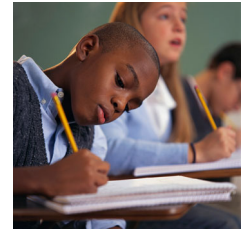
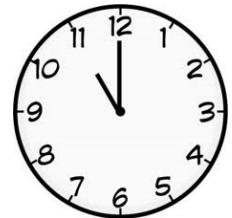

ACSE Students aged 16-17 years old - Guidelines and Student's Signed Statement

Under the age of 18 you are legally a child in England, therefore Anglo Continental has strict rules and guidelines in place for your Safety and Wellbeing:



Class Attendance

- School begins every day at **08.45hrs**. You must go to all classes every day and on time. Your teacher will check the register that you are in class in the mornings and in the afternoons. If you are not in class, we need to know where you are and why you are not at school.
- If you cannot come to school because you are sick or absent for any reason, your host family must telephone the school to let us know before 08.45hrs – **Reception: 01202 557414**
- If you are late for school, you must telephone and let us know that you are on your way and you must come directly to the reception, so we can talk to you about why you are late. This will be recorded. You will then be taken into class.
- Anglo Continental will tell your parents/guardians about any problems with attendance, lateness or bad behaviour. The disciplinary procedures are strictly enforced, and your parents will be informed of all the different stages.



Returning Home

- Check with your host family what time they have their dinner as you must return to the homestay on time to eat dinner and spend time with the host family.
- If you go out after dinner, your curfew time is **23.00 hours** so you must return home by this time at the very latest.
- Make sure that you exchange telephone or Whatsapp numbers with your host family so that you can have good communication with them when you are not at home. If you are having any problems let your host family know so they can help or advise you.



Social Activities Programme

- We recommend that you attend Anglo Continental's free Social Activity Programme. The timetable is in the Reception and on the main notice board in Building 33.
- The activity programme will help you to meet and make friends with other students that are not in your class and will encourage you to practice speaking English.
- Never leave your personal things such as bags, mobile phones, laptops or money in classrooms or anywhere on campus unattended.



Information and Advice

- If you would like any information about excursions or activities, please ask in Student Services. If you want to travel to another town or city for one day, your parents must give permission in writing by filling out a Day Trip or Excursion consent form and email this signed form with a copy of their ID to Anglo Continental. You must still return to your homestay by 23.00hrs. If we do not receive this consent form you do not have permission to go.
- If you want to stay overnight somewhere that is not your host family, your parents must complete the Overnight Stay Consent Form with the name of the adult that you will be away with, your relationship to this person, where you will be staying i.e. full address and emergency contact telephone number, and the dates that you will be away. Without receiving this Overnight Stay Consent form and proof of ID from your parents, and proof of ID from the named adult, you do not have permission to stay out overnight.



Special Care of Students Under 18

- At Anglo Continental you will be in classes with students of different ages, cultures and backgrounds. In England we have very strict rules regarding acceptable and unacceptable behaviour between adult students and students under 18. If you feel uncomfortable because of another student or adult, please talk to your teacher or a member of the Student Support team as soon as possible. You will be having mentoring sessions with the Student Support Team and/or the Student Support Counsellor.



Road Safety

- In England the traffic drives on the left side of the road. Before crossing the road first look right, left, and then right again. Keep looking and listening as you carefully cross the road.
- Be very careful when accepting a lift from anyone other than transport arranged by school.



Alcohol, Smoking Cigarettes, Vaping and E-Cigarettes, and Night Clubs

- Vaping and e-cigarettes come under the same law as smoking. This law says that it is illegal to sell any tobacco products or alcohol to someone under 18. It is also illegal for someone to buy them for you if you are under 18.

- In England the minimum age is 18 and you will be required to prove your age with ID. If you have a false ID it will be confiscated, and the police will be notified.



Drugs, Shoplifting, Guns, Knives etc.

- If you are involved in any illegal activity, the police will be informed, and you will be expelled.
- It is illegal in England to carry knives or weapons of any sort and you can be arrested for this.

Take Special Care in these Places at Night



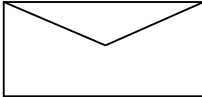

- Be careful, especially at night, in Bournemouth Square, Old Christchurch Road, Bournemouth gardens, the pier and beaches.
- If possible do not walk alone after dark and always be aware of your surroundings.



Emergency

- 999** - Free phone number for the emergency services - Police, Fire Brigade and Ambulance.
- 07831 613 193** Anglo Continental Emergency Phone, available only when school is closed.

Disciplinary Procedures (Stages 1-4)

Caution	Verbal Warning	Written Warning	Expelled
			
Mark on record. Parents/guardian/ Group Leader/Agent informed that a caution has been issued.	Mark on record. Parents/guardian/ Group Leader/Agent informed that a verbal warning has been issued.	Mark on record. Letter to student. Letter to parent/ guardian. Letter to Group Leader/ Agent.	Mark on record. Ticket changed. Student sent home. No refund. No return to Anglo- Continental in the future.

Depending on the severity of the student's behaviour, Anglo-Continental reserves the right to skip a level

of the procedure. The Managing Director also reserves the right to immediately expel a student if the student's behaviour is considered gross misconduct.



Student's Signed Statement, Mobile Phone Number and Contact Details

I, (Name) (Reference number)

Name of Anglo Continental Course: General Course / Vacation Course

Confirm that I understand and agree to all the rules in the Under 18's Guidelines and Student's Signed Statement – and that I have been given a copy of this to keep for reference.

I understand that if I am having any problems I can speak to a member of the Student Support team and/or the Student Support Counsellor, and I will be having regular mentoring sessions during my course.

I understand that the school will contact my parents/guardians if there are problems with my punctuality, attendance or behaviour.

I understand that the school may expel me if there are problems with my punctuality, attendance or behaviour.

Emergency Contact Information:

My Mobile Telephone no (with Country code):

My Email address:

Father/Mother/Guardian Emergency Contact Name:

Father/Mother/Guardian Telephone Number:

Father/Mother/Guardian Email Address:

Do you have a medical condition? Yes No

Name of medical condition

Do you take any medication? Yes No

Name of medication

Is there anything else that you would like us to know that might affect your time here?

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.....

Student's signature Date