Supervision notes for parents of Individual students under 18 years old

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.

General Information applicable to all under-18-year–old students

1. 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
   - General Safe-guarding
   - Anti-bullying and Social Media Safe-guarding
   - PREVENT
   - 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

2. We have appropriate numbers of staff trained in first aid.

3. 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.

4. All of our staff receive Child Protection training from our Child Protection Officers.

5. In Leeds your son or daughter will not probably be accommodated within walking distance of the school. So weekly bus passes may be purchased from the school at a cost of £14.

6. Students have access to a 24 hour emergency phone number. 00 44 (0)753 8462164

7. Students aged 18+
   - Have a key to their host family house. No time restrictions (unless otherwise specified by group leader) and but the student is expected to observe the usual rules of courtesy and notify the hosts if he/she intends to be out very late and also to respect the fact that other members of the household might well be asleep when they return home.

Students aged 15 - 17

- Host families must know where students are at all times. Students 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 the student’s 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 students stay out with your group leader, attending the Junior disco for example, they 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 students 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 students stay out with your group leader, attending the Junior disco for example, they must be home by 22.00 at the latest.
The following school rules are written in the handbook your son or daughter will receive. You would help us greatly if you could explain these rules to your son or daughter.

### Helpful Advice when in a host family

<table>
<thead>
<tr>
<th><strong>GIVE YOUR MOBILE NUMBER TO YOUR HOST FAMILY</strong></th>
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<tbody>
<tr>
<td>Always keep your CES student card with you.</td>
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<tr>
<td><strong>Ask about laundry/clothes washing arrangements</strong></td>
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<td>In the UK we flush toilet paper down the lavatory and do not have separate bins. Sanitary towels should be disposed of separately.</td>
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<tr>
<td><strong>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.</strong></td>
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<tr>
<td><strong>Always switch off lights and heaters when you leave a room</strong></td>
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<tr>
<td>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.</td>
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<tr>
<td><strong>You should be home for all evening meals or let your family know well in advance if you will not be home for dinner. This means you must go home directly from school at 4.30 every day.</strong></td>
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<tr>
<td><strong>You should not use the kitchen without permission, nor help yourself to food and drink</strong></td>
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<tr>
<td><strong>Keep your room tidy in your host family</strong></td>
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<tr>
<td><strong>No take away food in bedrooms or in your host family’s house without their permission</strong></td>
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<tr>
<td><strong>Do not lose your key if you are given one - IF YOU DO, YOU WILL HAVE TO PAY FOR ANY COSTS</strong></td>
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<tr>
<td><strong>Keep valuable items locked in your suitcase – CES WILL NOT ACCEPT RESPONSIBILITY FOR LOST OR STOLEN ITEMS</strong></td>
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<tr>
<td><strong>Do not make a noise – especially after you go to bed or when you come in during the evening</strong></td>
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<tr>
<td><strong>If you would like to invite your friends over, please ask your host family first if this would be okay</strong></td>
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Summary of School Rules

9. 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. If you feel that somebody is bullying you, please do the following:

- If you think somebody is bullying you, tell your group leader, your teacher, the Director of Studies or the Centre Manager.

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 only smoke cigarettes brought from their home countries in smoking areas

No alcohol is allowed anywhere or at any time. Illegal drugs will not be accepted

Do not steal or shop lift

You must be home for all evening meals or let your family know well in advance if you will not be home for dinner. This means you must go home directly from school at 4.30 every day.

Do not play with fire alarms or fire extinguishers – IF YOU DO, YOU WILL HAVE TO PAY FOR ANY COSTS

Do not damage school or host family property - IF YOU DO, YOU WILL HAVE TO PAY FOR ANY COSTS

Make sure you have the school emergency number (00 44 (0)753 8462164) 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

BULLYING IS NOT ALLOWED
Remember, we are here to help and we want you to be happy with us. If something or someone is bothering you, please tell us!

10. 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 Leeds (except with your group leader if you have one or with your host family or with consent of your parents).
- You must go home immediately after school finishes using the buses provided.
- You must spend Sundays with your host family or with friends in Leeds and with the permission and knowledge of your host family. Your host family 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.
- You are not allowed to go to anywhere out of Leeds on your own at weekends or in the evening, except with prior permission from the school or your parents. In your free time you must stay in Leeds area.
- You must never be out alone.

Specific Information for under-18-year-old students who are individuals in the main school

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. Students and their host families are contacted immediately in the event that they do not attend a lesson or are repeatedly late for lessons.

2. Students read and sign that they agree to our under 18 rules and provide their and their parent/guardian’s contact details.

3. We offer a special meeting just for 16 and 17-year-olds once a week with our Welfare staff normally on a Tuesday lunchtime. 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. IT IS COMPULSORY TO ATTEND THIS MEETING.

4. 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.

5. For those students studying in the mornings only, we offer a full supervised social and cultural activity programme in the afternoons Monday to Friday. 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 one activity per week 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.

6. Students are not allowed to go to another city, London or anywhere outside of Leeds on your own at weekends or in the evening, except with prior permission from the school. In your free time you must stay in Leeds area.

7. When there are evening activities, students will normally return home on public transport. We always attempt to ‘buddy’ them up with other students in the area/home so that they are not going home alone.

8. 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:

- On an activity organised and supervised a school social activity leader
- Out with friends with the knowledge of their host family and in strict accordance with our curfew times

9. We try to place students in a group in the same geographical area so they can walk home together

Specific information for under-18-year-old students who are individuals at the Junior Summer School (July)

1. Each individual student will be given a wrist band to identify them as individual students and not students that are part of a group.
2. Student read and sign that they agree to our under 18 rules and provide their and their parent/guardian’s contact details.
3. Each individual student will be assigned to the supervision of one our social activity leaders. The social activity leader will check attendance with CES staff every morning (and afternoon if appropriate). Students and their host families are contacted immediately in the event that they do not attend a lesson or are repeatedly late for lessons.
4. We offer a special meeting just for individual under-18-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. **IT IS COMPULSORY TO ATTEND THIS MEETING.**
5. Individual students will be integrated into groups and they must fully participate in the social program.
6. We have a special disco for young learners, or an evening activity, that ends at 9pm one evening a week. Students will normally return home on public transport. We attempt to ‘buddy’ them up with other students in the area/home so that they are not going home alone.
7. 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
   - On an activity organised and supervised by their social activity leader
   - Out with friends with the knowledge of their host family and in strict accordance with our curfew times
8. We try to place students in a group in the same geographical area so they can walk home together

**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.

*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 Leeds.