



Stratford College London

63 Broadway, Stratford, London (UK)

E15 4BQ Tel: 02085197362

Website: www.sclondon.ac

GCSE & GCE "A" LEVELS

Prospectus

INTRODUCTION

Stratford College London is a private college providing educational courses at reasonable cost to all students with academic potential. The college aims to provide courses to students that can increase their knowledge, prospects and sense of achievement.

Stratford College London is prominently located in Stratford Town Centre and is an easy walk away from Stratford Station. There are numerous retail and catering amenities nearby. The college is situated close to the centre of London (*approx. 20 minutes by train*) and is easily accessible by train from the main airports – London Heathrow and Gatwick. It is close to the City of London which is one of the world's leading financial centres, and within easy access of the shops, entertainment centres, cinemas and theatres of the West End. Many of London's famous landmarks and leading institutions such as the Bank of England, the Stock Exchange, Canary Wharf, and the Barbican Arts Centre are within easy reach of the college.

Our college staff and tutors are friendly and supportive and are readily available to offer an academic advice and guidance service. Students will get all the support they will need to further their education and advance their career. The atmosphere at the college is relaxed, friendly and courteous and each student is valued as an individual.

We hope that on successful completion of their courses, students will gain valuable new skills and the pride and confidence that come with success.

We also hope our students will enjoy meeting new people from different walks of life and making good friendships and, whatever they end up studying, we wish them every success. We hope studying at Stratford College London will be a beneficial and rewarding experience and open new doors for students.

LIFE IN LONDON

London is one of the world's most exciting capital cities. It is a place where people live and work and it is also a student city with many universities, colleges, schools and other institutions of learning, and a lively international student environment.

Living and studying in London can be very rewarding and puts you at the centre of great social, cultural and educational opportunities. This great city caters for a wide variety of different tastes, styles, fashions, cultures and communities, and offers an enormous range of sights and historical buildings which are some of the most enjoyable things to see and experience.

London consists of many areas. The City of London is the centre of international finance and Westminster is the seat of government. The West End of London is a place of shopping and entertainment and has many famous landmarks, museums and art galleries. The West End is very vibrant with many restaurants, cafes, bars, clubs, cinemas, theatres, shops and places of entertainment. It is a place where students can relax and enjoy themselves.

ACADEMIC COURSES

Academic Courses are designed for those students who wish to undertake a variety of academic subjects with the eventual aim of attaining a place at university, in the UK or overseas.

At Stratford College London, Academic Courses are divided into two main bodies. Our younger students (minimum age 14) concentrate on preparation for GCSE/IGCSE (General Certificate of Secondary Education, formerly 'O' Level) examinations. In the Sixth Form students work towards either the GCE 'AS' and 'A' level (Advanced Subsidiary and Advanced Level) qualifications.

Introduction

The **GCSE**, or General Certificate of Secondary Education, is the standard qualification achieved by all students to mark the end of the first stage of high school. GCSE examinations are taken by all British students, normally at the age of 16, and are usually required in order to progress onto AS/A level and foundation programmes. They are also therefore the natural choice for overseas students who wish to come to the UK at an earlier stage in order to get a grounding in British education before moving on to the Sixth Form.

The **IGCSE** (International General Certificate of Secondary Education) is usually recommended for overseas students. This qualification is exactly the same as the GCSE, and holds the same recognition with all universities and employers, but the English language used in the course is more suited to the international student. The actual course content and difficulty level are the same for IGCSE's as for GCSE's.

Course structure

Courses normally last for five or six terms (**1.1/2 - 2 years**). During the course, students take a **minimum of five - and a maximum of seven subjects**. Their main subjects almost always include *English & Mathematics*, whilst the most popular of the other subjects include *Business Studies, Art, Accounting* and *Computing*. All students receive *Study Skills* and *Information Technology* as part of the course.

Typically, GCSE/IGCSE students will have **3-4 hours of lessons per subject each week**. Students may have a number of private study periods within their timetable which can be spent in the library or computer room.

Tuition is usually available in the following subjects in a class situation:

Accounting

Mathematics

Economics

Computing

Business Studies

English Language

Current Affairs

PSE

Start dates: September and January.

What can I study next?

Students completing a GCSE/IGCSE course usually stay on to study an **AS/A level** or **Foundation** course. Good results in the appropriate subject area at GCSE/IGCSE level are required in order to continue at Stratford College London.

It may be possible for students to study for their GCSE/IGCSE's in a shorter than usual time, or to take an AS level subject alongside their GCSE/IGCSE course. This may occur where a student has a obvious particular talent.

Who should join?

This course is appropriate for all students preparing for AS/A level or Foundation study who do not yet have the appropriate qualification.

Age: Minimum 14. Maximum normally 17.

Introduction

Traditionally, A levels are the standard qualification **required to obtain a place at a UK university**. These days, most international students are faced with a choice of A levels or a Foundation course. Whilst A levels tend to be longer courses, they are also an independent qualification and offer a more in-depth preparation for university study. It is for this reason that it is only with A levels that certain courses (such as medicine) and certain universities (such as Oxford and Cambridge) can be accessed in the UK.

Course structure

Courses normally last five or six terms (**11/2-2 years**), and always finish in the month of June. As with our GCSE/IGCSE courses, this period may be longer if an English language preparatory course is required. Usually students take **three or four AS** (Advanced Subsidiary) **levels** at the end of the first year, and **three A** (Advanced) **levels** at the end of the course. The AS level marks obtained count towards the final A level mark.

Assessment for all AS/A level courses is on a modular basis. This means that students are **periodically assessed during their course**, rather than carrying the pressure of a single all-important final examination. This system therefore rewards those students who work consistently well throughout their course - a good habit which Stratford College London does all it can to instil into its students.

Students taking A level courses typically attend **four to five hours of lessons per subject each week**. For all subjects at A level there is some emphasis placed on self-study and self-discipline, in preparation for university life. Students may have a number of private study periods within their timetable which can be spent in the extensive library or computer room. Typically students receive two hours of homework per weekday evening. **IELTS** or **TOEFL** English language lessons are studied where necessary.

Start dates: September and January.

Class size: Maximum 15. Average 6-7.

What can I study next?

After discussing your career hopes during your initial interview, you are seen individually by the Principal and his deputies to discuss applications for Higher Education courses. To gain the most benefit from the UCAS university application system, candidates need **specialist advice** and the College has considerable experience in this area.

Practice interviews and work experience are arranged for individual students who wish to prepare themselves more thoroughly for university places and when applying for employment. Detailed assistance is also given when completing university application forms.

Who should join?

A levels should be taken by all students who:
have not completed secondary education in their own country
are wanting detailed preparation for university
are wanting to go on to a demanding course at an elite university

Age: Minimum 16. No maximum.

Available subjects

All students are counselled by our Director of Studies before finalising their choices of subjects. The subjects students choose to take depend on personal preference and ability as well as what may be appropriate for the undergraduate course they wish to go on to take at university. Tuition is usually available in the following subjects in a class situation: ***Accounting, Economics, English Language, English Literature, Business Studies, Information Technology (A Level or equivalent and Mathematics.***

Welfare

As these young boys and girls are the youngest academic students we have, we offer particular care and attention for them. Our rules and disciplinary system are also generally stricter for these younger students.

Class sizes do not exceed 15 students. Average size is 6-7 students.

The College takes the issue of welfare very seriously. Our specialist Student Services department is run by full-time experienced staff, ably assisted by part-time staff, who are responsible for every aspect of student health and well-being, as well as accommodation, transport and areas of special interest. They also help to run any social events that may be taking place on site in the evenings.

Care is taken in selecting staff Care is taken in selecting staff who at all times remember that they are dealing with young people from a variety of different backgrounds and cultures. During the academic year the relatively small population allows for an even greater sense of 'family' within the school, fostered by our welfare staff.

A weekly welfare meeting ensures that all relevant staff are kept up to date on welfare issues with any potential problems and individual concerns discussed and resolved. The staff are assisted by the school nurse/matron, who is available daily where necessary in our own surgery, as well as a doctor who is on 24 hour call. During the academic year, 'ethnic group' meetings are held for all students so that welfare and other issues specific to students from different cultures can be raised and discussed with a dedicated member of staff.

The College is non-denominational and pupils of all religions are welcomed. Special arrangements can be made for religious instruction and observance of any creed, respecting the wishes of parents. Most religious festivals can be accommodated.

Discipline

The College maintains certain standards and expects its students to do likewise, both inside and outside the classroom. During the academic year a watchful eye is kept on the behaviour and self-discipline of all students by the Head of Discipline. Students are expected to attend each and every lesson provided on their timetables and to attempt all work set by teachers.

Students over the age of 18 should note that, whilst they will be treated as adults, there is an expectation that they will behave with adult responsibility and will be subject to the same discipline actions as other students in the event of breaches of the rules.

CURRICULUM POLICY

The Curriculum is designed with the consideration of the basic pre-university subjects and academic needs of students and essentially those who wish to better their GCSE scores and thus enhance their chances of gaining admission to the higher institutions of their choice. It is designed to provide also for all students, a safe place and secured environment appropriate and conducive to teaching and learning. As a college policy, the selected areas of GCSE study are:

- English
- Mathematics
- Economics
- Citizenship
- Personal, Social, Health Education
- Information Technology and Communication
- Accounting

The core subjects being English and Mathematics; and any other four could be chosen depending on the student's area of preference. In other to ensure compliance with the requirements of the National Curriculum and also broaden the knowledge of our students with respect to guidance into adulthood and personal care and good citizenship, there are on offer, the subjects of Citizenship and PSHE which would go a long way to assist students in that direction.

(full policy available from admin office on request)

POLICY ON HEALTH AND SAFETY ON EDUCATIONAL VISITS

Teaching and learning cannot be done without educational visits. Such visits expose the learner to real life situations, which augment in a practical way, classroom lessons they receive. However, much as the importance of such visits cannot be overemphasized, they need to be done with great care and adequate planning because there are enormous legal implications where injuries occur. It is our principle that in our effort to promote education for all, much care is taken to ensure that adequate provision is made to protect learners at all times. The aim of this policy therefore lies in the pursuance of the above principles and in the furtherance of DfES Guidelines on Health and Safety of Pupils on Educational Visits; and in compliance with UK Health and Safety at Work Regulations.

(full policy available from admin office on request)

CHILD PROTECTION POLICY

Stratford College London is a modern educational institution, which cherishes fundamental freedoms and equal opportunity for all students. In working with young people, child protection, as a whole school policy, ensures the safety and well being of students. If well formulated and implemented, it serves as a preventive, reparatory and procedural mechanism for addressing instances of child abuse in any form within and outside the college premises. It is in the light of the above principles and in the furtherance of relevant legislation and DfES guidelines that this policy is formulated.

(full policy available from admin office on request)

BEHAVIOUR POLICY

Stratford College London is an educational institution, which is open to students from all communities and cherishes the fundamental freedoms of all peoples. It is our strong belief that for teaching and learning to take place in an environment, which would enable students to access the curriculum and develop into responsible adults, the virtues of morality and respect for authority and for others should be our goal.

(full policy available from admin office on request)

ANTI-BULLYING POLICY

Stratford College London is a modern educational institution, which cherishes the enjoyment and protection of the rights of all men, and women without any form of discrimination whatsoever with respect to colour, creed, age or sex. In the light of this and the furtherance of the principle of equal opportunity for all and the creation of a tranquil and conducive atmosphere for scholastic work and educational advancement, we endeavour to ensure that any acts or omissions, which may have a negative effect on the rights of others and their personal development and progress, are strictly forbidden. By this policy, we do hereby state distinctively that bullying of any kind is unacceptable at this college.

To achieve this and in the pursuance of relevant government policy and legislation we put forward a wide range of measures that are not only punitive in terms of sanctions, but also educational and supportive of both the bullies and the bullied. This policy will be pursued in consonance and compliance with the Human Rights Act 1998 and the Race Relations Amendment Act 2000.

(full policy available from admin office on request)

SCHOOL ETHOS POLICY

This ethos policy serves as a moral code which characterises most of the College other policies. It is formulated essentially to promote and establish a conducive environment for teaching and learning and to serve as an overall behavioural code by which all shall be required to conduct themselves within the College premises and during all College run activities.

By this we hope to create an environment in which even the most vulnerable in society shall have opportunity to be confident to go about their academic pursuits without any fear or hindrance.

(full policy available from admin office on request)

Frequently asked questions?

What is included in the course fees?

The course fees include:

Tuition/Lessons

Welfare

Excursions/Outings

Use of the college facilities

How many Academic students are there at the college?

On average there are 120 Academic students at the college at any one time.

How many students are there in a class?

On average there are 6/7 academic students per Class.

What is the average age?

The College runs separate academic programmes for different age groups. These are 13-17 years (teens) and 18+ (adults).

How many nationalities are there at the college?

This changes from year to year. Throughout the academic year there are usually on average between 20-30 different nationalities.

Do I need to wear a uniform?

The college does not require students to wear a set uniform. There is however a dress code whereby certain items of clothing, jewellery and general appearance are not allowed during the College day.

The College sometimes holds formal occasions, such as a show or a dinner/dance. For these occasions all male students should bring with them a dark suit, shirt, tie and dark leather shoes, whilst all female students should bring with them an evening dress or other formal evening wear with matching shoes.

Do I need to purchase books and stationery?

Course books and stationery must be purchased by the student where requested. Books are selected and ordered by the teachers.

How and when can I pay? Can I pay in instalments?

Payment is due 30 days before a course begins, unless a late booking is made. The college will send an invoice for the total cost of the course with details on how to make the payment. It is possible to pay in two instalments.

STUDENT INDUCTION PROGRAMME

New academic students begin with an Induction Programme, which is designed to introduce them to the College, its facilities and the area in which they are going to study. The programme includes work on study skills - essential for a successful course. Also described subsequently, if appropriate, are the best approaches to UCAS applications and advice is given to students who may be interested in transferring to American or

European Universities. During the programme, students have the chance to discuss their course in detail with their tutors and are introduced to the College's relevant Heads of

Department. At this stage potential problems are ironed out in order that work can proceed smoothly through the term. For students from overseas and for British students from outside the local area, there are coach trips to familiarise them with places of interest and outstanding natural beauty, such as visits to local towns and cities. The Induction Programme is designed to prepare students both intellectually and emotionally for the rigours of the course of intensive study they are about to face. New students arriving late may miss part of the Induction Programme.

TIMETABLES

Timetables are arranged as far as is practical to suit individual student needs. Students can take up to four 'A' levels (although usually three are taken), as well as a full English language

programme if required. Students at GCSE/IGCSE level normally take a selection of five or more other subjects.

A full English language support programme is provided for all students who require it at no extra charge. If circumstances allow, and improved grades are thought to be necessary, it may be possible to take one or two GCSE/IGCSE subjects along with 'A' levels. Timetables will be issued during the first week of term and individually prepared for each student, to meet the requirements of his/her course, following individual meetings with the Director of Studies. Timetables are computer-generated and as students settle into the College, any necessary changes can be made quickly.

REPORTS

Detailed reports from tutors are sent to the parents and sponsors three or four times per year, but parents or guardians are most welcome to ask for additional reports at any time.

INTERNAL EXAMINATIONS AND TESTING

All teaching departments use frequent testing to monitor the progress of their students. In addition, for all students on Academic courses there are regular tests throughout the year (at least once per month), which are designed to enhance the students' ability in examination techniques in preparation for external examinations. End of term examinations take place in the last two weeks of term before the holidays. These are a vital part of the educational year and form the basis for measuring the progress of the student. Parents are requested NOT to book holiday flights for their children before these examinations are completed. Failure to sit for exams at the end of term will result in zero marks for the student and may lead to repetition of the term's work. Practice of past questions set by the examining boards and familiarity with all the aspects of the syllabus

are key elements in Stratford College London's teaching approach. Students are given practical advice on how to approach study effectively and on examination techniques.

SYLLABUSES

The college runs specific syllabuses for specific courses to suit the appropriate examining body. If requested the college can inform students which examining board we use for a specific subject.

USE OF LIBRARY, COMPUTERS, INTERNET AND SELF ACCESS CENTRE

The extensive Library, Computing Suite and Self-Access Centre are open at specified hours, including some evenings and weekends, for students to study and research. Both the use of computers and Internet access are included [In](#) the fees and can be used within specified time periods every day.

CERTIFICATES

Attendance certificates and detailed reports are given at the end of all courses taken. Academic students also receive a mid-term report in their first term. More regular reports are available by arrangement.

IDENTIFICATION CARDS

All students are given ID cards free of charge, where requested. 4 passport-sized photographs must be sent with the application form or given to the administration department on arrival.

COMPLAINTS PROCEDURE

In order to facilitate and coordinate the reporting of concerns, grievances and dissatisfaction within the college environment, this complaints procedure has been designed to guide the aggrieved and the concerned in matters which fall within the spectrum of operation of this college. By this procedure, we hope to establish a sound mechanism according to which all complaints and concerns of those who have relations with this college may have access for redress.

This procedure is available on request to anyone who wishes to have knowledge of it. It is formulated in three parts. In the event of a complainant not being satisfied at one particular stage he/she may request to proceed to the next stage. The complaints coordinator will facilitate all these process.

PRINCIPLES

In order to ensure fairness, impartiality and effectiveness, the following principles shall be adhered to:

- Where possible we shall encourage informal means of resolution
- The procedure shall be accessible
- Shall be publicised within the college community
- Simple to understand by people of all educational levels
- Implemented and followed at the utmost impartial levels
- Resolution of concerns and complaints shall be swift within the established time-limit framework
- All stakeholders shall be kept informed of progress being made
- Where necessary a full investigation by an independent person may be carried out
- Respect for peoples' confidentiality
- All points at issue must be addressed
- An effective response and appropriate redress for all issues at stake.

THE FORMAL PROCEDURE

Stage 1

Concerns may be raised at this initial stage of the process. Staff should do their utmost best at finding a resolution. Success at this stage is very important because it helps to reduce the number of complaints, which become protracted or move to the formal stages. Where the staff member receiving the complaint feels too compromised to handle the complaint, the coordinator must refer the complaint to another staff member. In addition, where the complainant feels uncomfortable to discuss their concern with a particular member of staff, this would be resolved by assigning that duty to another member of staff. The coordinator should record all the developments at this initial stage.

Stage 2

Where the complaint is not resolved or complainant is not satisfied with the development at stage one, the issue moves on to Stage 2 within 2 days. At this stage, the complaint goes to the Director of Studies and it must be in writing. A complaints form need be completed fully. A

sample of the college complaints form is attached. The Director may if he so wishes delegate a staff member to conduct an investigation and report but that does not have any part to play in action to be taken. The person appointed in this case should have no personal interest in the matter, to ensure fairness. Where the complaint is about the Director himself, then it has to be handled by the College Board appointed Panel.

Stage 3

This is the Board's Appeal Panel Stage. Where a party is not satisfied with the outcome of stage 2, the matter moves on to this stage within 3 days. The coordinator must facilitate these processes but a person appointed as clerk of the Panel should handle all Panel activities. He/she should be the centre for information and coordination of Panel activities, schedules and documentation.

The Panel should comprise of **at least three people**. Only people who were not directly involved in previous consideration of the complaint are eligible to serve on this panel. One of the three members must be independent of the management and running of the school.

Parents may attend panel hearing if they wish; they could also be accompanied if they wish.

Panel investigates and deliberates on the matter; makes findings and recommendations. The clerk of the Panel should ensure that the complainant, proprietor or Director of Studies and where appropriate, the relevant person complained about are given a copy of the findings and recommendations.

The chair of the Panel (who is appointed by the members) should drive this stage, facilitating the process and giving fair hearing to all parties.

PANEL DECISION

Chair of Panel would notify the complainant, the person complained about and the Director of Studies or proprietor, of Panel decision in writing, explaining if there are any rights of appeal and if so where the appeal should be lodged.

Confidentiality

All records and correspondence relating to an individual would be kept confidential except where the Secretary of State or a body conducting an inspection under section 163 of the 2002 Act requests access for them.

(full policy available from admin office on request)

APPLICATION PROCEDURE FOR ACADEMIC COURSES

1. Once you have chosen your course and wish to apply, please complete the enclosed Enrolment Form **in full** and return it to the college together with a registration fee of £25.00 (non refundable). Please enclose copies of all your educational qualifications for evaluation.

2. When we receive your application it will be given careful consideration and we will send you a reply as soon as possible. We will either accept your application, suggest some modifications or suggest some other action.

3. If we can make you an offer, we will send you a formal **CONDITIONAL OFFER OF A PLACE**, setting out the terms and conditions, and an invoice, together with all other necessary documentation.

4. When you have read the documents and decided to accept our offer, you will be asked to sign and return the Offer letter to us, with the **DEPOSIT/BOND** (see Fees List for details). Please note that a place cannot be guaranteed to be available until the Deposit/Bond is received.

5. On receipt of your acceptance and Deposit/Bond payment, we will issue the **LETTER OF ACCEPTANCE**.

If your qualifications satisfy the minimum entry requirements of your chosen course, you will be notified in writing of an offer of a place, together with a letter for your bank which itemises the course fees payable and your living expenses.

Banker's Drafts should be made payable to **'Stratford College London'**.

Alternatively, payment may be remitted by direct transfer to the college's bank account.

You can remit your payment to any of the following banks:

National Westminster Bank PLC

Account No: 86426990

Sort Code: 60-24-77

IBAN: GB51 NWBK 6024 7786 4269 90

SWIFTBIC: NWBK GB 2L

Barclays Bank PLC

Account No: 20739774

Sort Code: 20-67-90

IBAN: GB79 BARC 2067 9020 7397 74

SWIFTBIC: BARCGB22

How to apply?

Apply online

Complete the online application form. [Apply now](#)

Apply by post or fax

[Download an application form](#) (PDF) to print out and send to us by post or by fax, together with the **Registration Fee of £25** and **two passport-sized photographs**.

Completed application forms should be sent to:

Stratford College London
63 Broadway
London E15 4BQ, England

or

Fax: + 44 208 221 1174

Useful Contacts:

During term time

Stratford College London
63 Broadway
London E15 4BQ
Tel: 0208 519 7362
Fax: 0208 221 1174
Web: www.sclondon.ac
Email: admin@sclondon.ac

During vacations:

Dr. J Khan – Director of Studies
Tel: 0208 519 7362
Email: jkhan@sclondon.ac

Mr. Aqeel Ahmed – Head of Department
Tel: 0208 519 7362
Email: aahmed@sclondon.ac

Faculty Members:

Mrs. Nelofar Kanwal – Computer Science
Email: nkanwal@sclondon.ac

Mr. Jonathan Omani – Business Dept
Email: jomani@sclondon.ac

How to get to the college

By Bus

Bus routes : 25, 86, 69, 158, 257, 108, 308, D8, S2

By Train

National Rail – First Great Eastern

By Underground

The nearest underground station is Stratford on the Central, Jubilee and Docklands Light Railway lines. The college is about 5 – 10 minutes walk from the station.

From London Heathrow Airport

Take the Piccadilly underground Line to Holborn Station and change to the Central Line and travel eastbound to Stratford station.

From London Gatwick Airport

Take the Gatwick Express train from Gatwick Airport station to London Victoria station. Change to the District Line and travel eastbound to Mile End station. Then change to the Central Line and travel eastbound one stop to Stratford station.

For more information, please contact:

Stratford College London

63 Broadway
London E15 4BQ – England
Tel: 020 8519 7362
Fax: 020 8221 1174
Email: admin@sclondon.ac
Web: www.sclondon.ac