



COLLEGE POLICIES & RULES FOR UNDER 16s

PLEASE NOTE THAT CARS DRIVE ON THE LEFT IN BRITAIN. PLEASE TAKE CARE WHEN CROSSING ROADS.

PLEASE ALSO NOTE THAT THE ROAD OUTSIDE THE COLLEGE IS DANGEROUS. PLEASE DO NOT ATTEMPT TO CROSS IT DIRECTLY OUTSIDE THE COLLEGE. TURN LEFT AFTER LEAVING THE COLLEGE GATE AND WALK TOWARDS PURLEY CENTRE WHERE THERE ARE PEDESTRIAN CROSSINGS AND AN UNDERPASS TO CROSS SAFELY TO TESCO.

INTRODUCTION

Purley Language College considers the welfare of its students to be of the highest importance. In particular we want to ensure that any students under the age of 16 are given special consideration to guarantee their safety and wellbeing. The following rules, which must be followed, are in place for all students under the age of 16 for this reason. All of these rules are in addition to any general College rules as outlined in the Student Handbook:

Failure to follow any of these rules may result in disciplinary action which may include exclusion from activities and/or exclusion from class. In the most serious or repeated cases your parents will be informed and you risk being sent home.

IN CLASS

1. Students must switch off mobile phones
2. Personal radios, CD players, i-pods, mp3 players etc. are not allowed in class.
3. You must not speak in your own language in class. English is the only language you should use.
4. No eating or drinking in class. This includes chewing gum. There are facilities for eating and drinking in the coffee room for break times and before and after lessons.
5. You must arrive on time for your lessons.
6. Make sure that you use the toilet before lessons or during the break to reduce the need to go during the lesson.
7. If you are given homework by your teacher then you must complete the homework on time. If you have difficulty completing homework then ask the teacher for clarification.

GENERAL RULES

8. The Parental Consent Form must be signed and dated by a parent or legal guardian prior to the student arriving at the College
9. Students must observe all College rules and guidelines
10. Students must not break any UK laws



11. Students must not leave the grounds of the College for any reason without permission unless accompanied by a teacher from the College or by the Homestay provider.
12. Students must keep valuables safe – these may be handed in at Reception for safe-keeping.
13. Smoking and drinking alcohol are strictly not allowed. This includes at the College, on any social programme activities or during free time with Homestay providers. Anyone breaking this rule will be disciplined and parents contacted.
14. Students must not possess or use illegal drugs
15. Students must attend all classes.
16. Where excursions and social activities are part of the course students must always attend.
17. The only exception for non-attendance at the College or on social activities is in cases of illness and any special circumstances. In case of absence the Homestay provider must confirm in writing the reason for the absence.
18. As soon as you know you are unable to attend due to illness or other reasons then you must inform the College immediately.
19. Students must not behave in a disruptive manner either inside or outside College.
20. Running and fighting including play fighting are not allowed in the College or during social activities.
21. Do not drop litter both whilst inside and outside the College.
22. If you have any special learning needs you must advise the College so we can assist you.
23. If you have any special medical condition or are required to take any medication please inform the College and your Homestay provider. Always ensure you have any medication with you if it is needed, especially if going on excursions.
24. In hot weather always ensure you drink plenty of water, especially if on an excursion.
25. In wet weather always ensure you have waterproof clothing and an umbrella, especially on excursions. Be careful not to slip over.
26. In cold weather always ensure you wear enough warm clothing, especially on excursions. If there is snow or ice always ensure that you are wearing suitable footwear especially on excursions. Be careful not to slip over.
27. At the College students may use the garden when the weather is nice but must not leave the grounds of the College without supervision.

HOMESTAY

Please read the 'Guidelines for Staying with Homestay Providers' and ensure that you follow all these rules. Additionally you must:

- always abide by the house rules of your Homestay provider.
- be polite and respectful towards the Homestay provider at all times.
- be careful not to take too long in the bathroom and always leave it tidy. Ensure there isn't any water on the floor and that towels are left in a suitable place to dry.
- keep your bedroom clean and tidy



- not make loud noise especially late at night. After 10pm is considered the time to be quiet in English households.
- get up early enough for you to shower and eat breakfast. You must not wait for the Homestay provider to wake you.
- never leave the house alone. You should always be accompanied by your Homestay provider when leaving the house.
- always ask permission before using the house computer and accessing the internet if this is available at the Homestay.
- never use the internet to view any adult content.
- be careful if using chat rooms and revealing personal details online
- only use the house telephone if you have a card for international calls. These cards can be purchased from the College. You must never use the house phone to make a call unless the Homestay provider gives you permission.

Remember your Homestay provider is there to help you experience English home life. Try to be sociable, practise speaking English and if you have any questions or worries then feel free to tell them. If you have any problems which your Homestay provider can't help you with then please speak to the Accommodation & Welfare Officer at the College.

SOCIAL ACTIVITIES

1. Before you leave the College for an excursion the group leader will give you instructions about the rules you must follow. You must pay attention and follow all the rules.
2. You must not leave the group or the group leaders when on a social activity
3. You must always stay with the group leader on a social activity or excursion.
4. Inform the group leader if you have any worries or concerns.
5. Be careful near roads – keep back from the edge of the footpath. When crossing wait for your group leader and only cross when instructed.
DON'T FORGET – CARS DRIVE ON THE LEFT.
6. On trains take care to mind the gap between train and platform when getting on and off the train. Keep a safe distance from the edge of the platform when waiting for the train and stay behind the yellow line until the train has stopped.
7. When travelling on escalators stand to the right and hold on to the hand rail.
8. On all public transport take a seat immediately. If it is not possible to sit down, hold the rail until the train stops.
9. Do not enter or leave public transport until the group leader gives instructions to do so.
10. In cars, coaches and mini buses put on your seat belt immediately and do not remove it until the journey is complete. Do not put fingers out of the windows or lean out.
11. Do not use mobile phones, personal music devices or any other devices whilst travelling to and from social activity locations within London. The only exception is whilst on longer journeys outside of London.
12. Do not carry a lot of money or valuables on excursions and activities.
13. Do not eat whilst travelling to and from social activity locations within London.



14. You must always behave politely and respectfully when you come into contact with members of the general public.
15. Social activities are categorised as high, medium or low risk by the College. For any activities classified as high risk such as contact sports students must have medical insurance in case of injury otherwise they will not be permitted to take part.
16. No heavy meals should be eaten prior to any vigorous sporting activities.
17. Chewing gum is forbidden whilst playing sports.
18. Students should not carry large amounts of money on social activities – only carry the amount you will need for the day – ask at the Reception if you are unsure how much to take.
19. Valuables must be kept secure and ideally in front, not for example on display in an open backpack.

COLLEGE POLICIES FOR UNDER 16s

The following are the College's policies which relate to under 16s. They are in addition to any general College policies.

At College

- all staff are responsible for ensuring that students are aware of the Rules for Under 16s and that they abide by them.
- students and Homestay providers will be in possession of a 24-hour contact number for the College and students will also have the number of their Homestay provider.
- students will never study in the same group as adults and will have classes using material and resources suitable to their age groups
- the maximum number of students in one class will be 15
- students will have different break times to students over 16 years of age
- students will be allowed in the College garden but must not go out on to the street
- Anyone under the age of 13 must not use the front garden, only the rear garden and under supervision.

Homestay Policies

- students under 16 will be placed with Homestay providers where every adult in the household has been checked by the Criminal Records Bureau (CRB) to ensure they have no convictions and our Under 16s Declaration has been signed to confirm they are not unfit to be in contact with children.
- parental consent will be obtained before students are placed with any Homestay provider
- Homestay providers will be made aware of these rules (students will have agreed to these terms and conditions before enrolling on their course).
- Homestay providers will be responsible for providing breakfast, lunch and evening meal every day including weekends.
- If under 16s are not staying with a Homestay provided by the College then confirmation of alternative arrangements and address must be provided in writing by the parents/guardian.



Please also see Guidelines for Staying with Homestay Providers.



Social Programme Policies

- Each social programme activity shall be risk assessed beforehand. This involves anticipating any risks and taking appropriate measures to reduce or eliminate the risk.
- The activity group leader should ensure that all the relevant information from the risk assessments and guidelines is communicated to the students prior to departure.
- Any students under 16 should be supervised at all times on social activities. The supervision ratios depend on the type of activity and the age of the students. The following are guideline supervision ratios depending on the risk level of the activity:

Risk Level	Age of Students	Suggested Supervision Ratio (Group Leaders:Students)	Minimum Number of Group Leaders
Low	13-15	1:10	2
	08-12	1:8	2
Medium	13-15	1:8	2
	08-12	1:6	2
High	13-15	1:6	2
	08-12	1:4	3

- Any under 16s whose course includes social activities are expected to attend. If an under 16 student fails to attend action should be taken immediately to find out their whereabouts and/or make alternative arrangements for their supervision and safety either in the college or with their host family.
- If any students under 16 come with a group e.g. from another institution or an agency, the group leaders and other staff members must only be responsible for supervising students who are part of their group. They should never be asked to supervise other students from Purley Language College.

If social activities are included in a course then suitable substitute activities must be offered if a particular activity has to be cancelled, e.g. due to bad weather.

AT COLLEGE

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- students will never study in the same group as adults and will have classes using material and resources suitable to their age groups
- the maximum number of students in one class will be 15
- students will have different break times to students over 16 years of age
- students will be allowed in the College garden but must not go out on to the street
- Anyone under the age of 13 must not use the front garden, only the rear garden, and only under supervision.