



## *Parent's Handbook (11-17 Year Olds)*

**PORTSMOUTH  
ENGLISH  
LANGUAGE  
SCHOOL**



*WELCOME TO  
PORTSMOUTH ENGLISH LANGUAGE  
SCHOOL*

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*Dear Parents,*

*Thank you for choosing Portsmouth English Language School! Your child will experience a great balance of study and social activities on our Junior Programme, and will have the opportunity to experience English culture with their host families during the evenings and at weekends. Our full programme will help your child develop their English, make friends, and have fun!*

*This handbook should give you all the information that you need but, if you have any questions, please email us or call us!*

## **Before your child leaves home please ensure that they have:**

- A valid passport.
- Entry Clearance if outside the EU (their visa).
- Their offer letter from Portsmouth English Language School
- Any required health or vaccination certificates, such as tuberculosis.
- Travel insurance.
- Medical insurance (This is very important- you may be charged for medical treatment in the UK)

## **And please ensure that you have:**

- Signed the consent forms (at the end of this handbook), and explained them to your child.
- Made your child aware of our policies and procedures: Attendance and Punctuality, Behaviour, and Homestay Rules. (At the end of this handbook)
- Informed the School of the flight details (at least two weeks before arrival) so that a taxi can be arranged, and to ensure that your child's accommodation is ready.

## **Your child's first day at school**

- Your child must arrive at school no later than 9 am
- They will be given a short test so that we know their level and can place them into the correct class.
- Any paperwork will be processed so that we can enrol them.
- They will be taken to class depending on their age and their level.
- Classes finish at 12.15 pm (with a 15 minute break).
- They will be taken to a supervised area, where they can eat the lunch that has been provided by the host family, and socialise with other junior learners.
- Afternoon activities start around 1.15 pm and finish around 4.00 pm. Your child may then be collected by the host family (dependent on their age and the information provided by you on the consent forms) and taken home.

## **Junior Classes**

Your child will develop all four skills, extend their grammar, widen their vocabulary and improve their pronunciation. The classes are interactive and lively, with themed weeks and project based self-discovery tasks. Your child will gain confidence in their language learning and also have fun! All of our teachers are well qualified, experienced and have undergone security checks.

## **Afternoon activities**

The activities vary according to availability and, of course, the weather! Your child will experience a different activity every day and this will range from indoor activities (such as the cinema, aquarium or bowling), sports activities (football, basketball, beach volleyball, mini golf), or cultural activities (such as museum visits and trips to one of the castles or the historic ships). This is a great way to make new friends and practise the language. The children will be well supervised by security-checked staff.

## **Weekend excursions**

Every Saturday, your child will get to experience another city, such as London or Brighton, or have a fantastic experience, such as theme park visits or adventure activities.

## **Host families**

Your child will be cared for by a typical British family and get to really experience British life! The host family will provide breakfast, a packed lunch, and an evening meal. They will do your child's laundry, and bed linen and towels will be changed weekly. Your child's room will be a comfortable place to sleep, store belongings, and study. *Please check that your child has read the Homestay Rules at the end of the handbook before they travel.*

## **Absence and behaviour**

We are very strict on absence and punctuality and we do not tolerate bad behaviour. *Please check that your child has read the policies on Attendance and Punctuality and Behaviour at the end of this handbook before they travel. Please also check that they understand the e-safety rules.*

## **General:**

- We are famous for our bad weather! It is usually warm in the summer but your child should bring warm clothes and a waterproof coat in case it is cold and rainy.
- If your child wants to bring electrical equipment from your own country (mobile phones, mp3 players, laptops etc...), please make sure that it can be used with 240 volts or that it can be converted. Most buildings have sockets which take a 13 Amp, 3 square pin fused plug. You may need to buy an adaptor.
- Your child will need British currency (Pound Sterling) when they arrive in the UK. *They should never carry too much cash.* If your child has a bank card, make sure that they can use it in the UK
- Please make sure that your child knows that it is illegal to smoke or drink alcohol if they are under 18. It is illegal to buy, sell or use drugs. If your child smokes, drinks or uses drugs, they will be strictly disciplined by the school.

## **Attendance and Punctuality Policy for Juniors**

### **Attendance**

You are expected to attend 100% of your classes and activities.

If you are unable to come to school because you are sick, please call us or email us before school starts at 9am. [info@portsmouthels.co.uk](mailto:info@portsmouthels.co.uk) 02392736662

If you do not call us or email us, we will attempt to contact you.

If we do not know where you are, we will call your parents and, if we feel it is necessary, the police.

Unauthorised absence may result in you being sent home early by the school. We may have to report you to the UK Border Agency.

*You must attend afternoon activities. If you do not, we will treat it as absence and the above rules will apply.*

### **Punctuality**

You must arrive at school by 9 am. If you are going to be late, you must call us or email us before 9 am. [info@portsmouthels.co.uk](mailto:info@portsmouthels.co.uk) 02392736662

If you are more than ten minutes late, you will not be able to join the class. You will be supervised and have to do some reading or writing alone.

If you are often late, you will have to have a meeting with the Director of Studies, who may decide to call your parents.

*I understand and agree to the rules in the above policy*

## **Behaviour Policy for Juniors**

If you break any of the following rules you will have to attend a meeting with the Director of Studies. We may call your parents. In extreme cases, we may call the police or you may be sent home:

- You must respect our staff and students. You must respect different races, religions and gender.
- Your behaviour will not be violent or threatening at any time.
- You must not steal or misuse equipment from the school.
- You must follow Health and Safety rules and be careful of your own health and safety and the health and safety of others.
- You must follow the rules set by your teacher in the classroom, and the rules set by the Social Activities Coordinator on activities. You must not be disruptive or noisy.
- You must not use tobacco, alcohol or illegal drugs.
- We do not tolerate bullying (calling people names or using physical violence) of any kind
- Any illegal activity (breaking the law) will be reported to the police.

## **E-Safety Policy For Juniors**

- Be nice! Treat everyone online as you do in real life
- Don't post anything online that you wouldn't want people in real life to see.
- Check your privacy and security settings on social media sites and keep them as private as possible.
- Don't ever post personal information like your home address, your email or your phone number

- If you see something online that worries or upsets you, tell an adult straight away
- Do not copy other people's work and say that it is your own
- Take care on the computers- do not eat or drink near the computers or install any programs.

## **Homestay Rules for Juniors**

*Please read the rules and sign at the bottom of the page:*

- Always follow the host family's rules which they will discuss with you when you arrive
- The rules in the *Behaviour Policy* also apply in your host's home
- Keep your bedroom (and any other room you use such as the bathroom) tidy and clean.
- Always tell your host family what time you will be home, and where you are going. *You must stick to the curfew that has been agreed by your parents.*
- Always ask permission before using the host family's phone or internet.
- You must not use the internet to look at adult content.
- You must not smoke, drink alcohol or use illegal drugs.
- Tell your host family about any medication you are taking, such as asthma inhalers or painkillers.
- Look after your house keys. Do not give them to anyone else.
- Do not make too much noise-especially at night.
- Make sure that you get up early enough in the morning, so that you have time to use the bathroom and have your breakfast. If your host family is bringing you to school, don't make them late.
- Don't forget to practise your English!

**Parental consent 11-13 year olds**

Name of Student \_\_\_\_\_

Student ID (admin only) \_\_\_\_\_

Weekdays

Please tick:

- My child must be collected by the host family after school and is not allowed to go out unsupervised at any time.
- My child can travel from school to their host family unsupervised, but must be home by dinner time, or 6pm (whichever is earliest)

Weekends

Please tick:

- My child is not allowed to go out unsupervised at the weekends.
- My child can go out unsupervised at the weekend, for a maximum of two hours, but must be home by dinner time or 6pm (whichever is earliest)

My emergency contact number is \_\_\_\_\_

My email address is \_\_\_\_\_

Any further instructions:

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- My child has read the Junior Handbook and agrees to the rules and understands the policies

Signature \_\_\_\_\_ Relationship (eg "Mother") \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_

**Parental consent 14 and 15 year olds**

Name of Student \_\_\_\_\_

Student ID (admin only) \_\_\_\_\_

Weekdays

Please tick:

My child can travel from school to their host family unsupervised, but must be home by dinner time or 8.30 pm (whichever is earliest)

Weekends

Please tick:

My child can go out unsupervised at the weekend, for a maximum of 3 hours, but must be home by 9pm or dinner time (whichever is earliest)

My emergency contact number is \_\_\_\_\_

My email address is \_\_\_\_\_

Any further instructions:

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- My child has read the Junior Handbook and agrees to the rules and understands the policies

Signature \_\_\_\_\_ Relationship (eg "Mother") \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_

**Parental consent 16 and 17 year olds on Junior courses**

Name of Student \_\_\_\_\_

Student ID (admin only) \_\_\_\_\_

I UNDERSTAND THAT:

- My child may travel from school to their host family unsupervised, but must be home by dinner time
- My child may go out unsupervised at the weekend, but must be home by dinner time
- My child must tell their host family where they are going and when they will be back, and the host family may ask them to come home earlier.
  
- My child may leave the school at lunchtimes and break times and will not be supervised.
- My child may study in a class with adults
- My child has read the Junior Handbook and agrees to the rules and understands the policies

My emergency contact number is \_\_\_\_\_

My email address is \_\_\_\_\_

Any further instructions:

Signature \_\_\_\_\_ Relationship (eg "Mother") \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_

**Parental consent 16 and 17 year olds on Adult courses**

Name of Student \_\_\_\_\_

Student ID (admin only) \_\_\_\_\_

I UNDERSTAND THAT:

- My child may travel from school to their host family unsupervised, but must be home by 10.30pm
- My child may go out unsupervised at the weekend, but must be home by 10.30pm
- My child must tell their host family where they are going and when they will be back, and the host family may ask them to come home earlier.
  
- My child may leave the school at lunchtimes and break times and will not be supervised.
- My child will study in a class with adults
- My child has read the Junior Handbook and agrees to the rules and understands the policies

My emergency contact number is \_\_\_\_\_

My email address is \_\_\_\_\_

Any further instructions:

Signature \_\_\_\_\_ Relationship (eg "Mother") \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_

