



Supervision Notes for Parents of Individual Students aged 16 and 17 Attending Adult Classes

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. CES follows these additional procedures to ensure the safety and security of 16 and 17 year olds studying on adult classes:

- We have a signing in/out sheet in reception. All 16 and 17 year old students must sign this sheet when they come to school.
- We have a special meeting just for 16 and 17 year olds once a week with our social programme staff. The purpose of this meeting is to have a chat, to ask if they are having any problems, to check how they are finding things so far, and to ask if they need any help or advice about anything. **STUDENTS AGED 16 OR 17 MUST ATTEND THIS MEETING.**
- We offer some activities every week just for students under the age of 18.
- There is special information in the induction for 16-17 year olds. We talk about 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, the Importance of queuing /saying please / thank you/ speaking quietly if in buses, the importance of speaking to us if they have a problem.
- We make our external tour company aware of any under 18s going on excursions with them.
- We ensure our staff are aware of who the under 18s are on any activities we organise.
- For those students studying in the mornings only, we offer a programme of afternoon activities Monday to Friday. Some of these activities are free and some have a small cost. Activities that involve a small payment are **NOT** included on course fees. We promote this programme and actively encourage all students under the age of 18 to attend. Please note, there may be occasions when students over the age of 18 may be taking part in some activities. If students do not attend this programme, we offer advice in the weekly meetings about how they can spend their spare time.
- We have a dedicated link on the CES website which covers how we care for this age group
- We have specific curfew times for students under the age of 18 which are clearly written in handbooks each student receives. **They are reproduced here and we would appreciate it if you could go through these rules with your son or daughter**

If you are aged 15 to 17 you must obtain your host family's permission if you wish to stay out later than 22.00 and you must be home by 22.30

If you are aged 12 to 14 you must not leave the area of your home in the evenings and you must be indoors by 21:00 hours. 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.

- 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
- All of our staff receive Child Protection training from our Designated Safeguarding Lead
- We try to place your son or daughter within walking distance of the school, however this is not always possible, especially during the summer months.
- Students have access to a 24 hour emergency phone number. This number is printed on individual student cards
- **Please note that the full CES Child Protection and Safeguarding Policy is available on our website: <http://www.ces-schools.com/Worthing/Policies-and-Procedures>**




The following appears in the Student Handbook

We have some special procedures for students aged 16 or 17 on adult courses. You:





- will have a special section giving you specific information relevant to your age group in your induction
- will have a special meeting once every week as part of the social programme just for students aged 16 and 17 years of age. You must go to this meeting.
- will have regular social activities as part of the social programme just for students aged 16 and 17 years of age (if possible)
- will have a special information sheet given to you in your induction

We put the following information into junior student handbooks. We ask you to read these handbooks with your son or daughter before they come to the UK and to make sure they understand this information.





HELPFUL ADVICE IN HOST FAMILIES

	<p style="text-align: center;"><u>GIVE YOU MOBILE NUMBER TO YOUR HOST FAMILY</u></p>
	<p>Always keep your CES student card with you.</p>
	<p>Ask about laundry/clothes washing arrangements</p>

	<p>In the UK we flush toilet paper down the lavatory and do not have separate bins. Sanitary towels should be disposed of separately</p>
	<p>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.</p>
	<p>Always switch off lights and heaters when you leave a room</p>
	<p>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.</p>
	<p>You should be home for all evening meals or let your family know well in advance if you will not be home for dinner. Tell your host if you would like special food</p>
	<p>You should ask your host if you want to use the kitchen or take food from the kitchen</p>
	<p>Keep your room tidy in your host family</p>
	<p>No take away food in bedrooms or in your host family's house without their permission</p>

	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 not buy cigarettes in the UK.

 <p>NO ALCOHOL</p>	<p>No alcohol is allowed anywhere or at any time. Illegal drug use will not be accepted</p>
	<p>Do not steal or shop lift</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 7875 617403) 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>REMEMBER, NO BULLYING!</p>

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.

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 Edinburgh (except with your group leader if you have one or with your host family)
- You must go home for your evening meal immediately after school or activities have finished
- You must spend Sundays with your group leader, host family or with friends in Edinburgh
- Your homestay host must know where you are at all times
- You must be contactable at all times you are not in school (i.e. during your free time) **AND YOUR PHONE MUST BE KEPT ON AND YOU MUST ANSWER IT IF WE OR YOUR HOST CALL YOU**
- You are not allowed to go to Glasgow, Newcastle or anywhere out of Edinburgh on your own at weekends or in the evening. In your free time you must stay in the Edinburgh area.
- You must follow your curfew times
- You must always be with your group, or with permission of your host family, with friends

Bullying and abusive behaviour

What is 'bullying'?

'Bullying' is when a person wants to hurt another person with bad words or bad actions. A person who does this is called a 'bully'

Students come to CES from all over the world and we want everyone to be happy. We will not accept bullying at all. If we think any person has bullied another person we may send the bully home immediately. Please look at the Disciplinary procedure above.

If you feel that another student (or member of staff) is bullying you, please:

- speak to the person doing the bullying to see if you can stop the bullying
- If the bullying does not stop then speak to your teacher
- Your teacher will know what to do to help you

If someone is giving you problems, please speak to us. We will send bullies home!



In addition to the above school rules, the following Code of Conduct is printed in all student handbooks. Please read through this Code of Conduct with your son/daughter before he or she comes to the UK.

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.

We ask you to agree to these things:

- Accept and respect different beliefs and cultures.
- Be honest, polite and respectful to other people (students, staff and hosts).
- Do not take part in inappropriate sexual behaviour
- Do not act in a racist way
- Do not show religious intolerance
- 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 by a member of CES staff. We cannot supervise every student 24 hours a day. That is why we require you to complete the consent letters (Consent to Travel and Medical Consent) 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 Edinburgh.