



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 enhance the safety and security of 16 and 17 year olds studying on adult classes:

- 1 We maintain a signing in/out sheet in reception. All 16 and 17 year old students must sign this sheet on entering and leaving the school premises.
- 2 We offer a special meeting just for 16 and 17 year olds once a week with our 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. We advertise this meeting on the social programme, social programme notice boards and by the sign in/sign out register. **IT IS COMPULSORY TO ATTEND THIS MEETING.**
- 3 We offer some activities every week specifically for students under the age of 18 and we encourage your son or daughter to take part in these activities.
- 4 We hold specific inductions for 16-17 year olds. This induction covers all the same topics as the regular induction but more time is spent on
 - 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
- 5 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.
- 6 For those students studying in the mornings only, we offer a full programme of supervised afternoon activities Monday to Friday. Some of these activities are free and some attract a small cost depending on the activity. 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. We offer activities specifically for students under the age of 18. This programme is advertised and offered but it is not compulsory. If students do not attend this programme, we offer advice in the weekly meetings as to how they might spend their spare time.
- 7 We have a dedicated link on the CES website which covers how we care for this age group
- 8 PLEASE NOTE. Lunches are NOT included in the course fees. We have a small café in the school, serving hot and cold snack lunches. Your son/daughter will require approximately £20 per week for lunches.

- 9 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.

School rules as written in the handbook your son or daughter will receive:

STUDENTS AGED 16 AND 17 YEARS OF AGE

Please note that we have some special services for students aged 16 or 17 years of age studying on adult programmes in the adult school. In particular:

- You will have a special section giving you specific information relevant to your age group in your induction
- You will have a special meeting once every 1 week as part of the social programme just for students aged 16 and 17 years of age. You must attend this meeting
- You will need to sign an attendance register on a daily basis which is kept in the Registrar's office. you will be shown this register on your first morning in school
- You must please observe the curfew times and be home for set meal times
- You are not allowed to go to Leeds, York or anywhere out of Harrogate on your own at weekends or in the evening, except with prior permission from the school. In your free time you must stay in Harrogate area.
- You must tell your host family what you are doing and where you are going in your free time.
- You must give your mobile phone to your host family and keep your phone switched on at all times and answer it if your family or the school calls you.

- 10 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

- 11 All of our staff receive Child Safeguarding training from our Designated Safeguarding Persons

- 12 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. So weekly bus passes may be purchased at a cost of £20.

- 13 Students have access to a 24 hour emergency phone number. This number is printed on individual student cards

- 14 **Please note that the full CES Child Protection and Safeguarding Policy is available on our website: <http://www.ces-schools.com/Harrogate/Policies-and-Procedures>**

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.

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.

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This is the Code of Conduct, which appears in junior student handbooks.

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 – **and we expect your help.**

We ask you to agree to these things:

- **All students must accept and respect different beliefs and cultures.**
- Be honest, polite and respectful to other people (students, staff and hosts).
- We will never accept abusive or violent behaviour, including sexual, racial, or religious. We will dismiss any student who does not follow this rule.
- 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 letter 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 Harrogate.