



## Care of students under 18

Purley College offer Junior Package Programmes for unaccompanied students aged under 18.

All students under 18 must provide the college with a parental consent form.

All students under 18 are not allowed out on their own in the evenings and must follow the programme provided by the college. Student are encouraged to practise their spoken English at home with the homestay provider.

This Package ensures that students are supervised from Arrival to Departure:

### **Airport Transfer**

All students aged Under 18 and travelling on their own are considered to be unaccompanied minors.

Arrival and Departure transfers are included in the Junior package.

Drivers arranged by Purley College have background checks (DBS – Disclosure and Barring Service).

You will receive information prior to arrival (Airport Transfer Confirmation) of the drivers details. This includes their Name, contact telephone number and a photo.

The Airport Transfer Confirmation also includes the college's emergency contact information – The emergency contact can be reached at any time - 24 hours a day, 7 days a week.

On arrival the driver will meet you in the arrivals hall, holding a sign with the college Logo and full name of the student – It is very important that the college has the correct and up to date mobile contact number of the student.

Depending on the time of your arrival, the student will be transported to either the college or homestay provider.

Depending on the time of your departure, the student will be collected from either the college or homestay provider.

### **Accommodation**

Unaccompanied minors are required to stay in accommodation arranged and approved by Purley College.

Students aged Under 18 are placed with homestay providers arranged by Purley College.

All homestay providers have background checks (DBS) and are visited by the Purley College Accommodation Visiting Officer to ensure that they are suitable to host students.

Homestay providers are required to:

- Be present at all times when Under 18s are at home, including over night
- Provide 3 meals per day – breakfast, packed lunch and dinner
- Do students Laundry, once per week
- Converse with the students during and after mealtimes
- Accompany, supervise and transport the student to and from the college each day – students are not allowed to travel on their own at any time!

### **First day at school**

Prior to arrival the student will receive the scheduled and set programme for their entire stay.

This includes details of the class timetable, excursion timetable and location including any planned evening activities and the time of when you will be collected by your homestay provider

On the students first day, they will be met by the teachers of Purley College and complete an induction and tour of Purley College and the Purley Area.

During this induction, the student will receive very important information including:

- Fire safety and road safety
- Medical information – including the named first aiders
- Who works at the college – what they do and where they can be found
- Who to speak to if the student has a question or problem
- Reconfirm the students mobile contact number

### **Student Lanyard and ID Card**

Students under 18 will receive a ID card during the induction.

This ID card includes:

- The students name, nationality and course dates
- Homestay providers name, address and contact number
- College emergency contact number – available to contact 24 hours a day, 7 days a week

Students must wear their Lanyard and Student ID card at all times at the college and especially during excursions and activities.

If you lose your Lanyard and Student ID, please speak to a member of staff in Reception.

### **Timekeeping**

Student attendance is monitored on a daily basis.

Students must arrive at the college on time, every day.

Purley College teachers are required to inform Reception of any non-attendance by 9:05am, which will be followed up immediately by contacting the student and contacting the homestay provider.

### **Excursion and Activities programme**

Prior to arrival the parents and student will receive the set and scheduled programme.

Participation in the programme is compulsory.

All activities for students under 18 are supervised by an adult member of staff of Purley Language College.

The college works on a ratio of 1 staff member per 15 students.

Depending on the student age range, our ratio will change to 1 staff member per 10 students or 1 staff member per 8 students.

During some activities such as shopping or visiting a museum it may not be possible for members of staff to supervise students at all times, but a meeting point and time will be defined. Students must not be late to the meeting point and must not leave the defined area.

After excursions/activities a member of staff stays with the students at the College until the homestay hosts come to pick them up.

All staff members at Purley College are background checked (DBS) and all excursions guides are first aid trained.

### **College Emergency Contacts**

The emergency contacts are available 24 hours a day, 7 days a week:

Jan (Principal): 07773 450 961

Lynie (Accommodation Officer): 07481 896 026

Sarah (Office Manager): 07944 584485

### **Medical care**

Information on medical and dental treatment in the UK is provided during the first day induction.

Please speak with a member of staff in Reception if more help and information is needed.

Parents are required to notify the college on the application form of any pre-existing allergies or medical conditions.