

Your behaviour

You are expected to uphold the rules and expectations of your school. Even when you aren't at school you are a representative of the school and your behaviour and manner reflects on the school as well as yourself and your parents.

You are expected to be polite and respectful at all times to adults and other students and to treat others as you would expect to be treated yourself. For example, do not speak in your own language if another student from your country is at the host family—please speak English at all times when you are in the presence of someone who may not understand what you are saying.

If your host family asks you to return by a certain time please ensure that you do and don't think that because you aren't at school the rules are any different. Our host families will contact us about any poor behaviour.

Treat the host family belongings and house with care and be particularly careful when using showers and baths that you don't flood floors. Leave the areas used by other family members or students clean and tidy.

Some host families will leave snacks out for you to have during the day. Do not take anything from the kitchen cupboards without asking.

We do not expect you to smoke or drink alcohol.

These expectations also apply if you stay with a friend during a half term or if you are just out at weekends on town leave.



Student Handbook

**GUARDIANS UK
STAPLEGROVE ROAD,
TAUNTON, SOMERSET, TA2 6AD
UNITED KINGDOM**

TEL: 00 44 1823 703199
Email: info@guardiansuk.com
www.guardiansuk.com

24 Hour Emergency Mobile Number: 07968 361761

Hello

We are looking forward to being your guardians when you are at school in the UK. The guardian who will be looking after you is:

WHAT WE DO:

We are here to **support** you when you are at school, travelling or staying with a host family.

We will **visit** you each term if you aren't at Taunton. If you are at Taunton School we will see you around school and you can come to see us in our office.

We will attend **school events and parents evenings** if you would like us to.

We will keep in regular **contact** by text or email.

We will arrange for you to stay with a **host family** and help you with **travel** to get to the airport or host family.

We can provide **pocket money** as long as your parents have given permission for this.

You can contact us by email or phone. When we first meet with you we will give you our contact details.

TELEPHONE - Make sure you take your mobile and charger with you and that you have credit on your phone. We would ask that you don't use your phone at the dinner table or late at night which could disturb other students or the host family.

ELECTRICAL - The electrical sockets must not be overloaded and you should ask your host family to check your appliances. Overseas adaptors and laptop chargers must be safe and compatible with the equipment and sockets in the house.

COMPUTERS - All families will have wireless internet access. Some families will turn the wifi off at night. You must use your own laptop. It is essential that you use the internet safely and do not access any websites that could put you at risk.

CYBERBULLYING/BULLYING - We advise against any form of bullying towards other people particularly on the internet. This is deemed as a very serious act by schools and other authorities.

ENTERTAINMENT AND EXCURSIONS - Join in with any host family activities. Tell your host family what your hobbies are.

STRICTLY NO SMOKING OR ALCOHOL - PLEASE DO NOT SMOKE when you are staying with your host family. No alcohol is permitted to be consumed whilst at the host family, or whilst in town – as this is a strict School and Guardians UK Policy.

STRICTLY NO DRUGS OR OTHER SUBSTANCES - Please ensure you do not partake of any drugs or other substances. Our host families will accept no sexual relationships taking place in their home between students. We will be contacted immediately if they have any concerns.

KEEPING SAFE - when you are travelling or in town look after your bags and wallets and keep your cards safe.

GOING OUT - Tell your host family where you are going, and when you will be back. Make sure you have made a note of the host family address. Please call the host family if you are going to return later than the time agreed. You will need permission if going away overnight.

STAYING WITH A HOST FAMILY

Life in a British family is likely to be different to your own family at home, but it is important that you feel comfortable when staying with your host family. During these times you will be treated as one of the family, learning all about British family life.

You will have your own room when staying at your host family. It is possible to share larger rooms with a friend, if you wish to. It is possible the Host Family may also have another student staying, which will give you an opportunity to make new friends.

It is good to let your host family know your hobbies, for you to join in the activities they offer you, and show interest in their way of life.

Meal times—the host family will tell you when they normally serve dinner—breakfast and lunch can be more flexible.

If you have any laundry ask the host family if they will do this for you.

You must shower each day as you would if you were at school. We all appreciate you would like to relax in the holidays but it's important you are careful about your personal hygiene.

Enjoy your stay.

Speak English at all times.

Be Polite.

Join in with family life.

Respect the family's property.

Useful NUMBERS

The person you should contact if you are away from school and suffer any type of abuse and cannot contact your own guardian:

Mr Ed Burnett

Designated Safeguarding Lead

Mobile 07490 493059 or 01823 703821

Guardians UK:

Tel: 01823 703190

Emergency mobile: 07968 361761

Email: info@guardiansuk.com

Guidelines

ILLNESS or homesickness - If you are feeling unwell you need to tell your host family. Do not take any medicines without telling your host family. Equally if you are feeling unhappy about being away from home it is much better you talk to an adult about this—our host families are very used to hosting students from other countries and understand the issues that you may face about not being at home for your holidays. It is much better to talk about it than keep it to yourself.

PETS - Many families have a pet. Pets must be treated well. Please let us know if you would rather be in a family without pets.

POCKET MONEY - If you do not have a Bank account, make sure you take some pocket money with you.

FOOD AND DRINK - Most host families would prefer you do not take food or drink into the bedrooms, but will advise you when you arrive.

MEALS - Let your host family know if there are any foods that you do not like or cannot eat. Don't help yourself to food. If you are going to be out and not want a meal at the host family be courteous and let them know.

SOCIALISING - Talk to the host family and tell them about yourself and your interests. Don't invite friends around without your host family's permission.

LANGUAGE - You should speak English at all times.

PROBLEMS - Remember you are not alone! If there is something you are not happy about, talk to your host family. If you have a problem with your host family in any way, then you must contact Guardians UK on mobile: **07968 361761**

EMERGENCY - Put our Emergency Number **07968 361761** in your phone and the host family telephone number - and take this with you in case you cannot find your way back to the house.

When you arrive in the UK

Arriving with parents - if you arrive at school with your parents we are happy to come and meet them. However, if time is short we will catch up with you once you are settled.

Arriving on your own - if you come to the UK on your own we can organise your transport from the airport. If you have any problems finding your driver or taxi you must call us on our mobile and we will help you to find the driver.

Passport/BRP/police registration - your passport and BRP are really important documents. You will usually be expected to hand these in once you arrive at school. If you are new to the school and over the age of 16 you are expected to register with the local police and this will normally be organised by school.

Mobile/SIMs—you can purchase UK pay as you go SIMs at phone shops on the high street. It is not possible to have a contract.

Using taxis—safety/seatbelts - please do not use taxi companies who aren't cleared by school or your guardians. When travelling in taxis you must use seatbelts at all times.

Pubic transport - always ensure you have the correct tickets when you are travelling by train or coach—we can assist you with the purchase of these. Be alert and look after your belongings. Don't leave your bags on the train!

Traffic safety— be careful when crossing the road and pay attention as it is likely that cars drive on a different side of the road to what you are used to.

Bank safety—look after your credit cards/bank cards. If you lose a card make sure you inform your bank straightaway.

Access to places of worship—if you need to go to church or a quiet place to pray make sure you speak to your houseparents about this.

Learning to drive—once you are 17 you can learn to drive in the UK. We can let you have further information about this.