

Supervision notes for Parents

Students in residential rooms











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 for students under the age of 18 living in residence. These curfew times are written in student handbooks and all of our residential staff are aware of these times. These curfew times and school rules are reproduced here.

Rules for students

Below, will find our rules for students staying in the residence. We give these rules to students on arrival. Please look at these rules with your son or daughter.

SCHOOL RULES	
	Don't let strangers into your rooms, If you do not know who someone is, tell your group leader.
	Never go out of the residence alone. You MUST always be with your group leader
	Do not carry a lot of money or and do not show expensive items in public
	Keep your room tidy, we will check!
	No fighting or bullying
	No smoking is allowed. Illegal drugs will not be accepted
	Please make sure you follow your times for breakfast and dinner You must follow the bed times as described below
	You must always keep your CES student card with you.

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	<p>You must keep the toilets, bathrooms, kitchens and your bedroom clean at all times</p> <p>In the UK we flush toilet paper down the lavatory and do not have separate bins. Sanitary towels, however, should be disposed of separately.</p>
	<p>No alcohol is allowed</p>
	<p>Do not steal or shop lift</p>
	<p>No take away food in bedrooms.</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 university property - IF YOU DO, YOU WILL HAVE TO PAY FOR ANY COSTS</p>
	<p>Do not lose your room key - IF YOU DO, YOU WILL HAVE TO PAY FOR ANY COSTS</p>
	<p>Keep valuable items locked in your suitcase – CES WILL NOT ACCEPT RESPONSIBILITY FOR LOST OR STOLEN ITEMS</p>
	<p>Do not make a noise – especially after you are told to go to bed</p>
	<p>Accommodation is in single sex rooms. Boys may not go into girl's rooms. Girls may not go into boy's rooms. Boys and girls may only be together in public areas (ie kitchens, cafeterias etc)</p>
	<p>Students aged 16 and 17 should be in their rooms, alone and quiet no later than 11pm. Students younger than 15 should be in their rooms alone and quiet no later than 10.30pm.</p>
	<p>Make sure you know where your group leader's or the Centre Manager's room is in case you have a problem in the night</p> <p>You must not be in the corridor after bed time</p> <p>You must go to and stay in your own room</p> <p>You must not have other students of the opposite sex in your room at any time</p>
	<p>Make sure you have the school emergency number (00 44 7972 584674) and your group leader's number</p>



BULLYING IS NOT ALLOWED

We respect your right to privacy, but CES staff have the right to enter your room at any time of the day or night if we think any of the above rules are being broken. If you do not follow any of the school rules we will speak to you about this. What will happen if you do not follow the rules is at the end of this handbook.

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!***

Parents, please note:

- 1 Your son or daughter will be supervised by us and/or the group leader 24 hours a day
- 2 Students will have full days 6 days a week (Monday to Saturday) and evening activities 5 evenings per week. Saturday evening and all day on Sunday will be there only 'free' time but we expect your son or daughter to stay with his or her group and be under the supervision of the group leader
- 3 After 'lights out' staff will do some patrols to check that students are staying in their rooms
- 4 If your son or daughter is coming as an individual and not part of a group, specific activity staff will be assigned to take care of them.
- 5 We offer activities 5 times a week (Monday to Friday) and 5 evenings per a week (Monday to Friday). Saturday evenings students will typically need time to relax after their full day excursions. Students will of course remain on site and our staff will be there to supervise them.
- 6 Sundays are spent with the group leader or our designated activity staff in the case of individual students.
- 7 All transportation to off-site activities is provided by CES in special CES arranged coaches and is accompanied by CES staff
- 8 We take personal details from every student so that we have contact details for a responsible person back home whom we may contact in the event of an emergency
- 9 All of our staff receive child protection training
- 10 Students have access to a 24 hour emergency phone number. This number is printed on individual student cards
- 11 **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>**

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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.

Everyone at CES is important. No-one is more or less important than other people. Students, staff, and hosts should all feel comfortable, safe, equally important and respected.

We need your help to make sure this happens – and we expect your help. Please be honest, polite and respectful to other people (students, staff and hosts). Please look after school property (= our computers, tables, chairs, carpets, DVDs, etc.). Please look after your hosts' property.

Also we ask you to agree to these things:

- ✓ Please follow our Health & Safety rules. Take care for your own safety. 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. Please do not try to change the programmes and systems on the computers; they are for everyone, not just for a few people.
- ✓ Switch off your mobile phone during lessons
- ✓ Only water can be taken into lessons and the study centre. Please eat food in the student common room.
- ✓ Please take care not to disturb other people who are studying. They need silence.
- ✓ Arrive in good time – before your lessons start. If you are late, you may have to wait for the next lesson.

Abusive or violent behaviour will not be tolerated on any grounds, including sexual, racial, or religious. We reserve the right to dismiss any student without refund in the event of misconduct.

Although we provide 24 hour supervision we require you to complete the consent letter sent either to your agent or directly to you and to send it back to us. 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.