

Under 18s Information and Rules

ATTENDANCE EVERY DAY

- If you are in the main school in adult classes, you must sign in and out at reception every day on entering and leaving CES premises.
- You must come to lessons every day. Your teacher will record your attendance. If you don't come to the first lesson in the morning, administration will be informed and the school will telephone you and we will insist you explain your absence.

MEETING WITH WELFARE OFFICER

- If an individual, you must meet our welfare officer once a week normally on Tuesdays at 11.00 to check how you are.

SOCIAL ACTIVITIES

- There will be one free social activity for under 18 year-olds on adult programs twice a month.
- Students studying in morning classes only are actively encouraged to participate in the afternoon social activities that are not limited to over 18s.
- All social coordinators are aware of which students are under 18 and the extra responsibilities required .

LAWS RELATING TO ALCOHOL/SMOKING/DRUGS

- It is illegal to buy and to drink **alcohol** if you are under 18 years old.
- It is illegal to buy and to smoke **cigarettes** if you are under 18 years old.
- In Britain, **shop-lifting** and the possession of **hard** or **soft drugs** are criminal offences and subject to heavy fines or imprisonment. Any student caught committing these crimes will be **expelled** from CES School and, if under 18, sent home immediately.
- Under 18s are not allowed in a pub/bar/night club.
- Smoking is not permitted in pubs, restaurants, stations or public amenity buildings.
- It is also illegal to carry any **weapon** (including gas or liquid sprays) in public places.
- Make sure you have a spare photocopy of your **passport ID** - just in case you lose it.

DON'T :

- carry large quantities of money. It is often useful to carry some money in your pockets (front not back pockets!) in case you lose your wallet/purse.
- wear expensive jewellery - it only attracts attention.
- carry your bag on your back in busy areas - it is safer to carry it in front of you.
- attempt to fight if you are unfortunate enough to be mugged. You may find that your attacker has a weapon. Your life is more valuable than the contents of your bag.
- hitchhike or ask/accept lifts from strangers
- accept drinks from strangers or leave your drink unattended
- leave luggage unattended

DO :

- carry a photocopy of your passport/identity card, rather than the real one.
- lock your money/traveller's cheques in your suitcase at home.
- try and read a map discreetly
- keep train ticket/travelcard in a safe and separate place - if you lose your bag, at least you can still get home.
- try to travel/sightsee in small groups rather than alone, especially at night.
- be aware of who's around you.
- when you are travelling on the bus, try to sit downstairs near the driver.

EMERGENCIES

- **GIVE YOUR MOBILE PHONE NUMBER TO YOUR HOST FAMILY IMMEDIATELY. GET YOUR HOST FAMILY'S NUMBER AND PUT IT IN YOUR MOBILE PHONE.**
- If you have a personal emergency out of school hours, telephone your group leader, if you have one, or call the school on **0113 2427171**. Our out of school hours for emergencies is **07538 462164**.
- If you have an immediate emergency in Leeds, ring the Police on **999**;
- If you have no money or there's no signal on your mobile phone, **call 112**, which is free. You can also make an emergency call from public payphones without money or a card. You can use a mobile to call the emergency number even if the key-lock function is on and even if you do not know the phone's PIN code. 112 is the pan-European emergency number, so you can use it in all EU countries. If you need urgent help in any of these countries, the only number you need to remember is 11

CURFEW TIMES

- **Please be aware that in the UK anyone under the age of 18 is considered a child in the eyes of the law.**
- Students taking part in an evening activity such as a CES Disco with their group leader should be home by 11pm.

Students aged 18+	Have a key to their host family house. No time restrictions (unless otherwise specified by group leader) and but you are expected to observe the usual rules of courtesy and notify the hosts if you intends to be out very late and also to respect the fact that other members of the household might well be asleep when you return home.
Students aged 15 - 17	Host families must know where you are at all times. You must obtain their host family's permission if they wish to stay out after 22.00 and they must be home no later than 22:30 (unless otherwise specified by group leader). The host family must agree and know your whereabouts at all times other than when the student is participating in classes or social activities supervised by the school or by the student's leaders. If you stay out with your group leader, attending the Junior disco for example, you must be home by 22:30 at the latest. A key is at the discretion of the host family.
Students aged 12 - 14	Host families must know where you are at all times. Students of 12 and 14 years must not leave the vicinity of their homes in the evening and must be indoors by 21:00 hours (unless otherwise specified by group leader). If you stay out with your group leader, attending the Junior disco for example, you must be home by 22.00 at the latest.

IF YOU ARE ARRESTED BY THE POLICE

If you're arrested, you'll usually be taken to a police station, held in a cell and then questioned. After you have been taken to a police station, you may be released or charged with a crime. The custody officer at the police station must explain your rights.

You have the right to:

- get free legal advice
- tell someone where you are – phone the emergency number **07538 462164**.
- have medical help if you're feeling ill
- see the rules the police must follow ('Codes of Practice')
- see a written notice telling you about your rights - eg regular breaks for food and to use the toilet (you can ask for a notice in your language)

You'll be searched and your possessions will be kept by the police custody officer while you're in the cell.

Your rights when being questioned

The police may question you about the crime you're suspected of - this will be recorded. You don't have to answer the questions but there could be consequences if you don't. The police must explain this to you by reading you the police caution: "You do not have to say anything. However, it may harm your defence if you do not mention when questioned something which you later rely on in court. Anything you do say may be given in evidence."

GOING AWAY AT WEEKENDS

It is essential that if you are going away for the weekend or longer especially abroad that the accommodation officer is notified and also the person with the emergency phone. If you are under 18 then written permission has to be obtained from your parents.

PERSONAL SAFETY

- Leeds is a big city and, as in all cities, you need to be careful about your personal security. If you go out in the evening, stay in public places where there are plenty of people.
- Always try to walk with other students when returning home.
- After dark, walk home on brightly lit streets.
- Do not accept the offer of lifts in cars from strangers. Hitch-hiking can be very dangerous.
- Walk away from any trouble or provocative behaviour by others and do not respond to verbal threats or challenges.

STUDENT CODE OF CONDUCT

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.
- All students must accept and respect different beliefs and cultures.
- 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.

TOLERANCE AND RESPECT

We expect all staff and students to show tolerance and respect to each other. Extremist views or opinions that seek to challenge the idea of tolerance and respect for each other will not be accepted. CES schools provide a truly international environment where students from all over the world may study in safety and security. If you feel that anyone, staff or student, is not following the policy of showing tolerance and respect, please tell us immediately.

SOCIAL MEDIA AND INTERNET USE

Use of the internet

The internet is there for all to use. Please follow these rules to make it safe for everyone. Do not use the internet to:

- take part in in ANY form of cyber/internet bullying
- search for or look at obscene or pornographic material
- use the internet to say bad things about other people
- **search for or look at websites which can in any way:**
 - **be regarded as extremist (for example, religious, political, sexual)**
 - **be intolerant of other's faiths and beliefs**
 - **challenge the rule of law**
 - **challenge the right to individual liberty (freedom)**

Social networking sites

- DON'T search for illegal and inappropriate things.
- DON'T bully **anyone** through blogs, emails, chatrooms, or any other form of internet use
- DON'T download anything illegally.
- DON'T use the internet to give opinions that are **extremist, intolerant of other's faiths and beliefs, or that challenge the rule of law and the right to individual liberty**
- DO use the computers for school/study use or to connect with other students **in a positive manner**.
- DON'T post images or videos on social media without the permission of your group leader/or the principal

WHO TO SEE IF YOU HAVE A PROBLEM OR COMPLAINT

Always make sure you speak to us if you are not happy about something. If you have a problem or complaints speak to the following people:

- Academic Aidan Curley
- Social VACANT
- Accommodation & Welfare Samantha Howard

Under 18s Information and Rules

I confirm I have been given and understand the under 18 rules and that I wil comply with them.

Your name.....

Telephone

Guardian/Parents name.....

Telephone.....

