

Guidance and good practice
For International Students under 18

INTRODUCTION

Dear Student,

You are warmly welcome into the **Active English Learning** Community!

We all -teachers, host-families, assistants, tutors- are very pleased to have you here and will try our best to make you **feel at home**.

You will take part into a **creative activity-based language programme** that is also a **social-educational opportunity** for you and for all of us.

When we live together we always **learn from one another**, but we also need to have **some common guidelines**.

First of all, let me mention the "**golden rule**" that should inspire us all.

Golden Rule
"BE SENSIBLE, BE RESPONSIBLE"

If we abide by this simple principle, we can prevent many issues.

This rule means that in many circumstances **you may use your own judgement to decide what is a good and appropriate behaviour**.

In addition to the golden rule you -and we all- need to abide by some general regulations at school, within the family and in the community of the city at large.

When you are in doubt, always ask for help: your teachers, carers and family will be more than happy to help you have an enjoyable experience with no troubles.

In emergency please do not hesitate to contact **Valerio 00447595450213** or inform any member of the AEL staff of any problems you may be concerned of.

Note: "You" in this letter refers to a student

AT SCHOOL

1. **Smoke and alcohol-free zone:** smoking and bringing alcohol to school is not allowed at any times. The breach of this rule might be considered a serious issue.
2. **Mobile & Media-free zone:** we recommend that any mobile phone, iPod, mp3 player, play stations and similar devices are switched off during any part of the programme, be it a lesson, a workshop or an outing.
Devices may be used for good purposes, IF a teacher will ask for it.
3. **Eating:** eating together is a very social moment of the day. Whether we eat inside or outside, we need to take care of the space we have used for our meal and leave it clean and tidy - Please do not leave any chewing gum hidden in any secret corner, but in the bin of general waste.
4. **Recycling** - all paper, plastic, tins, glass, compost and general waste have to be in the correct bin. You will be shown where and what on the first day.
5. **Games** - You are welcome to play games in any dedicated areas within the school site or in playgrounds nearby. Games are also social moments and more satisfactory when we don't leave anyone out but involve everyone who likes to play.



While we want to prevent any inappropriate behaviour by providing guidelines and support, we also have to make our Students aware that inappropriate or unfair behaviours -such as bullying, racism, sexism and any kind of abuse- do not have any space in our learning community for the best interest of every participants.

AT HOME

WELCOME - Upon arrival the Host-Families will welcome you at the arrival point and make you feel at home.

Families and Students should immediately share their contact details -especially mobile numbers if they have it- in order to keep in touch at any times during the summer school.

ROOM - The family will provide a tidy and clean room. There are usually two students in each family but this number may vary according to the space and care that the family can provide. When you leave, please leave the room as it was upon arrival.

MEALS - A Host-Family will provide all meals. Should you have any allergy, food intolerance or dietary requirement, please inform AEL at the time of enrolment (or as soon as possible) completing the questionnaires in your AEL online profile. The family then can be informed accordingly.

I strongly recommend that you speak with the family about diet, favourite food and disliked food at the beginning of the stay: food is a good topic for conversation and interactions with other members of the family!



No Alcohol , No Smoke



- ☒ Please note that **no alcohol or smoke or illegal substances** is permitted to anyone under the age of 18. Smoking is banned for everyone in all public places in the UK, including schools and train platforms (except for designated areas)
- ☒ Should you have any concern about any student smoking or drinking, please do not hesitate to contact any member of staff as soon as possible.
- ☒ **The breach of this point may be considered a serious issue.**

TRANSPORTS - The Host-Family will provide **local transports upon arrival and departure, to and from school and to and from local events connected with the programme** (social evenings, meeting points for outings etc).

Families who live at walking distance OR take the bus to and from school, will make sure that you know how to do it, where to get in and where to get out of a bus.

TELEPHONE & WIFI - You can ask your host-family to **call home briefly** to inform your family that you arrived safely. After this, please consider the wise motto: **"no news, good news"**.

PLEASE NOTE: If the Host-Family gives you a wi-fi connection, this facility should not interfere with the possibility of having good relations with the family and with your own sleeping time. There should also be a fair usage: never in the night after 10:30pm. Recommendation for under 16: do not take your mobile phone in your bedroom, but leave it in the living room (ask your family for assistance)

COMMUNICATIONS - We appreciate that some of the Students do not speak much English and it may be difficult to hold a fluid or long conversation. However, we encourage you and families to persevere and communicate in English as much as possible to improve your confidence and practise of spoken English.

CURFEW TIME - You are expected to be at home on time for dinner and stay at home afterwards, spending time with your host-family, playing board games or watching a movie together or playing music or socialising.

If you agree with your family to go out after dinner, remember to be back home at the time you have agreed and anyway no later than 09:30pm if you are under 16 (10:00pm if you are 16+). The host-family may decide to set a different curfew time: please do not be late anyway. On the nights of social evenings (at school or wherever arranged) you may arrive at home later prior arrangement with your host.

GOING OUT AFTER SCHOOL

You may ask your host-parents to go out with friends after school. In this case you must

- be **not alone**,
- give your Family **your mobile number**
- take with you all their **contact details**,
- tell the family **where** you go and **with** whom,
- make sure that you understand at **what time** you have to be back home.

The permission to go out is not always possible and you may have to accept the decision of the host-family on this matter.



A FOSTERED STUDENT SHOULD NOT GO OUT AFTER THE CURFEW TIME WITHOUT BEING ACCOMPANIED BY A RESPONSIBLE CARER.

FAMILY SUNDAY - Families and Students are expected to enjoy **a full day** together on Sunday. *Families who don't have a plan for Sunday, may arrange for you a day out with another family. For any quest about this circumstance, do not hesitate to contact Valerio or the AEL Assistant*

CONCERNS - Any concerns or issues should immediately be shared with **Valerio 00447595450213** or any teacher or assistant on the course.

Please be reminded,
your host family and teachers
will love you
for each "PLEASE"
and "THANK YOU" !

Thank you !

*Enjoying learning with **AEL!***