

## UK2Learn Summer Programme 2017 - King Edward's School, Witley

Thank you for booking the **UK2Learn Summer Programme 2016**. We are very much looking forward to welcoming you to the UK.

Our programmes are carefully created to provide students with an engaging insight into British education and culture and to provide a truly unforgettable learning experience.

To ensure a smooth visit, we have put together a checklist to help with your travel preparation and to ensure you don't forget anything vital. We have also included medical information that should be read carefully.

At UK2Learn, students' safety, well-being, and enjoyment of our programmes is paramount. We are committed to providing the highest possible standards of care so that all children, whatever their age, culture, ability, gender, disability, language, racial origin, religious belief or sexual identity can participate in a fun and safe environment. We therefore ask you to respect our behavior policy, "Live and learn the UK2Learn Way", on the following pages. The following pages also contain information about "How We Safeguard Your Children". We ask that you read the information carefully and sign and return the forms as soon as possible to acknowledge your agreement.

In the meantime, if you have any questions, please do not hesitate to get in contact with a member of the UK2Learn team.

We wish you a safe journey to the UK, and look forward to meeting you soon.

Best wishes,



**Suzie Mackie**  
**Managing Director**



*Students on a UK2Learn Summer Programme*

UK2Learn – Providers of Educational Programmes in the UK

Crossways, Heath Lane, Godalming, Surrey, GU7 1UN, United Kingdom

Tel: 01483 425500 Mobile: 07787 556963 Email: [smackie@uk2learn.com](mailto:smackie@uk2learn.com) Web: [www.uk2learn.com](http://www.uk2learn.com)

## **UK2Learn: Travel Checklist**

To help you plan your trip to the UK, here's a checklist of items to remember:

### **Essential Items**

- **Passports, tickets and money**

Although students may hold small amounts of cash for the tuck shop, please be mindful that all items are left at your own risk. UK2Learn cannot be held responsible for any loss, therefore we advise that all students hand larger amounts of money to the UK2Learn team so that it can be stored in the school safe alongside passports and important documents.

- **Medical insurance**

We recommend all overseas visitors purchase health insurance prior to coming to the UK. If a student is unwell during their stay, medical assistance is provided and most healthcare services in the UK are free to UK nationals and EU member states. Non EU nationals are not entitled to free medical services.

- **Prescription and non-prescription medicines**

Students should not keep any medicines in their bedroom or bags (with the exception of asthma inhalers). All medicines should be given to Suzie Mackie, Alex Mackie or your Group Leader for safekeeping.

### **Clothing and Equipment: what to bring**

- Casual clothing
- Underwear
- Comfortable footwear
- Nightwear
- Warm clothes
- Rainwear
- Sports clothing and footwear - for use in the sports hall, playing fields and on the climbing wall
- Swimming costume
- Wash bag & toiletries
- Towels (UK2Learn can provide bath towels, a £5 refundable deposit is required)
- Stationery (notebook, pens, pencils, colouring pencils)
- An adapter for use in the UK (UK2learn can provide these, a £5 refundable deposit is required)
- Small rucksack (for excursions)
- Students are encouraged to bring any suitable items or props for the end of programme talent show. For instance, dance clothing, magic sets, juggling balls or a CD/mp3 for those that wish to perform a song

## **Medical Information**

Health care in the UK is delivered by the NHS (National Health Service) with most services free at the point of use. The following NHS treatment is available to anyone, including visitors:

- Treatment in an emergency (but not follow up treatment)
- Treatment of certain communicable diseases
- Compulsory psychiatric treatment

UK2Learn – Providers of Educational Programmes in the UK

Crossways, Heath Lane, Godalming, Surrey, GU7 1UN, United Kingdom

Tel: 01483 425500 Mobile: 07787 556963 Email: [smackie@uk2learn.com](mailto:smackie@uk2learn.com) Web: [www.uk2learn.com](http://www.uk2learn.com)

### Medical emergencies

If you need immediate medical assistance (e.g. because of an accident) telephone 999 – the call is free. An operator will ask you which emergency service you require: fire, police or ambulance. You will need to tell the emergency services what has happened and where you are. If someone is injured and needs to go to hospital an ambulance will arrive and take them to the nearest hospital with an Accident and Emergency department.

If you need urgent treatment but are well enough to travel please call Suzie or Alex Mackie immediately for assistance to get to the nearest Accident and Emergency Department.

### EU Nationals

Foreign nationals from EU member states can access the full range of NHS services on the same basis as a UK national. Please note that adults do pay £8.40 per prescription and dentistry is not free.

### Non EU nationals

Foreign nationals from non-EU countries have no automatic right to NHS healthcare. Students and visitors who are going to stay in the UK for less than 6 months would have to be seen as private patients and would have to pay for their treatment. It is therefore essential that you have medical insurance to pay for any Private treatment. The following NHS treatment is available to anyone.

### Dentistry

Dentistry is one of the few NHS services where you have to pay a contribution towards the cost of your care. The cost to consult an Emergency dentist for treatment is £18.80 which covers examination, diagnosis and advice. Further treatment will incur additional charges.

Suzie and Alex Mackie have first aid training and are on call 24 hours a day, 7 days a week to deal with minor injuries and accidents. UK2Learn is also registered with a local Doctor and the main NHS hospital with an Accident & Emergency department is only a 30 minute drive away.

<b>Doctor:</b> Dr Overington, The Mill Medical Practice, Catteshall Mill, Catteshall Rd, Godalming GU7 1JW	01483 239903
<b>Hospital:</b> The Royal Surrey County Hospital, Egerton Rd, Guildford GU2 7XX	01483 571122
<b>Dentist:</b> IosisDental Clinic, 52 Binscombe Crescent, Godalming, Surrey, GU7 3RB	01483 429435

### Valuables

Please note that whilst students are permitted to have mobile phones, laptops, mp3 players, cameras etc., we advise that expensive items are not brought to the school. If they are, they must be insured by parents, as we are unable to accept responsibility for personal items which are lost or damaged for whatever reason. We ask that all students, group leaders and parents check with their insurance company prior to departure and ensure the relevant insurance documents are with them.

### Laundry

It is important that all clothing is marked clearly with your name and that it is suitable for washing in a washing machine and tumble dryer. All bed sheets, pillowcases and duvet covers will be washed once a week. Students will have the opportunity to have their clothing washed once a week by either their parent, group leader or a member of UK2Learn staff. There is a separate laundry room for adults that is available upon request. UK2Learn cannot accept responsibility for clothing that is damaged in the washing machine or tumble dryer.

UK2Learn – Providers of Educational Programmes in the UK

Crossways, Heath Lane, Godalming, Surrey, GU7 1UN, United Kingdom

Tel: 01483 425500 Mobile: 07787 556963 Email: [smackie@uk2learn.com](mailto:smackie@uk2learn.com) Web: [www.uk2learn.com](http://www.uk2learn.com)

**Tuck shop**

The tuck shop will be open in the evenings. At UK2learn we encourage healthy eating, and excessive consumption of sweets and sugary drinks will be noticed and you may be refused entry. There will be fresh fruit and water available to everyone in the dining hall.

**Internet Use**

There is Wi-Fi internet inside all the school buildings. During lessons, activities and after lights out students may not use their phones or personal devices. The school Wi-Fi has parental controls and the Wi-Fi is switched off at night.

**Assessment**

All students will be assessed at the start of the course to establish their level of English. Initially they will be grouped by age then after the assessment period they will be moved if they would benefit from studying at a higher or lower level. At the end of the course the student will receive a certificate and a written report of their progress and achievements on the course.

**Live and Learn the UK2Learn way**

At UK2Learn, we show care and respect for each other and ourselves at all times so that we can all enjoy the experience of living and learning together.

**We show respect for each other by:**

- Being courteous and helpful
- Being aware of the health & safety of fellow students
- Being on time for lessons and activities
- Being ready and willing to join in with activities and make new friends
- Listening when we are being talked to
- Following the instructions of the staff
- Making a good contribution to the lessons
- Keeping our selves clean and tidy and our rooms neat
- Taking care of the property of UK2learn
- Being kind and considerate to each other
- Not entering any other boarding house other than our own
- Not entering another bedroom without permission from all its occupants
- Not taking or borrowing anything which is not ours without the permission of the owner
- Not causing disturbances or unnecessary noise

**We take care of ourselves by:**

- Attending all lessons and activities and completing all homework
- Making healthy food choices and taking part in sports activities
- Not smoking , drinking alcohol or taking drugs
- Going to sleep after lights out
- Following advice to stay safe on-line
- Asking for help from any UK2learn staff member if you have any difficulties or uncertainties
- Staying with the group on outings and listen carefully to all instructions
- Never telling anyone outside of UK2learn the door security codes
- Never entering into areas of the school that are 'out of bounds'
- Not running around inside the school building

UK2Learn – Providers of Educational Programmes in the UK

Crossways, Heath Lane, Godalming, Surrey, GU7 1UN, United Kingdom

Tel: 01483 425500 Mobile: 07787 556963 Email: [smackie@uk2learn.com](mailto:smackie@uk2learn.com) Web: [www.uk2learn.com](http://www.uk2learn.com)

Failure to live and learn the UK2learn way may result in disciplinary action. This may include, confiscation of mobile phones or other devices for a limited period, exclusion from activities, restrictions on freedoms, and financial penalties in the event of damage to property. In extreme case of non-compliance, you may be returned home.

## **How we safeguard your children**

### **How do we ensure your children's safety on arrival and departure?**

Students who are travelling as part of a school group will be accompanied by their group leaders and will be met at the airport by a member of the UK2Learn team. A meeting point will be agreed for children and adults to go to should they become separated from the group during the transition. Group leaders will be provided with mobile telephone numbers for key UK2Learn staff members before their arrival. Student numbers will be checked at all transition points, and the coach will not leave until all the children and adults are accounted for.

Students travelling alone will be met by a UK2Learn member of staff. You must tell us in advance if your child is travelling alone or is not part of a school group. It is recommended that children under the age of 15 travel as 'unaccompanied minors'. This means they will be supervised by airport staff after they check in for their flights and will only be handed over to the nominated person, who will have to show identification, after the flight.

On arrival at the school, all students and adults are provided with a wristband that has the mobile number of a senior UK2Learn staff member. The individual mobile numbers of all course participants are recorded on arrival and kept secure on location at the school.

At the end of the course, the coach will collect the groups from the school. Students will be accompanied on to the coach by their group leader and will remain the responsibility of their group leaders throughout the journey. Individual travelers will be taken to the airport by a member of UK2Learn staff and checked in for their flights.

### **How do we ensure your children's safety on trips and outings?**

Prior to the outing, a thorough assessment of any risks is made in order to keep all participants safe. Student participants will wear wristbands at all times with the mobile number of the course manager. A list of all participants' mobile numbers, information about medical needs and emergency contact numbers will be carried by a UK2Learn staff member on the outing. A member of staff trained to deliver first aid will accompany each trip and a first aid kit will be on hand. The staffing ratio on trips and outings will be a maximum of 1 member of staff to a maximum of 6 students. Students will have a code of conduct and specific instructions for each outing that will be clearly understood.

After the first weekend and with permission from Suzie or Alex Mackie, students will be allowed to go to the local supermarket, located 10 minutes' walk away from the school. Any students below the age of 15 will be accompanied by an adult and everyone that visits the supermarket will be required to sign in and out of the school.

### **Where will your children be living and learning?**

On arrival at the school all students, group leaders and parents are given a tour and an induction. They will know what to do in the event of fire and where the fire exits are and where to assemble for the roll call. On the first day there will be a practice fire alarm to ensure that everyone is clear about what needs to be done in the event of a fire or emergency. They will be introduced to the First Aider and they will be told what to do if they have an accident or feel ill. They will be shown the areas that are out of bounds and how to keep the school houses safe from intruders by using the key codes.

**How will we keep your children safe and secure?**

On arrival at the school all students, group leaders and parents are given a tour and an induction. They will know what to do in the event of fire and where the fire exits are and where to assemble for the roll call. On the first day there will be a practice fire alarm to ensure that everyone is clear about what needs to be done in the event of a fire or emergency. They will be introduced to the First Aider and they will be told what to do if they have an accident or feel ill. They will be shown the areas that are out of bounds and how to keep the school houses safe from intruders by using the key codes.

**What will your children eat?**

Children and adults eat together in the dining hall and will be offered cooked and continental breakfast, cooked lunch and cooked dinner. There will be juice and biscuits available for mid-morning and mid-afternoon breaks. Fresh fruit is available throughout the day, and consumption of sweets and snacks available from the tuck shop will be limited.

On trips and outings the catering staff provide packed lunches. We provide healthy meals and cater for special dietary needs. Please notify us in advance of your child's arrival of any special dietary or health requirements.

**Where will your children sleep?**

Children will sleep in boarding houses, in rooms with 2, 3, 4 or 6 beds. The majority of rooms have 2 or 3 beds, and we do our best to accommodate personal sharing preferences.

Girls and boys are in different buildings and are not allowed into each other's boarding houses. Each night careful checks are made to account for each student, and to make sure all students are in the correct beds and rooms. There will be around 4 members of staff in each boarding house, with male and female staff in the boys' house and female staff in the girls' houses. The boarding houses are securely locked at night and the windows have safety latches limiting the opening space but still allowing for fresh air. Buildings are locked and students have a security code or fob so access is limited to the residents of each boarding house. Fire doors allow for emergency escape from the building, and fire and safety procedures are rehearsed on arrival during induction.

Students aged 8-12 years old must be in their bedrooms by 21:30 and their lights must be out by 22:00. Students aged 13-16 years old must be in their bedrooms by 22:00 and their lights must be out by 22:30. Wi-Fi is turned off at 22:00. Students are allowed to keep phones with them at all times but they should not use them during sleeping times or lesson/activity times. If students use their phones after bed-time they may have them confiscated to ensure they get a good night's sleep.

**Who will care for your children?**

All staff and adults involved with this program will have a duty to safeguard the children.

All UK2Learn teachers are qualified to teach English as a Second Language and will have a degree or equivalent level of higher education. Activity coordinators are well educated and practitioners will have a subject specialism such as drama, art, film-making or photography.

Group leaders accompanying students from their own schools will have a duty of responsibility for the children in their care but UK2Learn will hold overall responsibility from arrival until the beginning of the homeward journey.

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. All staff will hold current DBS (Disclosure and Barring Service) checks to prove they have no criminal convictions that should prevent them from working with under 18's. They will produce work and character references that confirm their suitability to work with children. They will produce the original copies of their qualifications and passports to prove their identities. All gaps in work histories will have been satisfactorily explained. Visiting group leaders will have been police checked in their countries of origin and will be asked to provide evidence of their suitability to work with children.

UK2Learn – Providers of Educational Programmes in the UK

Crossways, Heath Lane, Godalming, Surrey, GU7 1UN, United Kingdom

Tel: 01483 425500 Mobile: 07787 556963 Email: [smackie@uk2learn.com](mailto:smackie@uk2learn.com) Web: [www.uk2learn.com](http://www.uk2learn.com)



**How will your children be kept safe on-line?**

Every precaution is taken to prevent children accessing unsuitable websites. The school Wi-Fi has parental controls and the Wi-Fi is switched off at night. Students' personal devices, mobile phones, iPads, laptops etc. are subject to supervision and spot checks by staff. During induction, students will be warned against online communication with people they do not know and the dangers of establishing contact with them. We actively discourage the excessive use of the internet and texting in favour of practicing language skills and socializing with others on the program.

**How will your children travel?**

Children arriving in groups will be collected by coach. Drivers are DBS checked, and all coaches are fitted with seatbelts. The journey from the airport to the school is about 1 hour. Organised trips and outings involve around 1 hour of coach travel each way unless there are exceptional traffic delays. Children travelling independently will be collected and returned to the airport by car with a UK2Learn member of staff who will be a fully insured and experienced driver.

**How do we build and protect good, trusting relationships between our staff and all participants on our programmes?**

Our aim is that all participants and staff on our courses have a fun and rewarding experience. Students will learn English through formal lessons, play and activities and staff will protect, support and facilitate the learning experience of the students. In order for these relationships to be successful and for all parties to feel safe, students must follow the code of conduct given to them at the start of the course and all staff must participate in our pre-course training and induction sessions and abide by the staff code of conduct.

---

**CODE OF CONDUCT**  
**UK2LEARN SUMMER PROGRAMME 2017**

---

I have read and understood the above;

Name of Student:

---

Signature:

Date:

---

Name of Parent/Guardian:

---

Signature:

Date:

---