



INFORMATION PACK (16-17)

Information for Parents / Guardians of Young
Learners (Students Aged 16-17)

45 Oxford Street, W1D 2DZ

Tel: +44 (0) 207 434 0643

Emergency tel: +44 (0) 7888 148 074

Website: www.roseofyork.com

Email: hello@roseofyork.com

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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. 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)

Emergency Contact details

The school is open from Monday to Friday 9:00 am - 17:30 pm

Telephone: +44 (0) 207 434 0643

Email: hello@roseofyork.com

24-hour emergency number: +44 (0) 7888 148 074

General information for Young Learners

Rose of York generally offers classes for students over the age of 18 throughout the year. But, during the summer, we have many Young Learner courses for students aged 8 years and older. We welcome young learners and the energy that they bring.

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.

The school's social activities programme is not compulsory, and it is not specially designed for young learners. Certain activities are not suitable for students under 18. But, the school tries to offer many activities which are suitable for under-18s. Our Young Learner Programme (offered during the summer) has a daily social activities programme specially made for younger students.

All school social activities are supervised by school staff who can help students attending the activity. However, students attending social activities are expected to organise their own travel home. We strongly advise all students under 18 to return to their accommodation with a friend, or preferably by taxi, especially when it is dark.

Please confirm that your child has money for transport in and around London. Detailed information about transport costs is included on all accommodation booking confirmation letters. If we did not arrange the accommodation, please contact us and we can help with travel information. We strongly recommend parents of students aged 16 and 17 organise taxi transfers from the airport to their accommodation to avoid any problems when arriving in the UK.

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 specific rules for students aged **16-17**; 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
16-17 YEARS OLD	Yes, with parental consent	Yes	Yes, with parental consent	Half-board or Full-Board*	Sunday – Thursday 10PM Friday – Saturday 11PM	Yes	Yes

*Please note: Lunches are not included in the fees for students aged 16 and 17. If your child/ward has not requested a Full-board meal plan, please understand that your child is responsible for buying lunch. You should ensure that your child has enough money to pay for lunches (£5-£8 per day).

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.

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 show respect to all staff, other students and homestays at all times
- 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 delegated 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 a 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 09:30am. There is a 15-minute rule – students cannot enter the classroom if you are more than 15 minutes late, you must wait at school and join your class after break
- Under 18s must report to reception before going to class
- 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 to call if you are sick or late. We have a duty of care and are required to monitor the attendance of all students 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
- You may only drink water while you are in the classroom
- 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, ticket, school and transfer details, visa, insurance documents.
- Enough clothes for the length of your stay. The weather can change quickly so please bring a warm jumper and waterproof jacket, walking boots as well as suitable summer clothes. 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.

- You will need to have enough money for lunches, travel costs and souvenirs of your trip.
- Bring pens and a notebook for your classes.
- A mobile phone (and/or a camera).
- 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?

On Saturdays and Sundays you will have free time, that you can spend with your host family or make your own plans.

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

Most of our accommodation for young learners is situated in Zone 3 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, which are either private or shared with other family member/s. Homestay accommodation is also available in Zone 2, which is closer to the city centre. 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 The Full Safeguarding Policy can also be found on our website:
<https://www.roseofyork.com/>

What happens if I am unwell?

The school has Welfare and First Aid Officers who are 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.

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.

Students aged 16-17 have a meeting every second 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 Language School	Give your passport/ID to reception and check your contact details with us
09:00-09:30	Placement/English level test	Including a speaking test
09:30-10:00	Induction	This will cover school rules, fire safety, attendance policy, important telephone numbers, key staff etc.
10:00	Join the class	

At the end of your course you will receive an end of course certificate showing your level and a progress report with information about your performance.

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

Parental/Guardian Consent Form – students aged 16 or 17

This form must be completed by the parent/guardian of any student aged 16 or 17 applying for a place on an English course at the school.

STUDENT DETAILS

Please complete all sections below in BLOCK CAPITALS

Full Name:		
Date of Birth:	Age:	Gender: Male / Female
Mobile/Cell phone number:		
Email address:		
Course start date:	Course end date:	

PARENTAL CONSENT

My child / ward can:

Please select as appropriate

travel to and from the airport alone	YES	NO
travel alone between the school and accommodation	YES	NO
study in classes with students aged 18 and over	YES	NO
be placed in homestay accommodation which may have guests aged 18 and above	YES	NO
participate in our social events programme with our activity leader(s)	YES	NO
organise their own free time outside school hours but return home before the curfew	YES	NO

ACCOMMODATION

Please select as appropriate

Did Rose of York Language School organise your child / ward's accommodation?	YES	NO
If YES, complete this section:		
Students must return home every evening (at the latest) by: Sunday to Thursday 10:00pm Friday and Saturday at 11:00pm <i>*We may allow students to visit relatives in London, please contact us before arrival.</i>	YES	NO
If you want your child to arrive home before the above curfew, please choose the time:	Sunday to Thursday (weekdays):	Friday and Saturday (weekend):
If NO, complete this section:		
The child's FULL address in London:		
Host's full name:	Host's email address:	
Host's home phone number:	Host's mobile / cell phone number:	