



**Leeds English
Language School**
Effective Learning

Under 18s Handbook for parents/guardians

We would like to thank you for sending your daughter or son to study with us at the Leeds English Language School. This information is a guide for you as a parent or guardian.

Leeds English Language School welcomes students aged 17+ throughout the year. Although the majority of our students are 18+ we can offer courses to 17-year-olds, who will be monitored and supported by our welfare staff during their studies

Our staff will support your son or daughter throughout their stay and have policies that will keep them safe and well. We are a small independent school which allows us to get to know all our students and our staff are very experienced and we take the welfare and well-being of all our students very seriously. All students under the age of 18 are assigned a welfare support person when they arrive.



Before arrival

When we have confirmation of the arrival of your son or daughter we will send you information about the school, and ask you to complete a parental consent form. This form will ask about travel arrangements, accommodation, medical information and other information. We also require emergency contact and or next of kin details so we can contact you in case of emergency.

Data protection

All information will be kept secure and only people who are directly involved in the care of your son or daughter will have access to information. This may include healthcare and medical professionals.

Travel

If the student is travelling unaccompanied we will need your consent but transport can be arranged to and from the airport if required. The student will be expected to travel from their accommodation to and from school every day

First day at school

On arrival we will ask for a copy of the passport ID and a registration form will need to be completed. We will give new students a tour of the school and introduce them to the staff who will be responsible for the care and support of your son or daughter in school.

We ask that all under 18s arrive at 8.30 on their first day to allow for registration. There is also a tour of Leeds organised every Monday for new students which will show important landmarks in Leeds, (train station, bus station, banks, shopping centres and other points of interest).

We will assist with any letters that are needed (bank letters, council tax etc. and help to arrange bus tickets, an International student card, registering with a Doctor and arranging police registration if required.

Time at the school

Students under the age of 18 will be expected to study with adults and will not be supervised at lunch time or break times. We will expect all students to have regular meetings with our welfare staff and require them to come into school at 8.45 every morning. If the student is not in by 9.00am we will call their phone and if we do not get a response, we will call the emergency contact. It is important that we are informed before 9.00am if the student is

going to be absent by calling the school on 0113 2883047 or the emergency number on 07775 905457.

Students under 18 have access to the emergency phone 24 hours a day.

We take attendance very seriously and will expect your son or daughter to be in school regularly and on time.

All students are expected to attend at least 85% of their course and if the student is sponsored we are obliged to report their attendance to the Embassy regularly. We will also contact you as the parent or guardian if attendance is low.

Our staff

All staff working in school have a DBS check and safeguarding training. The welfare staff have advanced safeguarding training. We have a safe recruitment policy when employing staff to make sure all our students are in a safe environment.

Safeguarding officer - Carol Hey - carol.manager@leedsenglish.com

Deputy Safeguarding Officer - Ruth James - ruth.admin@leedsenglish.com

Health, safety and well-being

It is important that students stay healthy and enjoy their time in Leeds and in the school. We are a caring and experienced staff who are here to support and help your son and daughter, and it is important that they speak to us if they are feeling unwell, unhappy or having problems so that we can assist them. Please make sure that you inform us if your contact details change so we can contact you if required. We take the welfare and safety of our students seriously and will keep them informed about safety in school and out of school. They will also be given information on the laws in the UK.

Valuables

Students do not need to carry their passports and we suggest that they do not carry large amounts of cash or valuables

Social programme

We have a varied social and activities programme, and your son and daughter will be able to attend most of these events for which we will ask your permission. There may be times when an activity is not suitable but these will be made known to students.

Accommodation

Students under 18, studying at the school will be expected to stay with a member of their family or a guardian over the age of 18 in a private residence.

Alternatively they can book homestay and will need to adhere to the rules set out by the school for staying with a homestay provider. Under 18s will not be able to stay in student residence accommodation or live unaccompanied.

Medical information

We need to be provided with any information relating to your daughter or son's health. This should be any physical or mental health that could affect their studies. We also ask that you let us know of any special needs or learning difficulties.

Social media

We often take photos of our students and use them on facebook and other social media platforms to promote our school in a positive way. You will be asked on the parental consent form if you are in agreement or prefer for your child not to be on school photographs . One photo will be taken on the student's first day for our records. This is for our records and will not be shared outside the school.

Respect and tolerance

All staff and students should show respect and understanding of each other and report any behaviour that is upsetting to them. Also if they witness any worrying behaviour from anyone else at school it is important to inform the safeguarding officers. All information will be handled with sensitivity and professionalism.

Useful numbers

School - 0113 2883047

School out of hours for emergencies - 07775 905457

Police, Fire, Ambulance - 999

Useful websites

Extra advice for international students online:

UKCISA

<http://ukcisa.org.uk>

British Council

<https://study-uk.britishcouncil.org>

English UK

<http://www.englishuk.com>

NHS Student Health

<https://www.nhs.uk/live-well/healthy-body/getting-medical-care-as-a-student/>