

Under 18 Guidance Documents

Information, Advice and Emergency Details for Students Under 18 St Giles International Cambridge

Before you arrive in England

A meeting will be set up online, for you to meet someone from the school, ask any questions, and for your level to be checked. This is so that you can go straight into your classes on your first day to meet the other students, and so that you feel confident in travelling and joining us at St Giles Cambridge.

Arrival in England

We hope you have a good journey to the UK!

Unless you are coming to England with a parent/guardian, we have to ensure students under 18 are safe, and remain safe while in Cambridge. We recommend your booking includes a taxi transfer from the airport and our under-18 students must stay in homestay accommodation with half-board food provision, unless staying with family. You also need to carry a copy of the Parental Travel Consent Form (page 7)– you may need to show this at Customs.

Your taxi will be waiting for you at the airport and will take you to your homestay. Please make sure to contact your host and let them know when you will arrive. Once here, you should give the school and your host family your mobile telephone number, and you should ask your host family for their mobile number so that everyone can stay in contact during your stay.

Arrival at the school

Your host can give you information about coming to school on the first day and we will check you know how to return. Most students walk to and from the school, cycle or take the bus.

On your first day at school, please arrive at 8:45. Please visit the office first. Please bring your passport/ID card as we will need to take a copy. We will also check your contact details and give you a student card. You will need a passport-sized photo for your student card.

Your level of English will have been checked in your pre-arrival meeting and so you can go straight to class at 9am.

You should always carry your St Giles student card with you and wear it with your lanyard around the school. The card has your host family's telephone number and the school's emergency telephone number. It also gives you discounts at certain shops – please see our Student Guide for information.

Each day, you can stay at the school, whether to study, play ping-pong with friends or to take part in our social activities until 5pm.

Travelling around Cambridge

Most students hire a bicycle or buy a Megabus ticket so that travel around Cambridge is easy. Cambridge is very flat so it is easy to cycle, but there is a lot of traffic in the city centre, so please cycle safely and only do so if you are confident riding a bike. You can also hire a helmet and bike lock when hiring your bike. There are plenty of busses around the city too. Cambridge is usually a safe place, but please be careful at night. For example, do not go to the river or parks when it is dark or to places where there are no other people.

Please remember:

- You must be back at your homestay for dinner every evening. If you are going to be late for dinner, tell your host family.
- If you go out in the evening or at weekends, tell your host family where you are going, and with whom.
- 16 and 17 year-olds must be back at their host family by 23.00 (Sunday – Thursday) and 00:00 (Friday and Saturday).
- 16 and 17 year-olds should not stay overnight away from their homestay without written permission from their parents with where they are going and who they are travelling with. This can be sent to the school email address studentservices.cambridge@stgiles.co.uk

If you are returning home from a school social activity in the evening, it is best to take a taxi home. Our school staff can telephone for a taxi for you. **Do not** walk home alone at night.

Any problems?

If you have a problem, big or small, at school, with your accommodation, around Cambridge or with any person, please tell someone at the school. You can speak to:

- Staff in the office
- Your teacher
- The Director of Studies
- The Principal

You can also ask your family, host family, friends or agent to speak to us. The important thing is to talk to us.

If you are not at the school and you have a serious problem or emergency, please call the school on **01223 358089**. If the school is closed, please call the school emergency number. This number is **07943 631947**. Please save these numbers into your mobile. If you need to contact the police, or get an ambulance, or call the fire service, call the UK emergency number: **999**

Useful telephone numbers

- School: 01223 358089
- School Emergency: 07943 631947 (24-hour service)
- Police/Ambulance/Fire: 999
- Health issues: 111
- Childline: 0800 1111

A few things to remember about living in the UK:

- You cannot enter a pub
- You cannot buy or drink alcohol if you are under 18 years
- You cannot buy tobacco/cigarettes if you are under 18
- Under 18s are only able to smoke if they have written parental permission.
- If someone offers you drugs, always say NO!
- Be very careful with your personal possessions and do not carry too much money with you.
- If your behaviour causes concern to the school or to your host family, St Giles reserves the right to inform your parents or your agent where appropriate.

We hope you enjoy your time here! If you have any questions, please let us know on studentservices.cambridge@stgiles.co.uk

Notes for Parents and Guardians of students under 18 St Giles Year-round Schools

St Giles year-round centres are aimed at students over 18 years old. Whilst we welcome students from 14 upwards, we do not provide 24-hour supervision. It is therefore very important that parents and guardians consider whether students under 18 are mature enough to act responsibly during their stay.

As your son/daughter is legally considered a child in the UK, we must have certain permissions from you to enable them to study. Please read the information below carefully and indicate your permission on the forms which follow.

Information about travel

- All students under the age of 16 entering the UK, Canada, or USA, **MUST** have a return airport taxi transfer, unless they are travelling with a named relative. We strongly advise students aged 17 and 18 to do the same, to avoid any problems upon arrival.
- All students under 18 must bring a completed Parental Travel Consent Form with them (page 7), which must be completed and signed before the student's arrival at any UK Port or Airport. The student must carry this Consent Form for production on request at immigration.
- Many airlines require children under the age of 16 to be escorted to the check-in desk at the airport on their return home and you may wish to have this for your child. This could also be the case for under-18s. Please check if this is a requirement of your child's airline. We can arrange an assisted check-in – **there is an extra charge for this service**. Please contact the school office for further information.
- Once your child has arrived in Cambridge, they should not leave the city without written permission from you about where they will travel and with whom. This can be sent to studentservices.cambridge@stgiles.co.uk
- Your child will travel between the school and the host family unsupervised.

Information about accommodation

- All students under 18 years must stay in homestay accommodation (unless staying with family). In the homestay, the main carer will have had an enhanced DBS (Disclosure & Barring Service) check and other adult members of the household will have signed a Children's Act declaration.

- The schools have designated times for students under 18 years old to return to their homestay in the evening. 16 and 17 year-olds must be back at their host family by 23.00 (Sunday – Thursday) and 00:00 (Friday and Saturday).

Information about the school

- Students must understand and adhere to our Discipline Policy while studying with us.
- Students under the age of 18 may be classed with our adult student or may study in Junior classes, depending on preference and the advice of our academic team.
- Your child will not be supervised during their free time, e.g. between the end of their lessons at the school and returning to their homestay.
- The school's social programme is not compulsory. The programme itself is not specifically designed for this age group year-round. Certain activities are not suitable for students under 18, such as our pub nights. You can see examples of the social programme on our web site or please ask the school for a copy.
- Social activities are clearly indicated as to supervision by school staff. We also partner with other organisations in order to include a varied programme.
- Students attending evening social events are expected to arrange their own travel home. We strongly advise all students under 18 to return to their host family with a friend, or preferably by taxi, particularly when it is dark.
- You should ensure that your child has sufficient money to pay for lunches at the school, and for transportation in and around the city. For guidance, you can view our Student Budget guides on our website.
- St Giles endeavours to liaise with parents, guardians and registered agents whenever there are concerns about a student under 18.

Parental Travel Consent Form

For all students under 18 years old
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Name of student:	Date of birth
Dates of programme	
From:	To:
Travelling from:	Travelling to (UK port of entry):
College name: St Giles Cambridge	Sponsor Licence Number: HP2K9Y4R7
College address: 52 Bateman Street, Cambridge CB2 1LR	
Telephone number	0044 (0) 1223 358089 in office hours
24-hour contact telephone number	0044 (0) 7943 631947 when office is closed

To whom it may concern:

As the parent and/or legal guardian of the above student, I hereby give written consent for the care arrangements for my child's travel to the above destination and his/her reception and care while in the United Kingdom, and confirm that my child has my consent to live and travel independently.

For children aged 16 or 17, please tick V Box A or Box B

- A My child will be met at the above destination by a representative of the St Giles Airport Transfer Service (documentary evidence attached)
- B My child will travel independently from the airport to Cambridge.

St Giles International (UK) will make arrangements for my child's care while in the UK. St Giles International is fully compliant with relevant United Kingdom legislation and regulations, including those of the Department of Health.

Name of Parent/Guardian:

Address of Parent/Guardian:

Telephone:

Date:

Signature of Parent/Guardian:

Parental Contact Form

For all students under 18 years old

Student details	
Last name of student	
First name of student	
Date of birth	
Course dates (start/end date)	
Mobile/cell phone number of student during stay	
E-mail address of student	

Contact details of parents or legal guardian	
Last name	
First name	
Relationship to student	
Address	
Telephone number	
Mobile/cell phone number	
E-mail	
Level of English	

If the parents/guardian cannot be reached, the following person should be contacted	
Last name	
First name	
Relationship to student	
Telephone number	
Mobile/cell phone number	
E-mail	
Level of English	

Parental Consent Form**For all students under 18 years old**

Please read the following information carefully and tick ✓ ALL the relevant boxes:

We, the parents/legal guardians, consent that our son/daughter can take part in a language course at St Giles International Cambridge. We confirm that our child has enough sense of maturity and responsibility to participate in a course and school environment that will include students aged 18 and over.

We understand and confirm regarding travel: We have booked a taxi transfer for our son/daughter

OR

 Our son/daughter is travelling independently

Our child will carry a completed Parental Travel Consent Form with them (page 7)

 Our son/daughter understands that they should not stay outside the city without written permission from you about where they will travel and with whom. Our child can travel between the school and the host family unsupervised.**We understand and confirm regarding accommodation:** Our son/daughter will stay in homestay accommodation

OR

 Our son/daughter is staying with a named adult friend/relative:

Address of the private accommodation:

.....
.....

Post code:

Name of responsible adult(s) the student will be staying with:

Relation of responsible adult(s) to student:

Email of responsible adult(s):

Telephone number of responsible adult(s):

Please be aware that we will need to see this person's passport.

Our child may be housed with students aged 16 or 17 years old.

Our child will follow the host family rules and requirements. This will involve, amongst other things, use of the home telephone, TV, and computer, having visitors, meal times, noise, use of the bathroom, cleanliness and tidiness, safety and security of the property.

Our child will be responsible for any damage they may cause in the host family accommodation.

Our son/daughter will be home by 23.00 pm at night, Sunday to Thursday inclusive, and by 00.00 on Friday and Saturday. They can be unsupervised between school and this time.

OR

We would like our son/daughter to have an earlier curfew:

Time to be home (Sunday to Thursday):

Time to be home (Friday and Saturday):

We understand and confirm regarding the school:

Our son/daughter understands and will adhere to the Discipline Policy while studying with at the school.

We understand that the school reserves the right to terminate the course of any student who seriously or
 persistently misconducts himself/herself at the school or in the homestay during his/her stay. Details of possible cases can be found in our Discipline Policy. In such cases, there will be no refund of fees, and we will be responsible for our child's return or onward journey and the associated costs.

Our child must attend all classes and be on time for each class. The school has a strict attendance policy. Students can be absent only when they are unwell and the school must be informed of this as soon as possible on the day of the illness.

I consent for my son/daughter to study in a class with students aged 18 and over, should this be considered necessary or beneficial by the school.

Our son/daughter will not be supervised during their free time, e.g. between the end of their lessons at the school and returning to their homestay.

Our son/daughter will take part in the school's social programme. I hereby consent to him/her taking part in:

- activities in Cambridge organized and attended by St Giles staff
- activities in Cambridge organized and attended by our partners
- activities outside of Cambridge organized and attended by St Giles staff

Our son/daughter will arrange their own travel home after evening activities.

Our son/daughter will have sufficient money to pay for lunches at the school, for transportation in and around the city and for extra activities they may wish to take part in.

Parental Medical Consent Form

For all students under 18 years old

- We, the parents/guardian, agree that in the case of illness our child should be attended by a doctor or hospitalised or operated on in an emergency, and may be given medication according to a qualified doctor's advice in an emergency.
- We, the parents/guardian, agree to inform the school of any change in our child's medical condition before his/her arrival at the school.
- Our son/daughter can be given over-the-counter medicine (e.g. paracetamol, cough medicine)

Please provide the following information:

Any condition or illness that requires medical treatment	
Any allergies	
Any current medication	
Any further medical information	

Please note, it can take 48-hours between registering with a doctor and being able to make an appointment. We therefore recommend that students register when they arrive if they will be in Cambridge for a significant time or are likely to need medical attention.

- I would like my son/daughter to register with a doctor when they arrive
OR
 I don't believe it will be necessary for my son/daughter to see a doctor in the UK

Parental Publicity Consent Form

For all students under 18 years old

St Giles or its representatives may take photographs and videos of classes or other school activities during your child's time with us, which may be used for promotional purposes, including posting on St Giles social media pages, or for pedagogical purposes.

I consent to my son/daughter to be included in photographs and videos

OR

I do not wish for my son/daughter to be included in photographs and videos

St Giles International Discipline Policy

For all students

We want our students to enjoy their stay in Cambridge, both at the school and outside the school. We have a duty of care to look after you and to ensure you are safe during your time with us. To help with this, we have certain rules and advice, which we ask you to follow.

Remember – if you have any problems, large or small, either at school or with your accommodation, please speak to us. You can also ask your parents or guardian to speak to us. The important thing is to talk to us. We are here to help.

SCHOOL RULES

Lesson times

We expect all students to arrive on time for class so that lessons can start as planned. If you are late for any reason, you may quietly enter class up to ten minutes after the official start time. If you are more than ten minutes late, you should wait until the start of the next lesson to avoid disrupting the class.

Use of mobile phones or tablets in class

Please show respect to the other students and the teacher and do not use your mobile phone or tablets for personal messaging, telephoning, surfing the internet or anything not related to the lesson, in the classroom.

Food and drink

To keep the classrooms free of food smells and clean we ask you to bring bottled water only with you into your classroom. No other types of drink or food are allowed.

Smoking

It is illegal to buy cigarettes/tobacco if you are under 18. Under-16s are not allowed to smoke either at the school or outside the school. Any under-16 smoking at the school will have

their tobacco products confiscated. Under-18s must also not smoke without express written permission from their parents.

Attendance

You are expected to attend all of your classes, every day. If you cannot attend classes due to sickness or another very good reason, you should tell the school office by telephone or email. If you know in advance that you cannot attend school you must tell your first teacher, but you must have a good reason.

Homework

If your teacher gives you homework, you are expected to do it. It is not fair to the other students and disrespectful to the teachers if you do not complete the work properly. If you need help with your homework and/or feel it is too difficult for you, please speak to your teacher.

St Giles ID cards

All students should carry their St Giles ID card when you enter the school and be ready to show it to a member of staff.

Accommodation

All under-16s are placed in homestay accommodation, unless staying with family. You must be polite and show respect and consideration to homestay hosts or members of staff, their visitors or guests and their family, and to other students staying in the same home or residence. For under-16 students staying more than 3 weeks, council representatives will meet with students regularly. This can arrange in the school or at the homestay accommodation.

Fire Evacuation

If the fire alarm goes off, you must leave the building immediately and you must follow all instructions given by members of staff and fire marshals. You must not attempt to re-enter the building during the evacuation.

EXAMPLES OF MISCONDUCT

St Giles has the right to take disciplinary action against any students who do not follow the rules above or is shown to behave in a way as described below.

- i. Violent, rude, disorderly, threatening or hurtful behaviour or language used within the school building, or in accommodation arranged by St Giles, or when taking part in an activity organised by the school, or towards any member of staff or fellow student;
- ii. Fraud, theft, or dishonesty in relation to St Giles, its staff or students, or towards members of homestays providing accommodation arranged by St Giles;
- iii. Racial, sexual or other kinds of harassment of any student or member of staff, or towards those providing accommodation arranged by St Giles;
- iv. Damage to St Giles property, or the property of other students or staff, or to accommodation arranged by St Giles, which is caused intentionally or through lack of care.
- v. Misuse of PCs and the use of social media to harass, offend, bully or abuse other students, members of staff, or accommodation providers of St Giles;
- vi. Behaviour which damages or could harm the reputation of St Giles;
- vii. Being too noisy, or other anti-social or indecent behaviour in the school or in accommodation organised by St Giles;
- viii. The possession, use and distribution of banned items, drugs and weapons in or outside the school building or in any accommodation organised by St Giles;
- ix. The support of extremist or terrorist organisations and actions or speech that might lead to the exploitation or radicalization of other individuals;
- x. Being drunk, under the influence of illegal drugs or disruptive behaviour whilst in class, at the school or in accommodation organised by St Giles;
- xi. Failure to observe national or regional laws or regulations and/or behaviour which may put at risk the health and safety of the student, other students or staff, homestay hosts, residential staff and/or other parties in the local community.
- xii. Disobeying school or Government guidelines, policies or regulations with regard to COVID-19 or other health and safety measures, taken to minimise the health risk to themselves or other students, staff, homestay hosts or visitors.

DISCIPLINARY PROCEDURE

Students who behave do not follow the above rules may face the following stages of disciplinary action but St Giles has the right to move to a higher or final stage depending on the seriousness of the event or situation:

- i. You may be given a first warning. This warning will last for up to 24 weeks;
- ii. You may be given a second warning and again this warning will last for a further 24 weeks. More serious action will be taken if you commit another act of misconduct during both time periods;
- iii. If a very serious complaint is received by the school, you may be suspended from attending the school or any activities organised by the school until the complaint has been investigated;
- iv. If evidence is found of serious and/or persistent misconduct you may be asked to leave the school or any accommodation arranged by St Giles permanently and you will not receive any refund for the unused part of the course; plus you may be charged one weeks' notice for any accommodation arranged by St Giles International.
- v. For under 18 students: we may inform your parents and/or your agent if you have misconducted yourself.

APPEAL PROCEDURE

If we take disciplinary action to suspend you from school activities, or permanently expel you, you have the right to fair treatment and can ask the Principal to reconsider this action. You have the right to meet with the Principal along with another student to explain your behaviour or to give your opinion on the decision. The Principal has a duty to investigate and check any facts on which you disagree. The school follows a complaints procedure which is explained separately, and you can use it if you feel that the school's disciplinary action has been unfair or unreasonable.

Student Agreement to St Giles International Cambridge Under-18 Disciplinary Policy

For the student

Student Name:

Date of Birth: / /

As a student with St Giles International Cambridge, we require you to agree to our Disciplinary Policy, and accept our rules and the local laws that may restrict your activities while studying with St Giles International Cambridge. Please complete this form and sign it, then return it to St Giles International Cambridge.

Iagree to follow the **rules** of St Giles International Cambridge listed above.

By signing this agreement, I recognise that breaking any of the above stated rules can result in the disciplinary action listed in this policy and may result in my immediate expulsion from the course.

Student's Signature:

Date:

For the parent/guardian

I, the parent/guardian of the above student, agree with the St Giles International Cambridge Disciplinary Policy and also agree to respect the rules of St Giles International Cambridge.

Name of parent/guardian

Parent's Signature:

Date: