


















Supervision Notes for Parents of Group Students on Summer Young Learner Programmes





In the UK anyone under the age of 18 is considered a child in the eyes of the law. As such, we have an extra care of duty towards this group of students to ensure that their welfare needs are properly met and that they have a safe and secure time with us here at CES.









- 1 We hold specific inductions for young learners. This induction covers
 - Laws relating to smoking/alcohol/drugs
 - What to do if they have a problem/who to call/how to call emergency services
 - What to do if they are arrested
 - Curfew times
 - How to deal with aggressive behaviour on the street
 - Importance of queuing /saying please / thanks you/ speaking quietly if in buses etc
 - Importance of speaking to us if they have a problem
- 2 We have appropriate numbers of staff trained in first aid
- 3 We have strict curfew times and rules for students under the age of 18. These curfew times are written in student handbooks and all of our host families are aware of these times. These curfew times are reproduced here. **It would help us greatly if you could go through these rules and expectations with your son or daughter before they come to the UK**

HELPFUL ADVICE IN HOST FAMILIES

	<u>GIVE YOU MOBILE NUMBER TO YOUR HOST FAMILY</u>
	Always keep your CES student card with you.
	Ask about laundry/clothes washing arrangements
	In the UK we flush toilet paper down the lavatory and do not have separate bins. Sanitary towels should be disposed of separately
	If you are ill and cannot come to lessons, you must contact your group leader or ask your host family to ring the school as soon as possible.
	Always switch off lights and heaters when you leave a room

	Showers should be limited to five minutes. Host families may also ask that you shower at certain times and not leave it until late in the evening.
	You should be home for all evening meals or let your family know well in advance if you will not be home for dinner. This means you must go home directly from school at 4.30 every day.
	You should not use the kitchen without permission, nor help yourself to food and drink
	Keep your room tidy in your host family
	No take away food in bedrooms or in your host family's house without their permission
	Do not lose your key if you are given one - IF YOU DO, YOU WILL HAVE TO PAY FOR ANY COSTS
	Keep valuable items locked in your suitcase – CES WILL NOT ACCEPT RESPONSIBILITY FOR LOST OR STOLEN ITEMS
	Do not make a noise – especially after you go to bed or when you come in during the evening
	If you would like to invite your friends over, please ask your host family first if this would be okay

School Rules	
	Never speak to strangers and never accept lifts from them or go anywhere with them. Go everywhere with a friend if you can.
	Do not carry a lot of money or and do not show expensive items in public
	No fighting or bullying anywhere or at any time
	No smoking is allowed anywhere or at any time for students under the age of 16. Students between 16 and 17 years of age may only smoke cigarettes brought from their home countries in smoking areas

	<p>No alcohol is allowed anywhere or at any time. Illegal drugs will not be accepted</p>
	<p>Do not steal or shop lift</p>
	<p>You must be home for all evening meals or let your family know well in advance if you will not be home for dinner. This means you must go home directly from school at 4.30 every day.</p>
	<p>Do not play with fire alarms or fire extinguishers – IF YOU DO, YOU WILL HAVE TO PAY FOR ANY COSTS</p>
	<p>Do not damage school or host family property - IF YOU DO, YOU WILL HAVE TO PAY FOR ANY COSTS</p>
	<p>Make sure you have the school emergency number(00 44 7972 584674) and your group leader's number. YOU MUST KEEP YOUR PHONE ON AND BE CONTACTABLE AT ALL TIMES WHEN YOU ARE NOT IN SCHOOL</p>
	<p>Go to every class on time</p>
	<p>BULLYING IS NOT ALLOWED</p>

Bullying and abusive behaviour

We want to have a happy school, and bullying will not be accepted in any form (religious, cultural, race, gender, sexual orientation). If you bully someone this is very serious and we may send you home. We welcome students from all backgrounds and will not allow discrimination by students or staff on the grounds of religion, gender, sexual orientation, or ethnicity. In addition, even greater sensitivity will be shown to students who are arriving in the UK from countries currently in the midst of internal or international conflict.

- If you think somebody is bullying you, tell your group leader, your teacher, the Director of Studies or the Centre Manager

Remember, we are here to help and we want you to be happy with us. If something or someone is bothering you, ***please tell us!***

	<p>REMEMBER BULLYING IS NOT ALLOWED</p>
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What time do I have to be home?

Age	Time
If you are aged 15 to 17	you must obtain your host family's or group leader's permission if you wish to stay out unsupervised and you must be home by 22.00
If you are aged 12 to 14	you must not leave the area of your home in the evenings, except with your group leader or on a school organised activity, and you must be home by 21:00 hours.
All students	We expect you to go straight home to your host family after school in the afternoons. Your family will expect you home between 5.00 and 5.30pm. You should use the CES buses if you do not live within walking distance of the school.

Free time

- You will have free time in the evenings and on Sundays.
- You must follow the times when you have to be home in the evenings
- You may not leave Oxford (except with your group leader if you have one or with your host family)
- You must go home immediately after school finishes using the buses provided
- You must spend Sundays with your group leader, host family or with friends in Oxford and with the permission and knowledge of your host family. Your host family must know where you are at all times
- You must be contactable at all times you are not in school (ie during your free time) AND YOUR PHONE MUST BE KEPT ON

- You are not allowed to go to London or anywhere out of Oxford on your own at weekends or in the evening, except with prior permission from the school or your group leader. In your free time you must stay in Oxford area.
 - You must never be out alone
 - You must always be with your group
 - Students attending the CES disco or taking part in an evening activity with their group leader must be home by 22.00 at the latest. If you are 17 or younger, host families must know where you are at all times.
- 4 Host families are instructed to know of the whereabouts of their young students at all times when they are not in school and to have a contact phone number for them
- 5 We offer compulsory afternoon activities 5 times a week (Monday to Friday) and students are supervised on site until 4.30pm during weekdays. Strict registers are kept in the mornings and afternoons and any absences are followed up immediately. Students are instructed to go home immediately after class for evening meals so host families know to expect them home between 5 and 5.30 every afternoon.
- 6 We have a special disco for young learners that ends at 9pm one evening a week. We provide buses to take students home from the disco to the general area where they are living. They will then need to walk home from where the CES bus drops them to their host family. It is not a door to door service but we 'buddy' them up with other students in the area so that they are not walking home alone
- 7 For students not within walking distance of the school, we will help them return home in groups with the help of our staff either on foot or by public transport. Host families are told when to expect the students to come home after classes and to monitor them according to the curfew times set for their ages in the evenings. Students are expected to be at home in the evenings unless:
- **Attending the school organised disco (for which transportation is provided**
 - **On an activity organised and supervised by their group leader**
 - **Out with friends with the knowledge of their host family and in strict accordance with our curfew times**
- 8 We try to place students in a group in the same physical area so they can walk home together so that they may walk home together
- 9 We ask you to complete a consent form, which includes your details, so that we have contact details for a responsible person back home whom we may contact in the event of an emergency
- 10 All of our staff receive child protection training
- 11 Although we try to place your son or daughter within walking distance of the school, this is not always possible, especially during the summer months. So weekly bus passes may be purchased from the school at a cost of £15 - £25
- 12 Students have access to a 24 hour emergency phone number. This number is printed on individual student cards
- 13 **Please note that the full CES Child Protection and Safeguarding Policy is available on our website: <http://www.ces-schools.com/Oxford/Policies-and-Procedures>**

Student Code of Conduct

In addition to the above school rules, the following Code of Conduct is printed in all student handbooks. We would appreciate you going through this Code of Conduct with your son/daughter prior to his or her arrival at CES.

This is the Code of Conduct, which appears in junior student handbooks.

Everyone at CES is important. No-one is more or less important than other people. Students, staff, and homestay hosts should all feel comfortable, safe, important and respected. We need your help to make sure this happens – **and we expect your help.**

We ask you to agree to these things:

- **All students must accept and respect different beliefs and cultures.**
- Be honest, polite and respectful to other people (students, staff and hosts).
- We will never accept abusive or violent behaviour, including sexual, racial, or religious. We will dismiss any student who does not follow this rule.
- Please look after school property (= our computers, tables, chairs, carpets, DVDs, etc.).
- Please look after your hosts' property.
- Be safe. Take care for the safety of other people.
- Only use the school computers for your studies. Please do not try to use illegal (bad) websites.
- Switch off your mobile phone during lessons
- Follow school rules and British laws and customs.

Please note, there will be times when your son or daughter is not supervised (for example walking to and from school). We cannot supervise every student 24 hours of the day. That is why we require you to complete the consent letter contained in this package and to send it back to us. However, we hope that the measures we have put in place will mean that your son or daughter has a safe and problem free stay with us in the UK and at CES Oxford.