



INFORMATION PACK 8 – 15 years old

Information for Parents / Guardians of Young
Learners

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Dear Parent/Guardian,

Thank you for choosing Rose of York Language School. We hope your child/ward is looking forward to studying with us and that they will learn a lot of English in classes, through the social events and by being completely immersed in the language.

This pack will give you the information you need and to answer any questions you may have about your child's course and accommodation with us in London. Please read it together with your child/ward.

There are also several forms that you need to complete and documentation that you must return to us before your child leaves for London, in order to meet our Safeguarding, registration and compliance requirements. Please note that these forms will be provided at the time of enrolment and can also be found at the end of this pack (Appendix I – IV).

We look forward to welcoming your child and hope that they enjoy their experience at Rose of York Language School, London.

Yours sincerely,
Director of Studies (and Designated Safeguarding Lead – DSL)

The school is open from Monday to Friday 09:00 – 17:30
Email: hello@roseofyork.com
Telephone: +44 (0) 207 434 0643
24-hour emergency number: +44 (0) 7888 148 074

General information for Young Learners

All our classes are taught by qualified teachers who follow the Communicative Approach, encouraging interaction and lots of fun activities and speaking practice. We teach the four skills (reading, writing, speaking and listening) and focus on vocabulary and functional language, grammar and pronunciation. The main aim is for students to be able to communicate accurately and fluently in many everyday situations.

During our Young Learner Programme (offered at certain times throughout the year), we have a daily social activities programme which is specially made for younger students. All school social activities are supervised by school staff who can help students attending the activity.

We strongly advise all students aged 14-15 to return to their accommodation with a friend, or preferably by taxi, especially when it is dark. Students aged 12-13 must be collected by a responsible adult and accompanied back to their accommodation.

Please make sure that your child has money for transport in and around London. Please ask for more information if you have any questions about travelling around London. If you booked accommodation through Rose of York, detailed information about transport costs is included on all accommodation booking confirmation letters.

All students under 16 years of age MUST book our return airport transfer unless they are travelling with a named adult relative or guardian. All students under 18 travelling alone MUST have provided a completed Parental/Guardian Travel Consent Form prior to departure to London. This form is provided at the time of enrolment.

We communicate with parents, guardians and registered agents whenever there are concerns about a student under 18.

Documents you must email to Rose of York:

- Course application form
- Photo or scan of passport
 - proof of identity in the form of either a passport or ID card if they are an EU national
- Parental consent form
- Travel consent form
- Proof of insurance
 - Please send a scan via email to us and give your child the original to bring with her/him because we need to see and copy it, while your child will need it in case of emergency or accident.
- Proof of visa (if applicable)
 - Please ensure that your child has the right visa for their stay and study in London

Please do not hesitate to contact us before or during your child's stay if you have any questions regarding the course, accommodation or your child's safety in London.

Summary of Permissions

There are some things that parents/guardians must think about before sending their children to London depending on their age. At Rose of York, we have different rules for students aged **12-13**, and **14-15**; please see the details below:

AGE OF STUDENT	SUDY IN CLASS WITH OVER-18 STUDENTS	CAN STAY IN HOMESTAY ACCOMMODATION	CAN STAY IN RESIDENCE ACCOMMODATION	MEAL PLAN OFFERED	CURFEW	ALLOWED FREE TIME	TRAVEL ALONE
8-13 YEARS OLD	No	8-11 parent/guardian must also stay 12-13 Can stay but parent guardian must collect them to and from school	Yes, with guardian	Full-Board only	Directly after class	No	No, students must always be supervised
14-15 YEARS OLD	No	Yes	Yes, with guardian	Full-Board only	Dinner time	Yes,with parental consent	Yes, with parental consent

If you arrange your child's accommodation (e.g. to stay with a family member), you must provide us with the UK address and the full contact details of the parent/ guardian in the UK (Please complete the Parental Consent Form, which was provided during enrolment)

Codes of Conduct

Code of Conduct for Students:

- No knives or other weapons
- No drugs - unless prescribed by a doctor for a medical condition, these must be handed in on arrival for safe and appropriate storage and dosage
- No alcohol or cigarettes
- No bullying or harassment, either verbal or physical
- No fighting or swearing
- No stealing
- Students must always show respect to all staff, other students and accommodation providers
- No mobile phones to be used during English classes unless permitted by the teacher
- Travel in pairs or groups rather than alone. If you need to use a taxi, ensure it is a licenced taxi. You can ask a responsible adult to book one for you.

Code of Conduct for accommodation providers:

- Tell students in advance if hosts/providers wish to clean or inspect the student's bedroom.
- Exchange mobile phone numbers with under 18s and remind them to contact you if they will be late.
- Contact the school (Accommodation or Welfare Officer) if you have any problems or have any concerns about the student you are hosting.
- Prepare an evening meal at an agreed time every evening, and remind the student to arrive on time for this meal.

School Rules

We want you to have a fun and educational time at Rose of York Language School. Please follow the rules below to ensure that you, your classmates and the other students at the school have a positive and safe experience. Please read this together with your child/ward.

School/classroom rules

- Arrive on time, classes start at 09:45am. There is a 15-minute rule - students cannot enter the classroom **if** they are more than 15 minutes late. If late, they must wait at school and join the class after break
- Under 18s must report to reception on arrival every morning
- Turn off your phone and put it in your bag unless the teacher asks you to use it in class
- Be respectful to your classmates and the teacher
- Speak only English inside the building
- Do not smoke or drink alcohol
- Phone the school or ask your homestay/guardian to call if you are sick or late. We have a duty of care and are required to monitor the attendance of all students, specially of those under 18. We must follow procedure if a student is late and/or has not contacted the school
- Speak to your teacher or any of the welfare staff if you have any questions or problems
- Do not leave the building without permission from the Designated Safeguarding Lead (DSL) or without a responsible adult

Frequently Asked Questions

What do I need to bring?

- Your passport/ID, flight ticket, school and transfer details, visa, insurance documents, phone if you have one.
- Enough clothes for the length of your stay. If you are in accommodation organised by the school, you will have access to laundry facilities once a week or laundry facilities

will be clearly stated. The weather can change quickly so please bring a warm jumper and waterproof jacket, walking boots as well as suitable summer clothes

- You will need to have enough money for lunches, travel costs and souvenirs for your trip
- Bring pens and a notebook for your classes
- A mobile phone (and/or a camera)
- An adaptor
- Any necessary medication - we will need to have parental consent for this, and a detailed explanation of the condition and the dosage required
- A laptop if you want, the school has appropriate facilities and Wi-Fi. Please request Wi-Fi on your application form if you want this to be available at the accommodation.

What will happen at the weekends?

You will spend them at your accommodation. Children under 14 will not be allowed to spend time alone without a responsible adult being present.

I booked accommodation through Rose of York, where will I live?

Hosts of our accommodation for young learners are situated between Zones 2 and Zone 4, which are quieter zones around London with excellent transport links to the city centre and to school. Accommodation in these zones are usually more spacious.

The homestay will provide you with your own bedroom and bathroom facilities. The bathroom is usually shared with other family member/s. You will be able to select your preferred Zone on your application form.

Our residence options vary depending on your requests, your accommodation confirmation letter will give you all the details. If you require any further information, please do not hesitate to contact our Accommodation Officer.

What safety procedures are in place?

As stated in our Safeguarding policy, the school has strict guidelines for all staff, students and homestays to follow. We carefully monitor the attendance of all young learners to ensure their safety. If you do not arrive for class, we will contact you immediately and if we cannot find you we will follow our Missing Students' Policy.

Please see a summary of our Safeguarding Policy and familiarise yourself with all our policies which are included in this pack. The Full Safeguarding Policy can also be found on our website:

<https://www.roseofyork.com/>

What happens if I am unwell?

The school has a Welfare Officer and also First Aid Officers who is trained in First Aid to take care of any minor injuries or illness. Our staff and homestay providers may not provide and administer non-prescription medications such as paracetamol. In the event of a more serious illness or accident, you will be taken to a local pharmacy, doctor or a hospital Accident & Emergency department for treatment by a healthcare professional.

You are strongly advised to get a travel and health insurance before you travel.

I have booked a taxi from the airport; What happens at the airport? How will I recognise the staff?

On arrival - staff at the airport will display a sign with your full name in the arrivals hall of the airport. You should check the name and ID of the person collecting you.

On departure - children under the age of 16 must be accompanied to the check-in desk at the airport. We can arrange airport transfer with assisted check-in - there is an extra charge for this

service. Please contact us for further information. Rose of York communicates with parents/guardians and registered Overseas Partners whenever there are concerns about a student under 18.

Who do I talk to if I have any questions or feel unhappy?

The school has a Designated Safeguarding Lead (DSL) and a Welfare Officer who are available every day to discuss any problems or questions you may have. Go to reception and ask to speak to somebody.

Young Learners have a meeting every week with the DSL to discuss any welfare issues, remind you about safety in London and check that you are happy. If you want to talk to a more familiar face, you can always talk to your homestay hosts, teachers or any other staff that make you feel comfortable.

What happens on my first day at school?

Time	Activity	Notes
09:00	Arrive at Rose of York	Give your passport/ID to reception and check your contact details with us
09:05-09:30	Placement/English level test	Including a speaking test
09:30-09:45	Speaking test	
09:45-10:00	Induction	This will cover school rules, fire safety, attendance policy, important telephone numbers, key staff etc.
10:00	Join class	

At the end of your course, you will receive an end of course certificate showing your level and the skills you have achieved at that particular level.

We look forward to meeting you and wish you a safe journey. See you soon.

