Room: pool table, TV with SKY HD, DVD player, PSP3, sofas, tables and chairs

Sick Bay: East Wing, Room G21

Sports Facilities: tennis courts, playing fields, gym, sports hall, indoor swimming pool

Cleaning Communal Areas

Certain areas of the boarding facility are communal, such as the Kitchenettes, the Laundry and the Common Room. You share responsibility for these areas with your fellow students and, as such, you are expected to look after them together, keeping everything clean and in good order.

Please see Section A5 for the times and the days of the Community Cleaning Rota.

Cleaning Your Room

Your room and ensuite bathroom will be regularly cleaned each week. Please remember that the cleaners are not your servants. They work for the School, not for you, and should be addressed with courtesy and respect. If you have a complaint, you should refer it to the on duty boarding supervisor or to the School Office.

Cleaners are not allowed to move or rearrange your things. They will only clean your room if YOU do the following:

- Put all rubbish in the bins provided – rubbish that does not fit in the bins must be put in a box or plastic bag and placed on the ground floor, at the entrance of the East Wing, on the side of the studios. Large plastic bags are available from the School Office.
- Keep food and open food containers in the fridge or throw them away.
- Completely clear the floor space in both your room and bathroom of all clutter – everything should be put away in its place. Anything that does not fit in the wardrobe and drawers provided must be put away in suitcases and boxes.
- Place dirty laundry in a laundry basket – not on the floor!
- Put away clean laundry in the drawers and/or cupboards
- Keep surfaces (shelves, desk, dressing table, etc.) tidy and orderly so they can be wiped down.
- Clean and put away after use dishes, cutlery, cups, glasses, pots and pans
- Make your bed
- Place towels neatly to dry in the bathroom
- Keep the toilet clean clear of any mess
- Place used sanitary towels in the sanitary bins

For health and safety reasons students may not introduce their own furniture into the rooms. Additionally, all the floor space not occupied by school furniture must be kept clear. Students who are unable to do this will be asked to remove superfluous items and, if necessary, place them in storage at their own expense.

Room Checks

Your room will be inspected at random at least once a week. If your room fails to meet the standards described in the previous section, at morning registration you will be issued with a report describing what you need to do in order to pass the inspection. In the meantime you are automatically grounded.

You remain grounded until you meet requirements and pass a second inspection. Boarding staff will be available at set times to re-inspect your room and release you from grounding as appropriate. Your room will not be re-inspected at any other time of the day so do not ask.

Your Health

If you have an injury or have an accident please report it to a boarding member of staff (if you are unable to do so yourself please send a friend).

If you are unwell you must always report this to the on duty boarding member of staff.

Your Safety and Wellbeing

If you are unhappy or feel unsafe for whatever reason, do not suffer in silence. We want you to get the most out of your time at ISCA. The sooner we know that there is a problem, the sooner we are able to provide advice and support and help you get back to enjoying life.

There is a dedicated Health & Welfare Officer that you can contact through the School office. In addition, every evening it is possible to book an appointment to speak with a member of staff of your choice. Information about who is available and when, is available on the School noticeboard. You can also approach boarding staff who are always happy to help and advise students.

Your Personal Belongings

It is important to keep your belongings and valuables safe. Please keep your room key with you at all times. Never give your key to anyone else as you have sole responsibility for what is in your room and who goes into it. (Replacement cost for lost/stolen key is £20).

Remember also that the following documents are very important for you and losing them can make your life very difficult. Put them away in a safe place that you remember.

- Passport
- Biometric Residence Permit (BRP)
- Original copies of all your academic certification

At the end of the year, returning students will be allowed to leave two suitcases (or two boxes of an equivalent size) containing their belongings on school premises over the summer holidays. Anything in excess of this must be taken off the campus and stored privately.

CCTV

CCTV cameras are placed at strategic locations around the school campus, including the smoking area. Footage from the cameras is regularly checked by security for anomalies.

C2. Going Off-site

All permission to go off site is suspended due to Covid-19 until 15th October when the situation will be reviewed.

Generally, we are happy to grant leave to go off site on condition that it does not disrupt your studies or the community life of the school. However, permission to go off site is a privilege, not a right, and is granted at the discretion of the Head of School.

There are three types of permission depending on when you want to go off site, and for how long:

1. permission to go off-site during the day, after school;
2. permission to go off-site during school hours;
3. permission to go off-site overnight, at the weekend.

Students will not be granted overnight leave during the week, unless there are exceptional circumstances.

The Procedure

- Requests to go off site should be done on-line using your ISCA email and google account. You will be shown how to set this up at induction.
- Requests to go off site during a weekday must be submitted before 4:30 pm of the same day.
- Requests to go off site at the weekends for the day only must be submitted with a minimum of 0.5 hours' notice.
- Requests to go off site during school hours must be submitted with a minimum of 24 hours' notice.
- Requests to go off site overnight at the weekend:
 - if you attend CLASP, they must be submitted by 4:00 pm on the Thursday
 - if you do not attend CLASP, they must be submitted by 1:30 pm on the Friday
- ❖
- In every circumstance it is compulsory to fill out and submit an on line permission slip before going off site.
- Permission will be granted (or refused) via text message to your phone. You may **not** leave the campus unless you have received this approval. If you think there has been a mistake, speak to the person on-duty in the School office.
- To avoid problems, do not book a taxi until you have received approval.
- Weekend permission will only be granted if approved by parents/guardian via an email to exeat@isca.uk.com, providing a contact phone number, the address of where you will be staying and how long for. 18+ Students with parental permission to approve their own permission slips are exempt.
- Permission to go off site during class time will only be granted if students get Academic Permission is received from tutors.
- ❖
- When you go off site, if asked, you must be ready to show the text message authorising you to go out to the guards at the school gates. If date and the time of the permission are not right, the guards will inform the School office and you will be sent back.
- You must keep your mobile phone on all the time while you are off site. In the event of an unforeseen circumstance, the School must be able to contact you. You must also inform the School via WhatsApp of any changes to you plans e.g. you are going to be late due to train cancellations.
- You must be back on campus by curfew (see Section A5 for curfew times).
- Failure to comply with these procedures may lead to the privilege of going off-site being revoked or restricted.

C3. Receiving Visitors

The Procedure

During your time at ISCA, family, guardians or friends may wish to visit you at the School.

Visits must be arranged at least 24 hours in advance. A written application to visit must be sent to exeat@isca.uk.com by either you, your parents or your guardian. The email must confirm the following:

- who the visitor is and the relationship to you, the student;
- the date, time, purpose and length of the visit.

Visitors to the ISCA site are not allowed in a student's room unless they are proven relatives or a student's registered guardian.

Visitors can only stay for a period of up to 2 hours unless agreed in advance with the Head of School.

Visitors who are neither relatives nor registered guardians can only meet students in student common areas such as the Student Common Room, Canteen or Studios, sporting or recreational facilities.

Please note that in order to protect the ISCA community, visitors who simply turn up on campus without prior agreement will not be allowed past the security gate.

Overnight Stays

ISCA encourages interaction between students in terms of sharing ideas and technical skills. However, it does not allow overnight guests in students' rooms. This includes visitors and other members of the ISCA community.

The only exception to this rule would be on medical grounds when a student has requested or medical advice is given that a student cannot be alone in their room.

Deliveries and Removal Companies

All deliveries must be made to the School Office; NEVER directly to your room. Where you have hired a removal company to move your things (usually at the start or at the end of the year), you must inform the School office, which will make special arrangements for the removals people to access the accommodation area.

C4. Things To Do On-site

Your Location

ISCA is situated in South Buckinghamshire, in a beautiful natural setting, just outside a town called Slough. We share the site with Teikyo School, a Japanese-language school.

Getting the most out of life on campus

The ISCA campus offers an array of leisure facilities for students to enjoy and practise their sporting skills! These include tennis courts, a recently refurbished swimming pool, football field and well-equipped gym, all of which can be easily booked through the School Office.

A lively and inclusive social programme embracing both sporting and cultural activities, as well as local events or places to visit, is organised by the boarding team. Other highlights include regular film nights, nail art, cookery sessions, pizza and game evenings and the hugely popular end of term parties.

Students welcome these occasions to have fun as a community and through these activities there are opportunities for teamwork and self-improvement, which enable students to build friendships and develop independence.

The overarching aim is to create a homely, relaxing and supportive boarding environment. Students are encouraged to make the most of the community spaces and activities available to them. However, they are also left free to return to the privacy of their rooms if they wish, or to go out and experience life outside the school campus.



Some Local Wildlife



Muntjac Deer

You may occasionally see a number of small Muntjac deer within the school grounds, first introduced to the UK from China at the start of the 20th century. It is now a common animal across south-east England. Muntjac are also known as 'barking deer' because of their dog-like calls.



Bees

The bee-hives that you can see from the driveway as you enter the school are owned by a local charity, 'The Slough, Windsor and Maidenhead Beekeepers Society'. You can contact them if you wish to find out more about beekeeping or how you can purchase their honey.



Foxes and Owls

Foxes are now a common site in Britain's towns and cities, where they have adapted well to the urban environment. Foxes are shy of humans and rarely pose a threat.

You are more likely to hear an owl than actually see one. However, if you are lucky you may catch sight of the 'ghostly' barn owl, which hunts for small prey such as mice at dawn or dusk.

The Famous British Weather

British weather has a reputation for being cloudy, windy and wet. The climate in Southern England, where the school is located, is usually quite mild, meaning the winters are not extremely cold and summers are not extremely hot. For example, temperatures in winter can average of 5°C (lows of -5°C) while temperatures in summer can average of 21°C (highs of 30°C).

However, you can never be 100% sure if it's going to rain or if the sun is going to shine. It could be both on the same day ... so be ready for anything!



C5. Things to Do Off-site

Creative London

It is easy to see why the creative energy of London continues to inspire countless artists and designers. The capital is a diverse and exciting place, in its architecture and its inhabitants, as well as the wealth of cultural opportunities on offer. It welcomes people from all over the world, making it a hotbed of ideas and creative expression.

Centuries of rich and vibrant history surround you wherever you go, with beautiful, iconic buildings appearing around every corner. And whatever ignites your passion and creativity, you'll find it inside one of more of those buildings or outside spaces. Whether you're interested in experimental art, cutting-edge cuisine, performing arts, the latest tech or some of the world's greatest masterpieces, London has it all.

It is important to remember that London is essentially a working city where most people quietly go about their business. But don't mistake that traditional British reserve for unfriendliness. In fact, there are huge amounts of warmth and humour to be found once you get to know the people here.

When you first arrive, the city's size and complexity can be daunting. But London is, in fact, made up of lots of small villages that have merged together over the years, each maintaining its unique character and hidden treasures; so get to know it bit by bit. Other highlights include the many vintage markets across the city, a tantalising number of museums and galleries many of which are free of charge and for animal lovers you can even arrange a sleepover at the zoo!

From the ISCA campus there are excellent transport links into London from nearby train stations with journeys taking less than 30 minutes. Staff at ISCA encourage and support students in their discovery of all that London has to offer.



Nearby Towns

Slough

- A large town 5-10 minutes south of ISCA, by taxi.
- From Slough station, you are 25 minutes within Paddington Station (Central London)
- Travelling to Reading, Oxford, Bristol & Wales is also possible
- Home to Europe's largest Tesco (supermarket)
- Large multi-screen movie theatre
- Take-aways, cheap restaurants & shops (Art shop called 'Works')



Gerrard's Cross

- A small town 10 minutes away from ISCA, by taxi.
- From Gerrard's Cross station, you are 25 minutes from Marylebone Station (Central London)
- Nice restaurants and supermarkets (Italian, Pizza Express, Jack & Alice, Lomito, M&S food, Waitrose)
- Everyman Cinema – old fashioned cinema
- Parks and Country walks
- Cafes and coffee bars



Uxbridge

- A Large town 15-20 away from ISCA, by taxi
- Uxbridge Station is placed on the Piccadilly Line, 50 minutes from Central London.
- Large shopping center for clothes and home essentials
- Plenty of restaurants, cafes and coffee shops
- Multi-screen movie theatre
- Art supplies shops – 'Boville' & 'Works'



Windsor

- Windsor is home to the famous Windsor Castle, a home of the Royal Family & boasts a historical lineage of 800 years!
- It is a 20 minute drive from ISCA, by taxi and 5 minutes from Slough Station
- Plenty of traditional British pubs & restaurants, souvenir shops and clothing stores
- Enjoy a walk down to Windsor Great Park, River Thames & Eton College
- Home to Legoland!



Art Galleries in London



Whether you love Old Masters or modern art, contemporary sculpture or Impressionist paintings, London has an art gallery to suit you ... and most of them are free. All of them have very informative and interesting websites which can easily be found with a Google search.

Barbican Art Gallery - Tickets from £10

From acclaimed architects to Turner prize-winning artists, as well as stars of design and photography, the Barbican Art Gallery presents major exhibitions by leading international figures.

National Gallery - FREE

London's National Gallery is a vast space filled with Western European paintings from the 13th to the 19th centuries. Find works by masters such as Van Gogh, da Vinci, Botticelli, Constable, Renoir, Titian and Stubbs. Some exhibitions require tickets.

National Portrait Gallery - FREE

Home to the world's largest collection of faces and personalities, from Tudor times to the present. From Shakespeare to kings and queens, and icons of our time, it also has a photographic collection.

Royal Academy of Arts

Founded in 1768, it is home to an ever-changing programme of exciting, blockbuster exhibitions. Highlights include Queen Victoria's paint box and the only Michelangelo sculpture in the UK.

Saatchi Gallery - FREE

Chelsea's Saatchi Gallery is a private collection all about contemporary art, with work by young artists or international artists rarely exhibited in the UK.

Serpentine Gallery - FREE

The gallery's free exhibitions showcase international modern and contemporary art by world-famous artists such as Andy Warhol and Chris Ofili. In summer, don't miss the annual architectural pavilion commission.

Somerset House - FREE

Somerset House is home to London's Courtauld Gallery with its collection of Old Masters, Impressionist and Post-impressionist paintings, and The Embankment Galleries with a rotating programme of exhibitions dedicated to art, design, fashion and photography. Some exhibitions require tickets.

Tate Britain - FREE

From Pre-Raphaelite paintings to landscapes by Turner and Francis Bacon's distorted nudes, there's lots to look at in Tate Britain. The gallery is home to the largest collection of British art in the world.

Tate Modern - FREE

Britain's national museum of modern and contemporary art. Its unique shape is due to it previously being a power station. Some exhibitions require tickets.

Whitechapel Gallery - FREE

The Whitechapel Gallery champions contemporary art. Founded in 1901 to bring art to the people of East London, it is now internationally acclaimed for its exhibitions, education and events programmes. In the past, the gallery premiered artists such as Frida Kahlo, Jackson Pollock and Mark Rothko.

Hidden Gems

London also has many smaller art galleries, which are full of hidden treasures. Whether you're into fine art, sculpture, photography or contemporary works you will find something to satisfy your artistic interests.

- Camden Arts Centre
- Courtauld Gallery
- Dulwich Picture Gallery
- Guildhall Art Gallery
- Lisson Gallery
- Newport Street Gallery
- Institute of Contemporary Art
- Horniman Museum
- Pump House Gallery
- Queen's Gallery
- South London Gallery
- Victoria Miro
- The Wallace Collection
- White Cube
- William Morris Museum
- Welcome Foundation

Other Things to Do in London

Time Out is a digital and print publisher of web sites, apps, magazines and guidebooks covering events, entertainment and culture in London. It is a great starting point when looking for things to do in your free time. Visit their website <https://www.timeout.com/london>.

Exploring Nature



Near ISCA

- Black Park
- Stoke Common
- Burnham Beeches
- Windsor Great Park



In London

- Richmond Park
- Bushey Park
- Hyde Park
- Kew Gardens

Using Taxis

The company to use to/from ISCA is Sovereign (**01753 774 774**).

Their best prices for a normal-sized car:

- Slough Station: £6
- Gerrard's Cross: £8
- Uxbridge: £10
- Windsor: £12

To save, travel in small groups

Do not call a taxi and leave them waiting in the ISCA car park.

Travelling to London

- Travelcards are best purchased from as part of a return ticket from Slough Station/Gerrards Cross.
- Travelcards enable you to use all Underground, Overground and DLR trains & buses.
- Contactless debit cards or credit cards are acceptable on ticket barriers in London
- The Underground closes at around 12:30am – try not to be left behind!
- Download the 'Citymapper' app onto your phone, described as 'the ultimate transit app for complex cities'.
- Download the 'Tube Map' app to check line status and plan journeys (some train lines close for engineering work on weekends!)
- Download National Rail's 'Journey Planner' app to check train times.



Staying Safe

The ISCA environment is placed in an area with very low crime... However, it is wise to take precautions, especially if you go in to London.

- Keep your room locked and keys with you at all times.
- When you go out, keep watch on your belongings. Do not leave your bag unattended.
- Avoid carrying large amounts of money, expensive jewellery or other valuables when you go out. Remember; wearing expensive, branded clothing and accessories make you a likely target for thieves.
- Around busy areas, be wary of pickpockets– zip up your bags, leave pockets closed and keep valuables out of reach and out of sight.
- Use special caution when using your phone in public.
- UK traffic always travels on the left-hand side of the road. Look **right**, then **left**, then **right** again before crossing.

- Use pedestrian crossings wherever possible.
- Be very careful when walking on roads without pavements or 'sidewalks'. It is a good idea to walk on the side of the oncoming traffic so you can see vehicles as they approach.
- When using taxis, make sure to use authorised companies. NEVER flag down a taxi on the street.
- Download 'What3words' a simple location finder that emergency services are using to find people or identify locations. Its simple address system helps find lost, injured or distressed people who do not know where they are.
- If you need any help and feel unsure who to speak to – call the ISCA boarding team.
- For emergency services, dial 999.
- Our local hospital is Wexham Park Hospital (5 minutes away)

A personal Safety Guide for International Students produced by the British Council can be found at www.britishcouncil.org/sites/default/files/safety-first.pdf.

SECTION D

Your Welfare

D1. Health and Medical

Sickness

You must keep the School informed about any illness or other emergency which could cause you to miss classes. You can do this by sending a WhatsApp message to the boarding phone. If you are sick overnight and too ill to attend morning registration, you must send a message to the boarding phone by 8:15 am. You must also report to the on duty member of boarding staff in the School Office at 8:30 am.

Injuries and Health Emergencies

Injuries and any other health emergency must immediately be reported to a member of Staff.

Non-Emergencies

If you need to contact a doctor or the police but it is not an emergency:

- Call **111** if it is a non-urgent medical issue
- Call **101** if it is a non-urgent issue for the police

Emergencies

In a life-threatening emergency: **telephone 999** or **112 from mobile phones** which provides a fast link to fire, police or ambulance services.

Healthcare

NHS Doctor (*free of charge*)

For physical and mental healthcare problems.

All ISCA Students have free access to National Health Service (NHS) doctors and medical centres.

At the beginning of the year you will be registered by the School with a local doctor (GP):

Threeways Surgery
Pennylets Green
Stoke Poges
SL2 4AZ

Telephone: 01753 643 445

Appointments can be booked directly or via the School Office.

Dentist (*payment required*)

Students can also register with a dentist. Appointments can be booked directly via the School Office, but in this case they are not free of charge.

Wexham Road Dental Surgery
208 Wexham Road
Slough
SL2 5JP

Telephone: 01753 7766 55

Private Health Care (payment required)

Sometimes it is quicker to go to a private doctor. Appointments can be booked directly via the School Office, but in this case they are not free of charge.

Dr N Cheese

The Lanes Medical Practice
Plough Lane, Stoke Poges
Buckinghamshire
SL2 4JW

Telephone: 01753 662 244

For mental health problems:

Dr Lesley Wege - UKCP Registered Consulting rooms

The Lanes Medical Practice
Plough Lane
Stoke Poges
Buckinghamshire
SL2 4JW

tel: 07981 750576

Numbers outside the school to contact in case of problems or distress

Organisation and website	Phone number/email
NSPCC www.nspcc.org.uk	0800 800 5000
Childline www.childline.org.uk	0800 11 11
Kidscape – Advice Line (bullying) (Mon-Weds from 9:30am to 2:30pm) www.kidscape.org.uk	020 7823 5430
Female Genital Mutilation Helpline (NSPCC) www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/female-genital-mutilation-fgm	0800 028 3550 fgmhelp@nspcc.org.uk
Samaritans - Helpline www.samaritans.org	116 123
Forced Marriages Unit - Foreign and Commonwealth Office www.gov.uk/guidance/forced-marriage	020 7008 0151 fmufco@fco.gov.uk
Crimestoppers https://crimestoppers-uk.org/	0800 555 111
R-U Safe? Barnardos - Children/Young People Sexual Exploitation Service www.bucksfamilyinfo.org/kb5/buckinghamshire/fsd/service.page?id=s6vGxOb-8uc	01494 785 552
Child Exploitation and Online Protection www.ceop.police.uk/safety-centre	
Kooth - Free, safe and anonymous online support for young people https://kooth.com/	

Safeguarding and Health & Welfare Support

Safeguarding is the action that is taken to promote the welfare of students and protect them from harm. It means:

- Protecting students from abuse and maltreatment
- Preventing harm to students' health or development
- Ensuring students live with the provision of safe and effective care.

The Designated Safeguarding Lead (DSL) is the person appointed by the school to take lead responsibility for the welfare of students and their protection from harm.

Any concerns you may have about safeguarding will be listened to and taken seriously. They should be reported to the DSL or the Deputy DSL.



Mr Hunter
Designated Safeguarding Lead



Ms Stewart
Deputy Designated Safeguarding Lead



Ms Chair
Health and Welfare Officer

The School Health & Welfare Support Officer provides students with someone to talk to about any concerns they may have. These could be worries about their studies, about relationships and social life, or even health issues; nothing is too trivial. Her role is to listen to what students have to say and, if they want it, offer them support and advice. If necessary, she is able to help them find the right person to talk to in the school (for example, a tutor if it is about academics) or even outside the school (for example, if they want to see a doctor).

But the Health & Welfare Support Officer also takes a more proactive role, offering more general guidance and advice to students on how to adjust to living away from home, managing their own space, their health and wellbeing, their studies and their free time.

Students can book an appointment to speak to Ms Chair through the School office or by writing to her directly at r.chair@isca.uk.com. Ms Chair may also contact you to fix an appointment just to see how you are getting on and to make sure you have found a good balance between your studies, your social life and your leisure time.

If Ms Chair is not available and a student urgently needs to speak to someone, every day (except Sunday), between 5:30 and 6:30 pm, they can either drop in without an appointment to speak to the on-duty tutor, or book a time through the school office. The schedule for these 'drop-in' appointments is published on the Welfare noticeboard.

Smoking and Vaping

Smoking is very bad for your health and significantly increase the risk of disease in later life, even death. It is not yet know what the long-term health risks of vaping are, although some members of the medical profession believe there will be some.

Smoking and vaping are strictly prohibited on all School premises, with the exception of the designated smoking area, during break times ONLY.

There is to be absolutely NO smoking or vaping in student rooms. Anyone caught doing so, or suspected of doing so, will be face the most severe consequences (see Section D2 for more details on the consequences of breaking school rules).

Medication and Special Health Needs

If you are on medication or require special consideration for medical reasons you should have informed the School prior to enrolment using the Health Form. If you did not do this please ask for the required form from the School Office, fill it in and hand it in to the School Office immediately.

Please note that students who are on medication must:

- inform the School of the medication they are on and the dosage (by filling in the Health form and handing it in to the School Office or speaking to the House Mother)
- hand in their medication to the House Mother, who will keep it in a safe place on their behalf
- only take medication under the supervision of the Boarding Staff

Students who are already 18 may administer their own medication, but they are not exempt from:

- informing the School of the medication they are on and the dosage
- keeping the medication in a safe place (i.e. a locked cupboard)

Special Educational Needs (SEN)

If you require special consideration for a disability or a learning difference such as dyslexia, you should have informed the School prior to enrolment using the SEN Form. If you did not do this but believe you have a special educational need, do not hesitate to speak to your tutor or ask for an appointment with the head of School through the School office.

Medical Withdrawal

If you need to withdraw from your course for medical or other reasons, this must be communicated to the Head of School at the earliest opportunity and, where appropriate, supported with relevant documentation from your doctor or counsellor.

If you subsequently apply for re-admission, ISCA reserves the right to require that you provide written verification from a doctor that you are physically and emotionally ready to return to continue your studies.

Staff Trained in First Aid

Many members of ISCA staff are trained in first aid. You can find a list of their names on the School noticeboards.

In the Event of Fire

Evacuation Procedure

On hearing the fire alarm, please stop what you are doing, follow directions given by staff and walk calmly and directly to the **Reporting Area, which is between the tennis courts and the south facing classrooms.**

If time permits doors and windows should be closed.

You should line up according to the wing and the floor of your room:

1. West Wing: Ground Floor and day students
2. East Wing: Ground Floor
3. East Wing: 1st Floor
4. East Wing: 2nd Floor
5. East Wing: 3rd floor

You may not leave until the roll call has been taken and the Fire Officer gives you permission.

You should try and remain as quiet as possible during the evacuation and roll call.

If the usual route is blocked or inaccessible, please follow staff to safety via other routes. If the normal assembly point is blocked, or if the south facing classrooms are on fire, you should assemble in the car park immediately outside of the Manor House.

Fire Alarm Check

Every Wednesday at 3 o'clock the fire alarm will be tested. It will go off twice in a row, with a short pause in between. For each of the two tests, the alarm will ring three times.

If the alarm rings more than three times, you should evacuate the building according to the Evacuation Procedure above.

In the Event of Lockdown

There are two types of lockdown: Lockdown with Warning and Lockdown with Intruder

Lockdown with Warning

This may be as a result of an event, such as civil unrest in the area or air pollution that poses a potential a risk to the safety of staff and students.

- The lockdown alarm is a constant intermittent sound, different from the main fire alarm
- "Lockdown with warning" will be repeated through the tannoy system
- You should remain in the school building and anyone outside should immediately come inside
- All doors leading outside will be locked and blinds closed
- You should be kept away from the windows
- No one will be allowed to enter or leave the building.
- In case of 'lockdown with warning', lessons can continue as usual.
- In the event of an air pollution, air vents, fans, heating and air conditioning systems should be closed or turned off. Seal up all the cracks around doors and any vents into the room using anything to hand.
- Remain inside until the lock down has been lifted by a senior member of staff or the emergency services

Lockdown with Intruder

This would be activated if there was an immediate danger in the school grounds, for example an intruder. The aim of a full lockdown is for the school and its rooms to appear empty.

- The lockdown alarm is a constant intermittent sound, different from the main fire alarm
- “Lockdown with intruder” will be repeated through the tannoy system
- If outside, stop immediately what you are doing and return inside
- Once inside, remain indoors- **do not lock external doors**
- Lock the door you are in if you have the key
- Windows closed and locked, blinds drawn, internal door windows covered, lights turned off.
- Hide under a desk or tables and remain silent
- Place your mobile phones onto silent mode so they cannot give away your position
- DO NOT respond to anyone at the door until the lock down has been lifted by a senior member of staff or the emergency services

D2. Building a School Community

Settling in to Your New Life

Living and studying in a new country is an exciting, enriching experience, but we also realise that for some students study overseas, often away from home for the first time, can seem strange and different, even lonely. At ISCA your welfare and personal safety is of paramount concern. Don't feel shy about asking for help!

Any general queries you may have on arrival at the School can be dealt with by the administrative team. If you have any worries or concerns about your progress at ISCA or any personal problems on which you may need help, you should speak to your Tutor, in the first instance, or another member of staff you feel able to talk to, including boarding staff.

Every evening a tutor is available to talk to students. You can book an appointment through the School Office. A timetable with who is available and at what times is published on the School noticeboards.

Adjusting to a New Culture

Moving to another country requires adjustment: the language, the food, people, weather, houses and ways of doing things are suddenly different. Some students adjust quickly to their new environment; others feel homesick and uncertain before they settle down. If you are homesick, remember that it is normal and it will pass! Friends will be made and school life will settle down.

Remember you should not expect English people to change to be like you. Of course, people will try to help you, but it is your responsibility to adjust to local customs and expectations. Here are some ideas to help you adapt to the English way of life.

- Smile! People will be much more helpful if you look friendly. Look people in the eye when you speak to them.
- Be polite and respectful towards everyone you meet. Saying 'please', 'thank you' and 'sorry' will get you far
- Waiting your turn in a queue is very important for British people. Jumping a queue or pushing in is frowned upon.
- British people are not used to sharing their "personal space", so don't stand too close. Remember this when queuing for the bus, entering a lift, or standing in groups outside a building entrance.
- If someone is in your way or you cannot reach something, say "excuse me" and politely ask them to move. Do not push in front of them or reach across into their space. It is considered rude.
- English people tend to be quite reserved. Some people might get embarrassed by too much show of emotion or exuberance.
- English humour is quite sarcastic and can be difficult to understand, especially if your English is not very strong or you are new to England.
- Tipping is not necessary and it is rare for young people to tip.

Student Profile and Code of Conduct

One of the best ways to adjust to your new environment is to quickly understand what is expected of you. The Student Profile and Student Code of Conduct are designed to help you do exactly this and are elaborated for you in Section A3 of this handbook. Consider them carefully and reflect on what you can do to start meeting these expectations. Discuss the expectations with your tutors and

fellow students. Working together with others to achieve shared goals can be a deeply rewarding experience.

Student Representation

To encourage a sense of belonging to a community, students are invited to take an active part in School affairs. We welcome constructive suggestions from students about any aspect of the operation of the School so that your input can be taken into account when decisions are made by management.

As part of this process, at the start of the year, you will have the chance to elect student representatives for your year group. You may even want to stand for election yourself. The job is to represent your peers on the ISCA Student Forum, which meets at least once each term and involves meeting with senior members of staff to discuss matters of concern for the student body. The outcome of the meetings are recorded in minutes and shared with students, together with any action plans that have been developed.

In addition to the Student Forum, each term you will have the chance to provide your own written feedback and suggestions on how you feel the school could be improved.

Bias, discrimination, harassment

ISCA has a commitment to maintain a School environment that is completely free from discrimination and which celebrates the diversity of its community members. It will not tolerate discrimination of any sort such as on the grounds of race, nationality, religion, gender, sexual orientation, age or socio-economic status. ISCA is equally intolerant of any form of sexual harassment, which is defined as any form of action or behaviour regarding unwelcome and unreciprocated sexual advances, requests for sexual favours, and other verbal or physical misconduct of a sexual nature.

Reports of serious bias/discrimination/harassment which cannot be readily resolved should be reported to the Head of School.

Individual Rights ... but also Responsibilities

At ISCA you will be given a lot of freedom to explore and discover new ideas and to express yourself in ways you never imagined. You are also expected to:

1. follow school rules and to show respect towards your teachers, school staff and fellow students
2. reflect on your behaviour when things go wrong or there are obstacles in your life, as sometimes happens
3. ask yourself what you can do to overcome these obstacles
4. avoid spreading rumours and blaming others for your problems

Why do we have these expectations?

Although UK society guarantees individual freedom, it is important to remember that:

1. there are rules and laws which we need to know, understand and respect
2. we need to respect the rights and freedom of others

In practice this means that you are free to be yourself and to express yourself as long as you respect other people and obey the rules and regulations of society in general and the community you belong to (in this case, ISCA).

It is also important to understand that, justice in the UK rests on the principle that people are innocent until they are proved guilty. In other words, you need to provide proof that someone did something wrong before making an accusation or taking action against them.

The expression of UK culture in everyday life, therefore, relies on a delicate balance of rights and responsibilities. This balance is not always easy to find, especially if you are new to its customs, traditions and way of life.

Sometimes you may need advice. Do not hesitate to speak to your tutors if you have any queries about your rights and responsibilities as ISCA students; or make an appointment to see with the Health & Welfare Officer.

D3. Understanding the Rules

UK Law

To be safe and happy in the UK you need to make sure you understand the laws of the land. Ignorance is not considered an excuse in a court of law.

Below are some basic guidelines. You can find more complete information on keeping safe, types of crime, the law and going to the police on the website www.direct.gov.uk/en/YoungPeople/CrimeAndJustice/index.htm

Alcohol

You must be 18 or over to buy or drink alcohol. You may be asked to show ID when buying alcohol.

Illegal drugs

You must not carry or use any illegal drugs. You may be charged with possession by the police if caught.

Tobacco

You must be 18 or over to buy tobacco. Do not drop cigarette ends on the streets. You will be fined a penalty if caught.

Sexual relationships

It is illegal to have sex with someone under the age of 16.

Theft/Stealing/Shop lifting

Theft is taking something that does not belong to you or you have not paid for. Don't do it. You will be arrested if you are caught.

False Reports

It is illegal to falsely report the theft of property.

Stolen Goods

Do not buy anything you think might be stolen.

Driving

You must have a valid driving license and comply with the UK Driving Code whilst driving in the UK. For further rules and regulations visit <https://www.gov.uk/browse/driving/highway-code>.

Travelling without a valid ticket

You must have a valid ticket for all public transport. You will be fined if caught and risk being prosecuted.

Summary of the Student Disciplinary Process

The disciplinary process is how the School responds when students break school rules, do not respect the Code of Conduct or are simply not meeting their responsibility to keep up with their studies. The objective is to provide a well-ordered and happy learning environment where students can thrive, feel safe and get the most out of the opportunities offered by being a student at ISCA.

Stage	Description	Categories of Misbehaviour*	Possible sanctions**	On your Student Record
ONE	Verbal Reprimand Initially you will be counselled by the <i>Member of Staff</i> concerned to ensure you understand what you have done wrong and how to avoid repeating the behaviour in future. If deemed necessary, this stage may also include an informal, verbal reprimand.	MINOR INFRACTIONS	<ul style="list-style-type: none"> • Verbal reprimand 	<ul style="list-style-type: none"> • Nothing
TWO	Written Warning The process is the same as that of Stage One, with the difference that you may also be given a detention. If you persist in your misbehavior, you will be asked to sign a written warning, in which you commit to change your behavior. The warning will be filed in your student record.	UNACCEPTABLE BEHAVIOUR	<ul style="list-style-type: none"> • Written Warning • Detention 	<ul style="list-style-type: none"> • A Written Warning signed by you
THREE	Formal Meeting You will be called to a meeting with the <i>Head of Safeguarding</i> to formally discuss your case. Together you will devise a Corrective Action Plan (CAP) describing the infraction and what you will do to avoid repeating the behaviour in the future. Any sanctions will also be recorded.	SERIOUS MISBEHAVIOUR	<ul style="list-style-type: none"> • Weekend Detention • Grounding • Gating • Fines 	<ul style="list-style-type: none"> • Cause for Concern report describing the misbehavior and proposing a Corrective Action Plan (CAP) • Possible letter to parents
FOUR	Formal Report The process is almost identical to that of Stage 3, but with 2 key differences: <ol style="list-style-type: none"> 1. There is a greater range of possible sanctions 2. The classification of the misbehavior as 'Gross Misconduct' increases the likelihood of escalation to stage 5, which could lead to exclusion 	GROSS MISCONDUCT	<ul style="list-style-type: none"> • Weekend Detention • Grounding & Gating • Report Card • Fines • Partial exclusion 	<ul style="list-style-type: none"> • Cause for Concern report describing the misbehavior and proposing a Corrective Action Plan (CAP) • Letter to parents
FIVE	Temporary or Permanent Exclusion You will be called to a meeting with the Executive Director and/or Head of School to formally discuss your case. At the discretion of the <i>Executive Director</i> you will either: <ol style="list-style-type: none"> 1. Be exonerated or have the behavior downgraded to a lower level 2. get a new CAP with the accusation of 'Grave Misconduct' upheld, or 3. be permanently or temporarily excluded from school The <i>Executive Director</i> may confine you to your room until a final decision has been reached. Your parents will be informed of the situation.	GRAVE MISCONDUCT	<ul style="list-style-type: none"> • Temporarily placed under supervised confinement, and/or • Temporary or permanent exclusion 	<ul style="list-style-type: none"> • A letter to your parents • A formal report describing the infraction and the reasons for exclusion or a Corrective Action Plan (CAP), if exclusion waived by the <i>Executive Director</i>

* for examples of the different types of misbehaviour within each category, see below

** for more details about the different types of sanction, see below

Appeals

If at any time you feel you are being treated unfairly or a wrong decision has been made, you may appeal in writing to the *Executive Director*. In case of exclusion, please refer to the ISCA Exclusion Policy

Categories of Misbehaviour*

1. Minor Infractions	4. Gross Misconduct
<ul style="list-style-type: none"> • Talking and interrupting in class • Occasional bad language • Littering • Eating and drinking in the classroom • Smoking or vaping outside in non-designated areas • Failure to keep bedroom clean and tidy • Breach of the school dress code 	<ul style="list-style-type: none"> • Attitudes or behaviour which are inconsistent with the School 's ethos • Insulting or abusing staff or peers • Viewing pornography on any media • Smoking or vaping anywhere inside • Ironing in the student rooms • Cooking in the student rooms • Deliberately lewd or indecent language and/or behaviour • Hacking into school computer systems • Bullying, including cyberbullying • Physical, emotional or verbal threats • Any act of violence • Tampering with or setting off the fire alarm or fire-safety equipment • Recording images or voice of anyone without their knowledge or permission • Any act of vandalism • Alcohol possession and/or abuse • Viewing extremist material • <i>Repeat incidents of 'Unacceptable Behaviour'</i> • <i>Failure to implement Stage 3 Corrective Action Plans (CAP) in agreed timeframe</i>
2. Unacceptable Behaviour	
<ul style="list-style-type: none"> • Being late for class, registration, briefings • Use of own language in class • Being late for class, registration, curfew, tutorials, briefings etc. • Unauthorised absence from class, registration, curfew, tutorials, briefings etc. • Failure to follow reasonable instructions from staff • Unauthorised use of mobile phone in class, registration and briefings • Disruption to the right to privacy, rest and study of other students • Failure to submit work to a deadline • <i>More than three incidents of 'Minor Infractions'</i> 	
3. Serious Misbehaviour	5. Grave Misconduct
<ul style="list-style-type: none"> • Being rude to staff • Plagiarism or cheating • Cohabitation • Refusal to show ID card when requested by staff • Unauthorised use and/or removal of studio materials • <i>Habitual incidents of Unacceptable Behaviour</i> 	<ul style="list-style-type: none"> • Persistent attitudes or behaviour which are inconsistent with the School 's ethos • Any form of deliberate racial or sexual harassment • Any behaviour that deliberately threatens or endangers the safety and well-being of others or brings the school into disrepute • Drug possession, supply and/or abuse • Buying alcohol for or selling alcohol to underage students • Computer use for illegal purposes • Theft, blackmail, physical violence, intimidation, racism or persistent bullying • Possession or use of firearms or weapons • Any other illegal activity, on or off campus • <i>Repeat incidents of 'Gross Misconduct'</i> • <i>Failure to implement Stage 4 Corrective Action Plans (CAP) in agreed timeframe</i>

* This list is not to be considered exhaustive.

Incidents Leading to Reports to the Police

These are some, but not all, of the areas of misconduct can lead to the severest of sanctions, including being reported to the Police.

Possession and Use of Drugs, Alcohol and Forbidden Substances

ISCA does not tolerate incidents of students in possession of and/or using illegal drugs or any other prohibited substances. Any contravention of this rule will lead to termination of the student's registration at ISCA. The School also reserves the right to refer the matter to the Police.

Students of legal drinking age who buy alcohol for or sell alcohol to underage students will be suspended and possibly excluded from school altogether. The School also reserves the right to refer the matter to the Police.

Alcohol is not permitted on site nor are students permitted to be under the influence of alcohol whilst on site or upon arrival back to site, even if they are of legal drinking age. Anyone caught under the influence of alcohol, or in possession of alcohol, will be required to meet with the appropriate member of staff, placed under disciplinary measures, and parents contacted.

ISCA reserves the right to search students' if they are suspected of possessing drugs (or other illegal substances) or alcohol.

Inappropriate Computer Use

All users of ISCA computer resources and/or e-mail are responsible for reading and following the Guidelines for using ITC at ISCA (see following chapters). The following is a brief summary:

1. Computer resources are available to ISCA students and staff for academic, research, and administrative purposes. Everyone who uses these resources has the responsibility to use them in an effective, ethical and legal manner.
2. Any activity involving the School's computing facilities that knowingly interferes with someone else's academic freedom, the institution's goals or policies, or breaks the law will not be tolerated.
3. Under no circumstances can the computer system be used for accessing sites with sexual or pornographic content, or sites that advocate violence, extremist views or any form of illegal activity.
4. ISCA reserves the right to investigate suspected computer misuse. This may include, but is not limited to, examining the contents of data files, reports, and system activity logs. More importantly users should realise that when computer use involves sending data across the campus network, or Internet, such messages are not secure.
5. Additionally, in situations where students are found excessively "gaming" to the extent that their health and education are negatively affected ISCA will take measures to ensure students are using their time appropriately.

ISCA reserves the right to refer incidents to the police.

Tampering Fire Safety Equipment

It is unlawful to tamper with the School fire alarm system or fire-fighting equipment. Doing so puts the lives of everyone in the school at risk and will be dealt with the utmost severity. The School reserves the right to refer incidents to the Police.

Inappropriate Mobile Phone Use

For many students the ownership of a mobile phone is considered a necessary and vital part of their social life. ISCA agrees that if used creatively and responsibly the smart phone has great potential to support a pupil's learning experiences.

However, in recent years schools have increasingly witnessed incidents of poor conduct where mobile phone use has been a feature. This has been particularly difficult to address if it is an element in bullying. Students should be clear that misuse of mobile phones will not be tolerated.

Although not exhaustive, the following is a list of examples of misuse. 'Misuse' will be at the discretion of the Head of School:

- the deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on Facebook or YouTube
- bullying by text, image and email messaging
- the use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages)
- pupils posting material on social network sites with no thought to the risks to the personal reputation of others and sometimes with the deliberate intention of causing harm
- making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other pupils
- publishing photographs of vulnerable pupils, who may be on a child protection plan, where this may put them at additional risk.

The School reserves the right to refer incidents to the Police.

Sanctions

Verbal Reprimand

A verbal reprimand is issued by a member of staff when a student knows what he/she has done wrong and why it is wrong. It is issued as a warning not to repeat the act of misbehaviour or face the consequences. It is usually issued against trivial or minor acts of misbehaviour.

Detention

Detention is when students are made to forfeit their free time by sitting in silence in a classroom for an hour or more. They may or may not be asked to carry out a task during this time.

Written Warning

A Written Warning is issued to a student by a member of staff for 'Unacceptable Misbehaviour' or when he feels that Verbal Reprimands are not working i.e. there is no change in behaviour. The offending behaviour is defined and the student signs a declaration committing to changing the behaviour in future. The Written Warning is intended to motivate the student to change before more serious consequences follow.

Weekend Detention

Weekend Detention is the same as Detention but happens at the weekend (on Saturday and/or Sunday mornings) and lasts for a minimum of two hours.

Grounding

Grounding is when a student is not allowed off the school premises. This may cover Saturday, Sunday, the whole weekend or longer depending on the situation.

Gating

Gating is similar to Grounding, with the added requirement that students must report every hour (or half hour) to the on-duty member of staff and get their *Gating Sheet* signed. Gating will usually cover Saturday and/or Sunday (and sometimes more than one weekend, depending on the situation).

Report Card

The Report Card usually covers a period of two weeks (but could be longer). Each session of the day (morning, afternoon, early evening and late evening) needs to be signed off by the relevant tutor or boarding member of staff, with an assessment of the student's general behaviour, attitude and level of participation. Report Cards are a last chance to redress misbehaviour before more drastic action is taken (e.g. exclusion).

Exclusion

Exclusion is when a student is asked to leave the school on either a temporary or permanent basis, depending on the seriousness of the situation. Please refer to the ISCA Exclusion Policy for further details.

Fines

A fine is never a sanction on its own. It is always issued together with another form of sanction.

A fine of up to £200 will be applied for:

- Smoking or vaping inside
- Setting off the fire alarm or intruder alarm
- Tampering with the fire safety equipment
- Having prohibited items in your room (see Section C1)
- Vandalism (the fine is on top of the cost of repairing the damage)

Context-Specific Sanctions

Context-specific sanctions vary by their nature. Specific types of misbehaviour will suggest specific types of sanction, for example:

- Repeated use of the phone in class could lead to a phone being confiscated for the day
- Repeated littering may lead to a student cleaning a part of the school during detention
- Misuse of computing resources may result in suspension of computing privileges

Context-specific sanctions are always approved by the Head of School before they are issued by a member of staff.

Reports to the Police

Students who deliberately break the law or engage in criminal activity will be reported to the police.

Rewards and Scholarships

While sanctions may be applied for bad behaviour, good behaviour and achievement are also recognised.

- Certificates of achievement are issued at least once a term in the areas of both academics and behaviour
- Prizes and certificates of achievement are awarded at the end of each school year for academic endeavour and achievement as well as exemplary behaviour in other areas of school life
- Scholarships worth between 20% and 25% of tuition fees are awarded to students progressing to Year 2. The areas of recognition are:
 1. Overall academic excellence
 2. Exceptional academic endeavour
 3. Uncommon creativity and experimentation in studio-based practice
 4. Unique contribution to the school community

Guidelines for using Information and Communication Technologies (ITC) at ISCA

Use of the Internet - the internet is not to be used to access anything which is illegal, or anything that someone else may find offensive. This includes indecent images, extremist or discriminatory material, racial or religious hatred. If you are unsure, or if you come across anything which makes you feel uncomfortable, you should turn your computer monitor off and let a teacher know.

Logins and Passwords - every person has a different computer login and password. You should never allow anyone else to use your details. Change your password if you think someone else may have your details.

Social Networking - never upload pictures or videos of others without their permission. It is not advisable to upload pictures or videos of yourself as they can easily be manipulated and used against you. You should never make negative remarks about the school or anyone within the school. Always keep your personal information private. Consider using a nickname and only inviting people you know. Universities and future employers search social networking sites in order to carry out background checks on students.

Extremism and radicalisation – individuals, groups and organisations with extremist and radicalised views use the internet to exert influence on young people. Do not access any websites or social network pages that promote such views. The school has systems in place to block extremist material and monitor students who try to access it. Any student found accessing such material will be reported to the relevant authorities.

Beware of fake profiles and people pretending to be somebody else. If something doesn't feel right follow your instincts and report it to an appropriate adult. Never create a false profile as a joke and pretend to be somebody else. This can have serious consequences.

Chat Rooms - some social networking sites have a chat facility. You should never chat to anyone that you don't know or don't recognise. It is recommended that you never meet a stranger after meeting them online. If you do, always inform your parents and one of your tutors beforehand. Never go to the meetings alone.

Security - you should never try to bypass any of the security in place, this includes using proxy bypass sites. This security is in place to protect you from illegal sites, and to prevent hacking into other people's accounts.

Copyright - you should never take information from the internet and use it as your own. A lot of information is copyright, which means that somebody else owns it and it is illegal to use this information without permission from the owner. If you are unsure, ask an adult.

Etiquette - Be respectful online; don't be abusive. Consider what you are saying, and how somebody else might read it as some things you write may be read incorrectly.

Mobile Phones should be kept out of sight at all times during school time. The only exception is when a teacher requires you to use your phone as part of a lesson. Never take inappropriate pictures of yourself and send to your friends or upload onto social networking sites. Never forward inappropriate pictures that you have received from somebody else. Never share pictures of students or staff without their permission.

Use of ICT in lessons – ICT facilities must be used only as directed by the class teacher. Any other use of ICT during lesson time will be considered off task and sanctioned accordingly.

Cyber-bullying – Never use the internet or other ICT communication to bully or make fun of people. It can have very serious consequences. Report incidents of cyber-bullying to a responsible adult.

ICT equipment - treat all school equipment with care and respect. Report any problems to a member of staff.

Key School Policies

Students should read this Handbook in conjunction with the relevant ISCA policy documents (located on the website under <http://www.isca.uk.com/admissions/school-policies/>), in particular:

- Accessibility Plan
- Admissions Policy
- Anti-Bullying Policy
- Assessment Policy Marking Guidelines
- Attendance Policy
- Boarding Policy
- Child Protection Policy
- Complaints Procedure
- Covid-19 Policy
- Curriculum Procedure
- Data Protection Policy
- EaRs Policy and Procedure
- EFL Policy
- Equal Opportunities Policy
- E-Safety Policy
- Examination Policy
- Exclusion Policy
- First Aid Policy
- Fundamental British Values
- Health and Safety Policy
- Mobile Phone Policy
- Progression Policy
- RSE and PHSE Policy
- SEND and Statement of Intent
- Smoking, Alcohol and Drugs
- Student Behaviour Policy
- Student Handbook
- Whistleblowing Policy

1.0 Fashion & Textiles

1.1 Soho [Oxford Circus / Tottenham Court Road tubes]

1.1.1 Fabrics

- SOHO SILKS
24 Berwick Street, London. W1
- BOROVIKS
16 Berwick Street, London. W10 HP
www.borovickfabricsltd.co.uk
- THE CLOTH HOUSE
47 Berwick Street, London. W1
- BROADWICK SILKS
9/11 Broadwick Street off Berwick Street, London. W1
- LIBERTY'S
Great Marlborough Street, Off Regent Street, London. W1B 5AH
www.libertylondon.com
- JOHN LEWIS
300 Oxford Street, W1

1.1.2 Trimmings, haberdashery

- MACCULLOCH & WALLIS
25-26 Poland Street, W1
- KLEINS
5 Noel St, W1
- BARNETT & LAWSON
16-17 Little Portland St, W1

1.1.3 Beads

- CREATIVE BEADCRAFT LTD (online only)
www.creativebeadcraft.co.uk

1.1.4 Equipment

- MORPLAN
56 Great Titchfield Street. W1W 7DF

1.2 Marylebone [Edgware Road tube]

- JOEL & SON FABRICS
75-83 Church Street, NW8
- HADSON EXCLUSIVE FABRICS
432 Edgware Road, W2 1EG
www.hadson.com

1.3 Shepherds Bush / Goldhawk Road [Shepherds Bush Market / Goldhawk Road tube]

- FABRIC HOUSE
46 Goldhawk Road, W12
- A-Z FABRICS
53A Goldhawk Road, W12
- CLASSIC TEXTILES
44 Goldhawk Road, W12 8DH
www.classic-textiles.com
- ZAIN TEXTILES
69 Uxbridge Road, W12 8NR

1.4 Brixton [Brixton tube]

- SIMPLY FABRICS
48 Atlantic Road SW9

1.5 Wandsworth [Queenstown Road Rail St]

- FABRICS GALORE
54 Lavender Hill, Battersea, London SW11 5RH
www.fabricsgalore.co.uk

1.6 Edgware [Edgware tube]

- JERSEY VOGUE FABRICS
14 Station Road, HA8 7AB
www.jerseyvogue.com

1.7 Dalston [Dalston Junction station]1.7.1 Leather, hardware and fittings

- J. T. BATCHERLOR Ltd
9-10 Culford Mews, London N1 4DZ

1.8 Brick Lane [Aldgate East tube]

- H C BHOPAL FABRICS
98 Brick Lane, Shadwell, London. E1 6RL

1.9 Whitechapel [Whitechapel tube]1.9.1 Zips, trimmings, eyelets, D-rings etc.

- LONDON TRIMMINGS
26-28 Cambridge Heath Rd, London E1 5QH
www.londontrimmings.co.uk

1.10 London Fields [London Fields station]

- WOOLCREST TEXTILES Ltd (a cheap fabric warehouse)
6 Well St, London E9 7PX

1.11 Digital Printing (on fabric)

- <https://www.silkbureau.co.uk/>
- <https://www.bagsoflove.co.uk/real-silk-printing.aspx>

2.0 3D Design

2.1 Aldgate East [Tower Gateway DLR Station/Aldgate East tube]2.1.1 3D design materials

- 4D MODELSHOP
The Arches, 120 Leaman St, E1 8EU

2.2 Canning town [Canning Town tube]2.2.1 Perspex/Acrylic sheeting, laser cutting to shape

- HAMAR ACRYLIC FABRICATIONS Ltd
16 Bidder St, E16 4ST
www.hamaracrylic.com

2.3 Clerkenwell [Farringdon station]2.3.1 3D Printing

- iMakr Store
79 Clerkenwell Road, EC1R 5AR

3.0 Fine Art & Graphics Materials

3.1 Soho [Oxford Circus / Tottenham Court Road tubes]

- LONDON GRAPHIC CENTRE
16-18 Shelton St, W1
- CASS Art
Stores in Soho, Charing Cross and Islington

3.2 Old Street [Old Street tube]

- ATLANTIS ART
ENTRANCE ON BONHILL STREET 16-, 28 Tabernacle St, EC2A 4DD

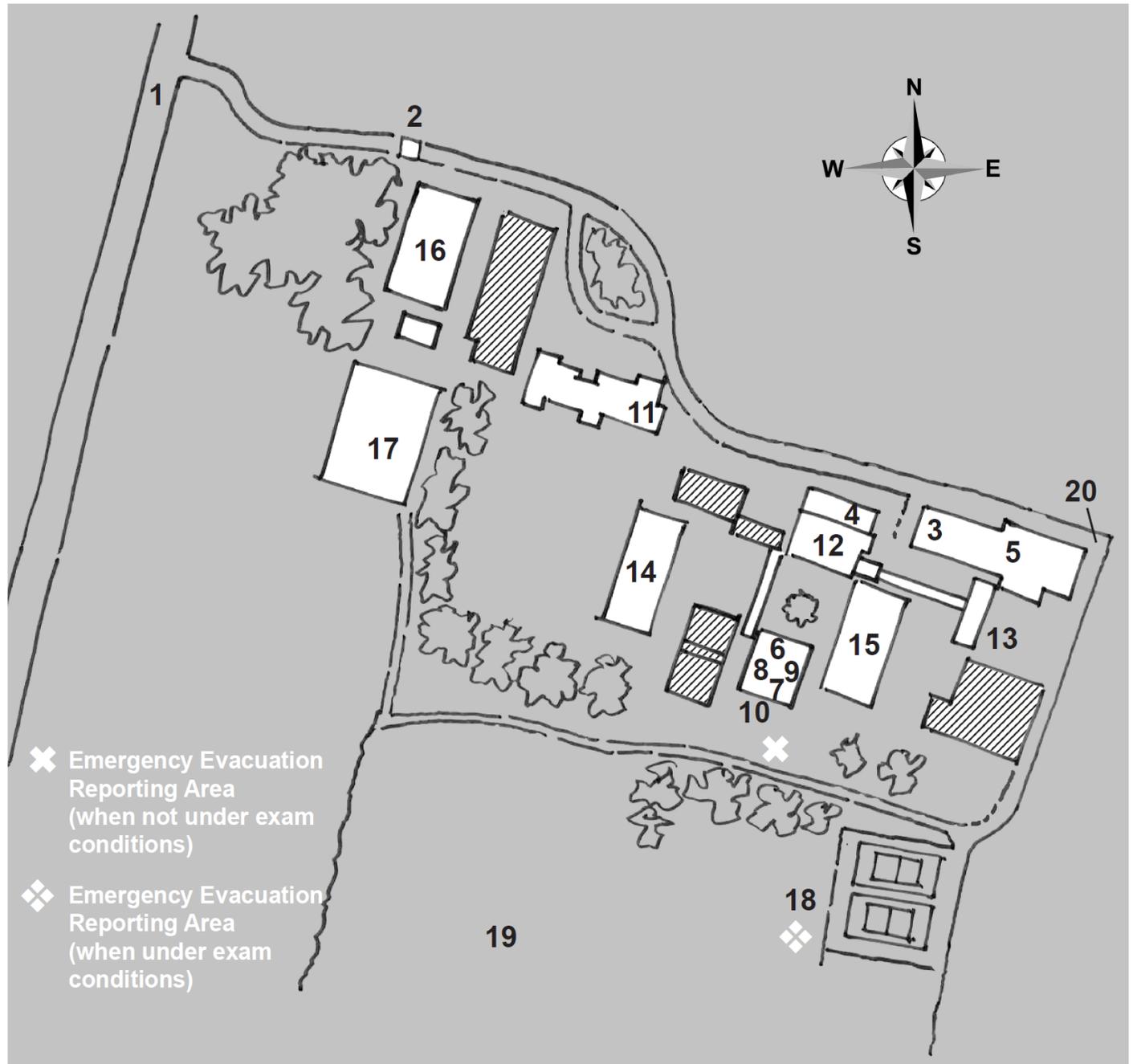


Map of the ISCA site

Key

- 1. Framewood Road
Turn left to go towards Slough
Turn right to go towards Gerrards Cross
- 2. Security gate
- 3. School Office
- 4. Management Office
- 5. Art Block and Academic Study Centre
- 6. Drawing Studio
- 7. IT Help Desk. Lasercutter & 3D Printing workshop
- 8. Art Shop
- 9. Common Room
- 10. T3 theatre (first floor)
- 11. Manor House
- 12. Canteen
- 13. Students' toilet block
- 14. Students' residence 'West Wing'
- 15. Students' residence 'East Wing'
- 16. Swimming pool
- 17. Sports hall
- 18. Tennis courts
- 19. Sports fields
- 20. Designated smoking area

.....
 Teikyo School and classrooms



 Emergency Evacuation Reporting Area (when not under exam conditions)

 Emergency Evacuation Reporting Area (when under exam conditions)

