









Supervision Notes for Parents of Individual 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.
- 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
- We have appropriate numbers of staff trained in first aid
- 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 below. **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**
- 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
- As an individual student (ie not part of a group) specific activity staff will be assigned to take care of your son or daughter during school hours. During evenings and weekends the host family will act 'in loco parentis'. The host family receives guidance on caring for students under the age of 18 and the level of supervision required
- We offer 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 expected to go home immediately after class and host families know to expect them home between 5 and 5.30
- We have a special disco for young learners 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.
- For students not within walking distance of the school, we arrange buses to collect them from pick up points close to their houses in the morning and to take them back to the same points in the evening. We expect students to return to their host family directly after school in the afternoon. 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)**
 - ❖ **Out with friends with the knowledge of their host family and in strict accordance with our curfew 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
- 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.
- 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>**




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.

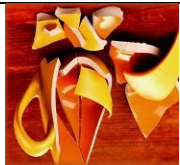



HELPFUL ADVICE IN HOST FAMILIES

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|  | <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> |

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|  | <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> |
|  | <p>Do not lose your key if you are given one - 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 go to bed or when you come in during the evening</p> |
|  | <p>If you would like to invite your friends over, please ask your host family first if this would be okay</p> |

SCHOOL RULES

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|  | <p>Never speak to strangers and never accept lifts from them or go anywhere with them. Go everywhere with a friend if you can.</p> |
|  | <p>Do not carry a lot of money or and do not show expensive items in public</p> |
|  | <p>No fighting or bullying anywhere or at any time</p> |
|  | <p>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> |
|  | <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> |

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|  | 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 |
|  | Go to every class on time |
|  | REMEMBER, NO BULLYING! |

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.