













## Supervision Notes for Parents of Group Students on Residential 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 appropriate numbers of staff living on site to ensure that students follow rules regarding lights out times.
- We separate accommodation for boys and girls and ensure that boys and girls do not enter each other's rooms
- We have strict curfew times and students we ensure that students follow these curfew times
- On occasions, we may need to enter your child's room for security purposes. However, we will always do this with another member of staff and wherever possible only female members of staff will enter a girl's room and a male member of staff will enter a boy's room.
- We offer compulsory afternoon activities 5 times a week (Monday to Friday) and students are supervised on site until 21.00 pm during weekdays. Strict registers are kept in the mornings and afternoons and any absences are followed up immediately.
- 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
- Students have access to a 24 hour emergency phone number. This number is printed on individual student cards
- Your son or daughter will also have access to their group leader's phone 24 hours a day
- CES staff will work closely together with group leaders to ensure the safety and security of your son or daughter
- **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>**

## HELPFUL ADVICE IN YOUR RESIDENCE



	<p><b><u>GIVE YOU MOBILE NUMBER TO YOUR GROUP LEADER</u></b></p>
	<p>Always keep your CES student card with you.</p>
	<p>We will tell you 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 tell your group leader or as soon as possible.</p>
	<p>Always switch off lights and heaters when you leave a room</p>
	<p>Keep showers short. Keep bathrooms and toilets clean</p>

	Keep your room tidy
	No take away food in your rooms
	Do not lose your key if you are given one - <b>IF YOU DO, YOU WILL HAVE TO PAY FOR ANY COSTS</b>
	Keep valuable items locked in your suitcase – <b>CES WILL NOT ACCEPT RESPONSIBILITY FOR LOST OR STOLEN ITEMS</b>
	Do not make a noise – especially after lights out
	Do not ask members of the opposite sex into your room

## 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

	<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 – <b>IF YOU DO, YOU WILL HAVE TO PAY FOR ANY COSTS</b></p>
	<p>Do not damage school or host family property - <b>IF YOU DO, YOU WILL HAVE TO PAY FOR ANY COSTS</b></p>
	<p>Make sure you have the school emergency number (00 44 7875 617403) and your group leader's number. <b>YOU MUST KEEP YOUR PHONE ON AND BE CONTACTABLE AT ALL TIMES WHEN YOU ARE NOT IN SCHOOL</b></p>

	<p>Go to every class on time</p>
	<p><b>REMEMBER, NO BULLYING!</b></p>

**What can I do in free time?**

- You will have free time in the evenings and on Sundays.
- You must not leave the Campus at any time except for when you are with your group leader or a member of staff
- 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 must follow your curfew / lights out times

**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!**

	<p><b>REMEMBER BULLYING IS NOT ALLOWED</b></p>
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**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 Leeds**