

# INFORMATION FOR HOSTS EASTBOURNE 2023

Please keep this document to hand so you can refer to it regularly.



**Elac**  
STUDY VACATIONS

## HOMESTAY MANAGER CONTACT

Zoë Harris  
07841 492315  
[zoehomestay@elac.co.uk](mailto:zoehomestay@elac.co.uk)

## HEAD OFFICE

22 Milsom Street,  
Bath, BA1 1DE, UK

01225 443261  
[info@elac.co.uk](mailto:info@elac.co.uk)  
[www.elac.co.uk](http://www.elac.co.uk)

Accredited by the  
**BRITISH  
COUNCIL**  
for the teaching  
of English in the UK

MEMBER  
**ENGLISH  
UK**

YOUNG  
LEARNERS  
**ENGLISH  
UK**



# Contents

1. INTRODUCTION
  - 1.1 About Elac
  - 1.2 Being an Elac Host
  - 1.3 Correspondence and Communication
2. ARRIVALS
3. THE FIRST DAY
  - 3.1 Expectations
  - 3.2 Communication
4. ACCOMMODATION
  - 4.1 Nationalities
  - 4.2 Student Ages
5. MEALS
  - 5.1 Meals with the Host
  - 5.2 Breakfast
  - 5.3 Lunches
  - 5.4 Water Bottles
6. PETS
7. COURSE PROGRAMME
  - 7.1 Weekends
  - 7.2 Curfews in the Evenings/Weekends
8. HEALTH AND WELFARE
  - 8.1 Illness
  - 8.2 Safety
  - 8.3 Privacy and Security
  - 8.4 Emergencies
  - 8.5 Child Protection
  - 8.6 Alcohol, Drug, Smoking and Vaping
  - 8.7 Weapons
  - 8.8 "Prevent" Obligations
  - 8.9 Protecting your own family
  - 8.10 CCTV
9. DEPARTURES
10. PAYMENTS
11. ISSUES WITH STUDENTS
  - 11.1 Moving a Student due to a Homestay Agreement Breach/Safeguarding Issue
12. GENERAL INFORMATION
  - 12.1 Attendance
  - 12.2 Religious Beliefs
  - 12.3 Pocket Money
  - 12.4 Keys
  - 12.5 Laundry
  - 12.6 Use of Telephone/internet/Wifi
  - 12.7 Insurance
  - 12.8 Social Security Administration Act 1992
12. CANCELLATIONS

# 1. HOSTING STUDENTS IN EASTBOURNE - AN INTRODUCTION

This document should give you all the information you need about hosting students for Elac. Please don't hesitate to contact us if you have any further queries.

## 1.1 About Elac

The founders of Elac have been organizing and teaching English Language Courses for over 25 years. We offer language courses in seven centres around the UK, some in residential and some in homestay accommodation. The three main aims for our students are:

- To quickly improve their English language skills.
- To learn about British life and culture.
- To make new friends from many different countries.

Staying with a host is a great way for a student to meet these aims.

## 1.2 Being an Elac Host

We hope your hosting experience will be rewarding and enjoyable. The most successful placements are often those where the student and host have developed a relationship based on trust and mutual understanding of expectations. Regarding students' expectations, there are two documents in the Appendices showing the information that students receive. The following information should help to clarify any questions you may have about hosting an international student. If you have any further queries, please contact our Homestay Manager, Zoë Harris, on 07841 492315.

## 1.3 Correspondence and Communication

Zoë will be in touch in advance to give you information about your student. This will include any allergies or medical conditions we have been notified of, as well as their age and nationality. Sometimes, it is not possible to give you the student's name and if this is the case, it will be communicated nearer to their arrival. Occasionally it is necessary to change the students' programme whilst they are here and if this happens the students will either be given a note for you or an Elac staff member will phone, email or text you. A duty mobile number will be issued to you when the students arrive. This phone will be held by an Elac Duty Officer whom you can contact with any programme queries or concerns you may have regarding your student whilst they are staying with you.

# 2. ARRIVALS

Once we have the information confirmed, we will let you know the time and date of your student's arrival. You will be given the time and place to collect and drop off your student/s. We try to ensure that the arrival is at a convenient time, e.g. after work if on a week day. For arrivals later than 11pm, we can assist you if you are unable to collect the student/s. Please collect your student/s in person as this always gives the best impression and helps them to feel welcome. If you cannot meet them in person, please let the Homestay Manager know in advance who the person meeting your student/s will be. If you have to send a taxi, please arrange payment yourself.

*If for some reason the students' arrival is early or delayed, the Homestay Manager will keep you up-to-date, usually by text.*

### **3. THE FIRST DAY: INSTRUCTIONS TO GIVE THE STUDENT**

Some students are nervous at the beginning of their stay. They may feel homesick and shy about using English. For many it will be their first time in England and often the first time away from their parents. Please do your best to make them relax and feel welcome and they will soon settle in.

Students will be handed a Welcome Letter on arrival, together with a programme and sometimes a bus pass as well as the location of the course and an emergency contact card. Please ensure you exchange mobile phone numbers with your student/s.

Please explain to them the journey to school and any risks involved in travelling, bearing in mind that crossing roads etc. in the UK will probably be different to their own country. Please use the Elac Journey Risk Assessment document to cover all points – a copy is attached at the end of the document. Ask them to take a photo of the bus stop, and also make a note of the bus stop name, so they can ask the driver if they are unsure.

Please bring your student/s to the course centre on the first morning, either in person or provide a taxi. You also need to ensure they know how to get home at the end of the day. Elac staff will be on hand to explain to them their best route home.

#### **3.1 Expectations**

The students have chosen a “home away from home” experience, and will be expecting to be welcomed as such. They will have been reminded to treat their host and home with respect. It is always a good idea at the beginning of a visit to introduce all members of the household and explain your domestic arrangements, such as mealtimes, and any ground rules for the homestay, such as when to have a shower/bath. Most problems arise due to a lack of understanding and cultural differences rather than deliberate bad manners. Sometimes, writing them out is a useful way to share this information. Some students may not be used to making their own beds and tidying their clothes. Establish the ground rules for cleaning and ensure these are understood fully.

Please inform us if you are not going to be at home overnight. We need to ensure that a responsible, appropriate adult is present, and that the student and their group leader is aware of the situation.

#### **3.2 Communication**

Be patient and friendly, allowing your student time and space to gain confidence. They may not always understand you so try to ensure that they know what you are telling them. It sometimes helps to write down what you want them to know. Some hosts find it useful to use Google Translate to communicate with students.

## 4. ACCOMMODATION

Students should have a comfortable bed with a good supply of blankets/duvet, drawer and wardrobe space, and somewhere to study (either in their room or elsewhere).

Their room should be clean with adequate lighting and heating. Be prepared for each student to bath or shower once a day and make sure they know how to use all the facilities. If appropriate, make sure you explain the arrangements for disposing of sanitary towels or tampons. It is also advisable to protect mattresses with a waterproof cover. Please change towels and bed linen once a week and show them where they can charge their mobile phones, plug in hairdryers, etc.

Most students will ask for a wifi code so they can access the internet from their mobile phones. If you don't have wifi, students can access this from the course centre.

To meet British Council criteria, the following should be adhered to:

- No more than two students should be accommodated in the same bedroom (unless previously agreed with Elac).
- No more than four students should be accommodated in one house (Elac will remove students without compensation if this is found to be the case).
- Students under 16 should not be accommodated with over 18s (unless specified and agreed in writing).
- There should be no adult lodgers in the house unless they have a current enhanced DBS to work with children.
- Genders of students should not be mixed (unless specified and agreed in writing in advance).

Hosts will be asked to sign the Homestay Agreement regarding the above.

Please note: Hosts are required to inform us if any additional adults are in the house whilst you are hosting Elac students. Also, any other changes, such as pets etc., should be notified to us so that we can update the information we send to the students.

### 4.1 Nationalities

One of the conditions of being a host for Elac is that there must never be more than one student speaking the same language staying in your home at the same time unless we make special arrangements with you to the contrary. This is often a contractual obligation we make to our students in our promotional material and therefore if the above is not adhered to, Elac reserves the right to remove the students immediately and only pay you for the nights the student/s were accommodated.

### 4.2 Student Ages

Elac students staying with hosts are usually 14 – 18 years old. We do however, make some allowances for younger students, in the following circumstances:

- Students of 13 will be accepted if part of an older group and if a suitable host is available.
- Students of 12 will only be accepted where a suitable host is available and if they are paired with another student of the same nationality from their group.

We appreciate that younger students often do not have the maturity or independence to be placed on their own in homestay and this places a higher level of responsibility on the host.

## **5. MEALS**

### **5.1 Meals with the Host**

Meals are an ideal opportunity to sit down, converse with your student and make them feel welcome. We appreciate it is not always possible for everyone to eat together, but if your student has to eat earlier or later than everyone else, please stay with them whilst they eat.

Please ensure that your student always has enough to eat and that meals are healthy and balanced. Appetites vary considerably with young people, but providing extra bread with meals or an extra portion of potatoes, rice or pasta may help. It is also useful to ask the students on their arrival if they have any particular likes/dislikes. You should be notified of any allergies in advance, but it is always a good idea to check.

### **5.2 Breakfast**

During the week you will probably find that a light breakfast of cereal and toast, butter and jam, juice/milk and tea/coffee is enough for your student. However, many students are very eager to sample a traditional English cooked breakfast and would greatly appreciate the chance to have one or two during their stay.

### **5.3 Lunch**

A hot or cold meal will be served daily at the centres. Usually on Saturdays, there is a full day excursion, for which your student will require a packed lunch. A suggested meal would consist of 2 large bread rolls/baguette/2 rounds of sandwiches, a packet of crisps, piece of fruit, cake or biscuit/cereal bar, fruit drink or bottle of water.

### **5.4 Water Bottles**

Students will be asked to bring their own water bottle. However, if they don't have one, it would be helpful if you could provide one that they can re-use on a daily basis.

## **6. PETS**

Students and leaders from some cultures are not used to animals living in houses. They may see this as unhygienic, or see dogs as guard dogs, therefore something to be afraid of. Students will inform us if they have pet allergies, but some may just require a little time to get used to a pet. If possible on arrival, please keep your dog in a separate room, and introduce it gradually to the student until they are comfortable. Please keep your pets out of the students' bedrooms – student feedback often mentions pet hair on beds.

## **7. COURSE PROGRAMME**

You will be supplied with a course programme and updated regularly should any times or activities change. Two sample programmes can be found in the appendix, one for a short-stay course and one for the summer course.

### **7.1 Weekends**

Please be aware that our fees include full board at weekends. Every Saturday during your student's course there should be a full day educational visit. Please give your student/s assistance in getting to the departure point in good time for the visits and be prepared for them to arrive late for the evening meal after the London trip.

“Day with the Host/Free Time” Sundays are often free days for your student and we would therefore ask you to include them in your normal activities as this is a further opportunity for them to experience English life. You may also wish to organize something specifically for them that you think they will enjoy, e.g. a visit to the beach or a nearby place of interest.

You may also find that your student is going on an extra Sunday educational visit organised by their group leader. In this situation you should be informed of the details, meeting and return times etc. A packed lunch will normally be required. Students may also wish to spend time with their friends, in which case their group leader would need to be informed. If you are in any doubt as to what your student should be doing, please call the Elac duty mobile for clarification (see the curfew information below).

## **7.2 Curfews in the Evenings and Weekends**

**Elac Evenings:** During the Summer Courses, Elac runs 2 or 3 evening activities a week. These usually commence between 7.00pm and 8.00pm so please ensure students have enough time to eat then return to the centre. Students are told that they should be home by 10.30pm. If they have not turned up by their curfew time you must ring the Elac duty mobile number to report their lateness. Once they return, please call the duty mobile again to inform Elac so this can be followed up the next day with the student.

The only exception to this rule is if the student is taking part in an excursion or activity with Elac or a group leader which finishes later; in this case you will be informed by Elac in advance.

**Free Evenings:** Students are expected to stay with their hosts. However, with parental consent and by agreement with Elac and the group leader, students may go out with other students. You will be notified by Elac if this has been agreed and that your student is allowed out in the evening. On these evenings students are expected to be home by 10.00pm.

**Weekends:** With parental consent and by agreement with Elac and the group leader, students may go out with other students, as long as you know where they are going and when they will return.

# **8. HEALTH AND WELFARE**

## **8.1 Illness**

If your student is unwell, please ring the Elac duty mobile number immediately. A decision will be made as to whether they need to see a doctor or other medical specialist. An Elac member of staff and/or a group leader will accompany them to any appointment. If a student is unable to attend the course due to ill health Elac will make alternative arrangements to ensure that the student is supervised in a suitable environment. If it is possible, we may arrange with you for the student to stay at home with regular visits or calls from the Group Leader or an Elac staff member. We don't expect you to take time off work so please contact us as soon as possible if your student is unwell so we can make these arrangements. You will be kept informed of any arrangements made. Equally, if as a host, you or any member of your household become ill or have an ongoing health problem that could affect hosting students, you must notify the Homestay Manager.

Please do not give any medication to students without consent from Elac. If you feel your student would benefit from medication, please contact ELAC so the necessary permissions can be obtained from the group leader or the student's parents.

In a medical or dental emergency, please contact 111 and they will be able to advise you of the best course of action.



## 8.2 Safety

Basic safety procedures should be explained to students, such as how to use electrical appliances. You should have smoke alarms fitted throughout the house and also a gas appliances certificate from a Gas Safe-registered company. It is also a good idea to have a CO detector in your home.

We expect you to conduct a Fire Risk Assessment so that you and the student/s know the best way to evacuate the building if there is an emergency. You will also be asked to explain to your student/s how to get to and from the bus stop, or centre, safely, using the Journey Risk Assessment (copy in the Appendix).

If you are using a car to transport the student/s, you must ensure it is roadworthy and has a current MOT, you have the correct driving licence and the car is insured for you to drive it.

Please explain to your student/s how to put on their seat belts if they seem unsure.

If you are transporting students aged under 12 or less than 135 cm tall, you will need to provide a suitable car or booster seat.

## 8.3 Privacy and Security

Please respect your students' privacy when they are in their bedrooms and the bathroom. Bathroom doors must have a lock on them. Students should be reminded to look after their belongings and give any large amounts of money to the group leader for safe keeping. Students should also ask if they want to photograph/video the property to send home.

## 8.4 Emergencies

The students will have an emergency contact number on the Elac cards they are issued with, along with instructions of how to call the emergency services. They will also have been told about keeping safe on the roads and at night during their induction meeting at the centre. If your student has something stolen and/or is the victim of any crime, please report it to the police immediately and contact the Elac duty mobile to inform us as well.

## 8.5 Child Protection

Your DBS must be enhanced, to work with children and current (ie dated within three years). If you are the only member of your household, Elac can accept a DBS from another organization. All members of the household now need to be checked, so when applying for a DBS on your behalf, Elac will tick a box (box 66) that enables the police to carry out a check on your address. If you have a DBS generated by another language school, they should have ticked box 66, so Elac can accept this. Otherwise, when your existing DBS reaches 3 years old, Elac will need to apply for a DBS on your behalf to ensure that this has happened. We cannot place a student with you until your DBS check has been returned.

We also need to take up two suitable references before a student can be placed with you. All hosts are required to sign a Homestay Agreement which confirms that all members of the household have read our Safeguarding Policy. References cannot be a family member.

All hosts must undertake training regarding safeguarding. This can either be by reading the Safeguarding Training notes provided by Elac, OR by completing a free online course: **"Basic awareness training on safeguarding."** This can be accessed at <https://accreditation-uk.english.britishcouncil.org>. You will be provided with a certificate at the end of the training,



please send a copy to us for our records.

Some students may report or experience abuse whilst on an Elac course. Abuse comes in different forms: bullying, racism, physical, sexual or emotional to name a few. If you have any concerns about your student's welfare, please contact the Duty Officer, Homestay Manager or Elac's designated safeguarding lead (DSL), Elaine Wickens, Tel. 01225 443261. All concerns will be treated confidentially and seriously.

Please be aware of your responsibility to safeguard your student/s from any adult visitors to your home, e.g. ensuring their privacy is respected, or they are not talked to in an inappropriate way

#### **8.6 Alcohol, Drugs, Smoking and Vaping**

Drinking alcohol is strictly prohibited for all Elac students. All Elac activities serve soft drinks only. If you suspect that your student has drunk alcohol please remind them of the English laws regarding alcohol (they will already have been informed about this by our staff) and inform the Duty Officer immediately. We will then take appropriate action. All of our students will have signed a code of conduct and are also told not to smoke or vape inside their host's house. They will have been told about the law regarding smoking in public places. Regarding drugs, please notify us if you suspect your student is in possession of, or is using any illegal drugs.

#### **8.7 Weapons**

It is illegal to carry an offensive weapon, e.g. a knife or imitation gun, in the UK. If you suspect your student is carrying a weapon, notify us immediately so that relevant procedures can be followed.

#### **8.8 "Prevent" Obligations**

"Prevent" is a government strategy to stop people becoming involved in violent extremism and/or supporting terrorism. Hosts need to be able to recognise vulnerable students, so if you are concerned please notify us immediately. Elaine Wickens is the Prevent Lead, Tel. 01225 443261, email: [elaine@elac.co.uk](mailto:elaine@elac.co.uk).

#### **8.9 Protecting your own family**

Whilst hosting is a great way for your own children to meet and interact with overseas students, please be aware of the issues surrounding bringing a stranger into your home. It's a good idea to involve your children in decision-making about hosting. If a leader is staying with you, we will ensure that we have seen a copy of their "Certificate of Good Conduct" (the equivalent of a DBS) before they are placed with you.

#### **8.10 CCTV**

Please notify us if you have a CCTV camera at the property. We need to notify the student's parents as any undisclosed recordings could be seen as an infringement of their human rights.

### **9. DEPARTURES**

You will be notified when and where your student/s will be leaving from. Please ensure they have all their belongings with them when you drop them off and they have returned any keys. Please also check the students' rooms for damage, so that this can be raised before the student

leaves. Please let us know if you cannot drop the students off in person and are sending them by taxi. This must be paid for by you, and not the student.

## **10. PAYMENTS**

The payment for 2023 is £133 per week per student which includes bed, breakfast and evening meal, and full board at weekends. A £4.50 supplement will be paid for additional packed lunches (eg for an excursion during the week). There is also an increment of £25 per week for hosting students with certain special diets. For escorted groups, journeys are paid at £6.00 per return journey, ie. £3.00 one way. **This is per journey rather than per student.**

Payment will be made to you by BACS. The payment will usually be made halfway through the student's stay. If your student stays for slightly more or less than a full week, you will be paid on a pro-rata daily basis. Please let us know if your bank details change.

## **11. ISSUES WITH STUDENTS**

If you experience a problem with a student, please contact the Duty Officer or Homestay Manager as soon as possible so that it can be resolved - we have a procedure for dealing with complaints. We prefer to resolve a problem that may be caused by misunderstandings rather than move a student immediately. If in the unfortunate event there is need to move a student, we will try to place another student with you.

### **11.1. Moving a Student due to a Homestay Agreement breach or a Safeguarding issue**

If a host breaches the Homestay Agreement or a student has to be moved due to a safeguarding issue, you will be paid for the days you hosted. Any overpayment will be recouped from future hosting payments or hosts must repay the overpayment.

## **12. GENERAL INFORMATION**

### **12.1 Attendance**

A strict register of attendance is kept by Elac every day. If your student is absent for any reason and we have not been informed, please expect a telephone call to find out why. Conversely, if your student stays at home, or you suspect for any reason that he/she is not attending, please inform the Duty Officer or Homestay Manager immediately.

### **12.2 Religious Beliefs**

Students' religious beliefs should be respected and if your student wishes to practise their religion during the homestay, then please help them to do so. You may wish to contact Elac for guidance. We have a list of local places of worship. Please be aware that certain religions do not eat pork – it's a good idea to ask them if you're not sure.

### **12.3 Pocket Money**

If your student appears to run out of pocket money during their stay with you please contact the Duty Officer or Homestay Manager. We will take steps to contact the student's parents or group leader.

Please do not lend your student money as Elac cannot accept responsibility for the repayment of such loans. Also, please encourage your student to leave money with their Group Leader rather than in their rooms.

#### **12.4 Keys**

It is your decision whether or not you give your student a house key. Please make sure the key is not identifiable, so if the student loses the key, there is no need to replace locks. The student will reimburse you for the cost of re-cutting another key. However, please be aware that if you do not give a key, you must make sure you are at home whenever the students return.

#### **12.5 Laundry**

Please offer to do your student's laundry for them on a regular basis (at least weekly) during their stay, and show them where their dirty laundry should be left. There is no expectation to do their ironing.

#### **12.6 Use of Telephone/Internet/Wifi**

Most students will have a mobile phone, so please give them access to a socket to charge it, and also the details of your wifi for them to log on.

The internet is a good way for students to communicate with their parents. Please remind them to ask you first though if they want to use your computer. It is good practice to use a parental filter to prevent the student accessing inappropriate sites if they are using your computer/laptop.

#### **12.7 Insurance**

It is your responsibility to ensure that your insurance company is aware that you are hosting students and that you have adequate insurance cover to compensate for:

- injury suffered by the student in your care
- damage to you or your possessions (accidental or otherwise)
- the loss of your house key (ie if you need the locks changed)
- Please also ensure that your car insurance is adequate and your car is road-worthy.

Elac cannot accept responsibility for any of these matters but we will help you liaise with the group leader or student's parents.

Please let Elac know if you are planning on doing an adventurous activity with your student, eg. Horse-riding, rock-climbing, so that we can check they have appropriate insurance cover. (One company that provides insurance cover for hosting students is "Quoteline Direct". Alternatively search online for a suitable company.)

#### **12.8 Social Security Administration Act 1992**

Please note that Elac is legally obliged, if required to do so, to disclose payments made to hosts.

### **13. Cancellations**

Although Elac cannot accept any liability for student cancellations, we will always endeavour to replace bookings as quickly as possible if a cancellation should occur.

Sometimes, students request a move, where the host is not at fault, but which can leave a host without a student. If we do not have a replacement, we will consider reimbursing the host on a case-by-case basis.

We appreciate that sometimes at short notice, hosts have to cancel a student. If you have to cancel for any reason, please notify the Homestay Manager AS SOON AS POSSIBLE.

**And Finally ...**

Many thanks for hosting Elac students. We hope you have an enjoyable and rewarding experience!

updated Dec 2022 EW

#### **APPENDICES:**

**Journey Risk Assessment  
Sample Short Stay Programme  
Sample Summer Programme  
Student Code of Conduct  
Advice for a Happy Stay with a Host**

## Elac Study Vacations - Journey Risk Assessment 2023

Please explain the risks to your student before their first journey to the centre. This forms part of the homestay agreement you signed.

The student(s) will be asked to sign a code of conduct confirming this has been done.

Review date: Dec 2023

Director approval: Andrew McPhee

Please add any additional risk due to change of circumstances during the stay, ie road works, temporary bus route changes etc.			
No.	Identified Risk	Level of Risk*	Required Action to Eliminate Risk
1	Crossing the road	High 3	a. Brief your student on which way to look when crossing the road. b. Show your student to the nearest bus stop and where to cross the road safely, including where the bus will stop on the return journey.
2	Using a zebra crossing	High 3	a. If there is a nearby zebra crossing please show the student how to cross one safely.
3	A serious emergency	High 3	a. Your student(s) will receive an Emergency Contact Card. Please explain how/when to use 999/112 in an emergency.
			b. Student(s) to be advised 999/112 can be called on a mobile even without phone credit.
4	Walking home late at night	Medium 3	a. Advise student(s) to always/only use well-lit pathways and avoid travelling alone. b. Advise the Centre Manager on the Elac Duty phone if a student does not meet the curfew time agreed or is running late.
5	Getting lost	Medium 3	a. Remind student(s) to refer to their Elac Emergency Contact Card and the procedure to use if they get lost. b. Brief student(s) on walking along familiar routes c. Remind student(s) that they should always walk in pairs where possible. d. Ensure student(s) exchange mobile numbers with you. e. Ensure student(s)' mobile works in the UK and is <b>charged</b> .
6	Getting on the wrong bus	Low 2	a. Show student(s) the correct bus stop, both for getting on and off. b. Explain that they can ask the bus driver to show them the correct bus stop and press the button in advance so the bus stops at the correct place.
7	Travel in Host's car	Low 2	a. Show students how to wear the seat belt. b. Ensure that your car is adequately insured, MOT'd, serviced, etc. c. If student(s) are under 12 or below 135 cm, use a booster seat.
* Level of Risk			

This is measured using two criteria: 1) Severity - High, Medium or Low. 2) Likelihood - 1, 2, or 3 where 1 is most likely, 3 is least likely



SAMPLE SHORT STAY PROGRAMME, EASTBOURNE HOMESTAY

Week 1	Tuesday 11 <sup>th</sup>	Wed 12 <sup>th</sup>	Thurs 13 <sup>th</sup>	Fri 14 <sup>th</sup>	Sat 15 <sup>th</sup>	Sun 16 <sup>th</sup>	Monday 17 <sup>th</sup>
Morning	Arrival from Airport  Collection by Hosts	English Lessons 09:00 – 10:00 10:00 – 11:00 Break for 30 min 11:30 – 12:30	English Lessons 09:00 – 10:00 10:00 – 11:00 Break for 30 min 11:30 – 12:30	English Lessons 09:00 – 10:00 10:00 – 11:00 Break for 30 min 11:30 – 12:30	English Lessons 09:00 – 10:00 10:00 – 11:00 Break for 30 min 11:30 – 12:30	Full Day Excursion London Inc walking tour	Depart to Airport
Afternoon		Lunch 12.30 – 13.30	Lunch 12.30 – 13.30	Lunch 12.30 – 13.30	Lunch 12.30 – 13.30		
Evening	Evening with Host	Eastbourne Tour	Beachy Head Walk	Eastbourne Treasure Trail	Towner Museum	Evening with Host	
		Evening with Host	Bowling	Evening with Host	Evening with Host	Evening with Host	

## SAMPLE SUMMER PROGRAMME, EASTBOURNE HOMESTAY

Week 1	Tuesday 5th	Wednesday 6th	Thursday 7th	Friday 8th	Saturday 9th	Sunday 10th	Monday 11th	Tuesday 12th			
7:45 – 9:00	Arrival Day	Breakfast with host and public bus to Eastbourne College									
9:00 – 10:00		Testing & Welcome	Communication Skills	Communication Skills	Full Day  Educational Visit  Brighton  (inc. Royal Pavilion visit)  by Train	Full Day  Educational Visit  London  (inc. Sightseeing walking Tour)  by Coach	Communication Skills	Communication Skills			
10:00 – 11:00		Campus Tour	Communication Skills	Communication Skills			Communication Skills	Communication Skills			
11:00 – 11:30		Break					Break				
11:30 – 12:50		Induction Lesson	Educational Visit Lesson 1	Educational Visit Lesson 2			Communication Skills	Communication Skills			
12:50 – 14:00		Lunch					Lunch				
14:00 – 14:10		Red group activity meeting & news update					Red group activity meeting				
14:15 – 15:30		Local Cultural Visit	Team Building Workshop	Free Choice Activities			Free Choice Activities	Free Choice Activities	Free Choice Activities	Free Choice Activities	
15:30 – 16:00		Eastbourne	Break						Break		
16:00 – 17:15		(inc. Town tour)	Free Choice Activities	Free Choice Activities			Evening with Hosts	Evening with Hosts	Evening with Hosts	Evening with Hosts	
	Students walk and/or take a local public bus home (and back to the College on activity nights)										
19:45 – 21:30	Disco & activities at Eastbourne College	Activities at Eastbourne College	Evening with Hosts	Evening with Hosts	Evening with Hosts	Disco & activities at Eastbourne College					Evening with Hosts
21:30	Public bus home	Public bus home				Public bus home					
Week 2	Wednesday 13th	Thursday 14th	Friday 15th	Saturday 16th	Sunday 17th	Monday 18th	Tuesday 19th				
7:45 – 9:00	Breakfast with host and public bus to Eastbourne College										
9:00 – 9:10	Red group activity meeting & news update			Full Day  Educational Visit  London  (inc. Museum Visit)  by Train	Full Day  with Hosts		Departure Day				
9:15 – 10:30	Photography Workshop	Free Choice Activities	Music Workshop			Free Time in Eastbourne					
10:30 – 11:00	Break										
11:00 – 12:15	Free Choice Activities	Free Choice Activities	Free Choice Activities								
12:15 – 13:50	Lunch					Lunch					
13:50 – 14:50	21st Century Skills	Communication Skills	21st Century Skills			Communication Skills					
14:50 – 15:50	21st Century Skills	Communication Skills	21st Century Skills			Communication Skills					
15:50 – 16:20	Break					Break					
16:20 – 17:40	21st Century Skills	Educational Visit Lesson 3	21st Century Skills			Communication Skills					
	Students walk and/or take a local public bus home (and back to the College on activity nights)										
19:45 – 21:30	Disco & activities at Eastbourne College	Activities at Eastbourne College	Evening with Hosts	Evening with Hosts		Disco & activities at Eastbourne College					
21:30	Public bus home	Public bus home				Public bus home					

## Student Code of Conduct

(updated Dec 2022)

We want you to enjoy your English language course. We will do everything we can to make the course a big success for everyone, but to do this we need your help.

**Please read it carefully** – if there are some words you do not understand, ask your teacher.

Tick each box ☒ below to show us that you understand what the sentences mean.

### WE EXPECT YOU TO:

- ☐ 1. Speak English at all times in class and during activities.
- ☐ 2. Work hard and participate fully in your English lessons and activities.
- ☐ 3. Listen to your teachers, group leaders, activity leaders and other students.
- ☐ 4. Be on time for all lessons and activities.
- ☐ 5. Respect other students' opinions and religious beliefs.
- ☐ 6. Be polite and friendly to everyone.
- ☐ 7. Respect the rooms, furniture and equipment.
- ☐ 8. Stay safe online and be careful about sharing information.
- ☐ 9. Speak to us if you or your friends are unhappy.

### UNACCEPTABLE BEHAVIOUR:

- ☐ 1. Alcohol, smoking, vaping and taking illegal drugs, buying or carrying weapons are all **FORBIDDEN**
- ☐ 2. DO NOT drop rubbish or write graffiti anywhere.
- ☐ 3. DO NOT steal from other students, from shops, the school or hosts.
- ☐ 4. DO NOT bully, threaten or be violent towards other people.
- ☐ 5. DO NOT make lots of noise at your host's house or in your room, especially late at night.
- ☐ 6. DO NOT enter other people's bedrooms without permission.
- ☐ 7. DO NOT leave your host's house or your room in the evening without permission.
- ☐ 8. DO NOT create or share any inappropriate or extremist material online.
- ☐ 9. DO NOT take or share photos/videos of anyone without their permission and if in homestay, do not take photos or videos of your house without the host's permission.

## What happens if I break the CODE OF CONDUCT?

1. We will talk to you and your Group Leader. If anyone else is involved, we will talk to them as well.
2. We will make a record of the incident and make a decision about action to be taken.
3. Often you will have an opportunity to improve your behaviour.
4. If it is a more serious situation, you may be sent home and your parents will have to pay.

Some **consequences for less serious** situations could be:

- Cleaning up around the campus if you have been making a mess.
- Doing some extra English work if you have not been working hard in class.
- Missing an excursion if you have gone somewhere without permission.
- Writing a letter of apology to the people you have upset.

For the **most serious bad behaviour** which involves breaking the laws in the UK the police may be called.

## If you have a problem or want to make a complaint:

It is really important that you tell a teacher, an activity leader or your Group Leader – so we can help.

If you have a complaint about any member of staff, another student, your classes, your accommodation, activities, excursions or the school, please tell us as soon as possible. We will take your complaint seriously, investigate and decide what might be done.

**To make a formal complaint, speak to your Group Leader.**

## PERSONAL SAFETY and CARE OF VALUABLES

- Always be aware of your surroundings and use your common sense.
- Cross roads safely, remember that vehicles drive on the left in the UK, so look carefully before crossing.
- Avoid walking alone, stay in groups of two or three and stay on well-lit, busy streets.
- Keep your money, mobile phone, keys and other valuables safe and out of sight in public places.
- Label your possessions with your name.
- Keep your emergency contact card with you at all times.

☐ I have read, fully understood and agree to the STUDENT CODE OF CONDUCT

☐ (If in Homestay) My host has explained my journey to and from the centre, including any risks when travelling.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_ SURNAME: \_\_\_\_\_

NAME OF GROUP: \_\_\_\_\_

## ***Advice for a Happy Stay with a Host*** *updated Dec 2022*

Your host is looking forward to your visit, and wants to give you an enjoyable experience. Here are some useful things to remember, that will help you have an enjoyable stay as well.

Every home has its own rules and some of your host's rules may be different to yours. If you don't understand anything, please ask! Your host will be happy to explain anything to you. You may be asked to help out with jobs, like clearing the table. If you have concerns over what you are being asked to do, then speak with your Group Leader or the Centre Manager. Your host will explain any rules relating to Covid safety also.

You may feel homesick. This is normal. If you do feel homesick or anxious, talk to your host or your Group Leader. If you are feeling ill, let your host know. They can arrange for you to visit a doctor, hospital or pharmacy, or to stay at home for a while.

Please treat your host with respect, showing politeness and letting them know what your plans are, eg. if you are going to be late back one evening and don't require a meal. It is a good idea to exchange mobile telephone numbers, and remember to keep it charged! If you do come back late, please remember to be quiet as some family members may be asleep. Please keep to your curfew times.

Please also treat your host's property with respect, and let them know if something gets damaged. You may be asked to pay for any repairs or replacements. Remember to ask permission to use the telephone, computer, etc and also if you want to take photos or a video of the house to show your family.

When using the bathroom, remember that other people will also want to use it, so don't waste hot water, and don't flush anything unsuitable down the toilet.

Try to keep your room tidy: put litter in the bin, make your bed, put your clothes away. Please don't eat food in the bedroom, smoke, or light candles. Be careful with nail varnish, nail glue and hair dye, and don't leave hair straighteners on, or rest them on furniture. Also, don't jump on the beds!

At mealtimes, you will be expected to try different food. This is part of the experience of staying with a host. If there is anything you cannot eat, or if you would like some more food, please explain this to the host.

Your host will do your laundry for you once a week, so ask them when this will happen, and where to put your clothes.

Please look after your valuables and don't leave money around – it is best to give them to the Group Leader to look after, rather than leave them in your room.

Some hosts will give you a key. It is very important that you look after this, and remember to return it at the end of your stay. Also, please check you have all your belongings with you when you leave. Please check the front door is closed when you leave:

It is important to remember that all hosts and their homes are different. Some have bigger houses than others. Some have tidier homes. Some have modern furniture and technology and others have more basic homes. However, they are all kind, friendly and hospitable hosts who will aim to make you feel welcome.

Please spend as much time with them as you can. Be proactive and ask them questions! Get to know them! You will learn English customs and your English will improve! Hopefully you will make some very good English friends too.