



Information for Parents of Young Adults (16 & 17) on Adult Courses (to be read with Under 18 Parental Consent Form)

Dear Parent

Here is some information, with examples, of how we care for your child while they are here at Churchill House School in order to keep them safe, happy and progressing in their studies.

We welcome the enrolment of young adults (16 & 17 year olds) into our Main School. Although there are always some young adults on our courses the majority of students are aged 18 or over. You therefore need to be aware that young adult students will be in classes and activities with adults and that there will be certain times of the day that they will be unsupervised e.g. walking to and from school, lunch breaks and other free time.

Every student at Churchill House is given our very best attention but we do make extra provisions for our younger students to ensure their welfare and to help achieve the best possible learning and personal outcomes. Our policy is to provide a 'watching brief' over our younger students and all our staff are aware that best results are achieved by gentle persuasion. Some of the ways by which we achieve this are outlined below.

We have a team of senior staff who are especially responsible for the welfare of young adult students - Sue Thompson (Accommodation Manager), John Benfield (Social Club Manager) and Anne Cave (Director of Studies). Anne is also the Young Adult Welfare Officer and takes specific responsibility for their well being. If you have any concerns or questions, of any kind, please feel free to contact Anne.

On Arrival

The Teaching Department meets each student on arrival day to discuss their classes and explain that their attendance in classes and activities will be carefully monitored. It is also explained that Anne Cave is their Welfare Officer and they can come to her with any personal problems or worries of any kind, not just those relating to classes. In addition, they could see John Benfield (Social Club Manager) or Sue Thompson (Accommodation Manager). During their first morning, both Reception and the Teaching Department ask all students specifically if they are happy with their host family and advises them who to see if they have any problems.

The Social Club staff see each YA student within 24 hours of arrival for a welcome briefing, to explain Emergency Procedures and the implications of their specific Identity Card. In addition to checking that students have received the Student Handbook, they are given a copy of the Social Club Information Booklet. It is explained to students that they will be sharing activities and excursions with adult students and that any unsuitable behaviour by any adult, be it a member of staff, another student or a member of their host family, needs to be reported. Inappropriate behaviour is not acceptable and will be investigated and dealt with immediately. It is also explained that they can attend any Social Club activity in our Clubroom but must leave at 23.00 and must be back with their Host Family by 23.30 each night.

The Accommodation Manager (or her delegate in summer) also meets all students including YAs within the first week and contacts the host family to get feedback on how well the young student is settling in and their general behaviour.

Lessons

Our experience shows that it is better for younger students in non-summer vacation classes, to have full time lessons (morning and afternoon classes). For students on longer courses it may be possible to change to part-time during latter parts of the course once they have acclimatised to the new surroundings and culture.

Teachers report all absences to Anne Cave. The host family are called immediately and if there is no acceptable reason for the absence, the student is warned that they must attend school every day. Absences are recorded on our student record system, Datastore. Further absence could lead to a series of more formal oral and written warnings (at this point you will be informed). Continued poor attendance could ultimately lead to your being asked to remove your student from the School.

Accommodation

Host families are visited every year and carefully checked. We send out the details and profile of the host family before arrival so that changes can be made if required. All families are aware that they can contact Sue Thompson at any time to give a general opinion on how well the student is adapting to the experience of living with a host family or to discuss any concerns they may have.

Social Club

Social Club staff are in continual contact with the students through activities. The Social Club or the Teaching Department arrange to meet each young adult student informally once each month to have a chat. This is to ensure that they are enjoying their stay, feeling comfortable in their surroundings and taking advantage of all we can offer both culturally and personally.

Medical Provision

We have first-aid trained staff on-site who can deal with minor injuries. For more serious injuries and illness, we will arrange for students to go to a local doctor or hospital, accompanied by a member of staff or their group leader. If any treatment is needed we may require consent from the parent but, in case the parent is not contactable, we require the parent to grant us consent to use in a medical emergency.

Any costs of medical treatment, including transport to/from the medical centre and prescription medicines, are paid by the customer and we recommend that all customers purchase insurance to cover their children's medical needs while they are in the UK. EU students should bring a European Health insurance Card (EHIC) to qualify for reduced cost treatment.

General Welfare

To keep our students safe and well, we have a number of school policies, and rules, e.g., the school is a no-smoking area, harassment and bullying are unacceptable, and students are expected to obey all school rules and the law. Please look at the sections on Personal Health and Safety in the Student Handbook - Information for Students, which is sent to every student.

Everyone at Churchill House makes an extra effort to ensure that our young students are happy and well looked after. By doing this we know they will gain maximum benefit from their stay with us. We look forward to welcoming your student to Ramsgate.

Reviewed Annually

Review Date: January 2019 - Sue Thompson, Accommodation