



GROUP LEADER AGREEMENT

Dear ,

Date _____

Welcome to Oxford. We hope you and your students will have a wonderful time in this historic centre of education. We look forward to a good relationship with you and aim to deal with any problems or queries you might have quickly and efficiently. Please feel free to pop in and have a chat with us at any time.

Group leaders are an integral part of the success of any programme, as they help the students adapt to the new environment and help them benefit from a variety of experiences on offer. Several of our staff have been group leaders in the past and we fully appreciate how challenging a task it can be. We will try to help you as much as possible.

Please tick that you have thoroughly read and understood the information provided.

	Read 'Pre-arrival Information for Group Leaders' (see below page 3 to 14)
	Provided CIE Oxford with an up to date Police check prior to (or on) arrival (see below; page 2)
	Ensured that all student documents are sent prior to arrival (Enrolment form, Parental Consents, Medical forms, Passport copy, Online Testing ...)
	Will promote good practice regarding the safeguarding of children by following the guidance in our policy on safeguarding. http://cie-oxford.com/our-language-school/our-policies/#06
	Received and read the <i>safeguarding under 18s</i> booklet provided by CIE
	Will maintain an 'up-to-date' record of students' mobile numbers in the UK. Provide the list to Cassandra or Hisashi on the first day and inform them of any changes asap.
	In the unlikely event of an emergency (e.g. students have an accident), the group leader will be able to support the school with any communication between the emergency contact and CIE Oxford.
	If your group has more than one leader per 10 students, the rest of leaders will have to inform CIE if they are attending any of the activities three (3) weeks in advance in order for CIE to book spaces on each activity. Unfortunately, failure to do so will result in not having a space on said activities.

We require that group leaders carry a mobile phone with them during their stay at CIE Oxford. Please provide the school with details of your phone number at the earliest possible date. If you need to speak to anyone at the school urgently, please call the 24 hour emergency number: **+44 7963 905 355**. We can also be reached, during normal office hours, on **+44 (0)1865 202 238**.

I have read, understood and explained the content of the above information to the students in my group.

Print: _____ **Sign:** _____ **Group Leader from:** _____

Print: _____ **Sign:** _____ **Role at CIE:** _____



Police checks for group leaders from abroad

CIE, like yourselves, are committed to safeguarding and promoting the welfare of children.

In pursuit of this aim we ask you and/or your Group Leaders to read our safeguarding policy which can be found on our website <http://cie-oxford.com/us/our-policies> (#6).

In addition, and following the guidelines set out by Accreditation UK (click or copy this link:

https://www.englishuk.com/uploads/assets/agents/Care_of_under_18s_what_agents_need_to_know.pdf), the British council’s umbrella body, we would need to see a police ‘certificate of good behaviour’ for each Group Leader. In exceptional cases where that is not possible, I would be very grateful if the Welfare Officer (or an equivalent) at your establishment would sign the statement below.

I, the undersigned, confirm that the leaders in charge of the group sent to CIE by between the (arrival date) and (departure date)..... have had the appropriate checks to ensure that they are suitable to accompany under 18 students abroad.

.....Signature
.....Name (Printed)
.....Position in school/company
..... Date

Please can each leader also sign that they have read and understood our safeguarding policy.

Name (Printed)
Signature
Date

Name (Printed)
Signature
Date

Many thanks for your co-operation.
We look forward to welcoming you to Oxford in the near future.

Luke Murgatroyd
Co-Principal
CIE Oxford

PRE-ARRIVAL INFORMATION FOR GROUP LEADERS

CIE is looking forward to welcoming you at the school. To follow is some useful information which will help you prepare for your stay and ensure you get the most out of your time in oxford.

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* Information specifically for under-18s

CIE OXFORD

PRE-ARRIVAL INFORMATION

ENROLMENT FORMS

We will send you enrolment forms before you arrive. Please ensure that these are completed by each student and sent back to us before you arrive. This should contain all the necessary information about the student regarding their stay at CIE.

PASSPORT COPIES

Please provide a photocopy of each student's passport (and visa stamp if applicable) either before you arrive or on your first day at CIE.

TESTING

Please make sure all students have been tested before they arrive at CIE and arranged into different levels (we will help with this). We can provide a copy of our placement test if you require it.

CONTACT DETAILS

Please provide us with your number, all of the other leader's mobile numbers and all the student's mobile numbers in case of any emergencies which may arise. Please maintain an 'up-to-date' record of students' mobile numbers in the UK. Provide the list to Cassandra or Hisashi on the first day and inform him/her of any changes as soon as possible.

PARENTAL CONSENT AND MEDICAL INFORMATION

Again, we will send you these forms before you arrive. Please ensure that they are completed accurately and in detail with parental signatures where necessary. They should then be returned to us prior to arrival.

WHAT YOU SHOULD ADVISE STUDENTS TO BRING

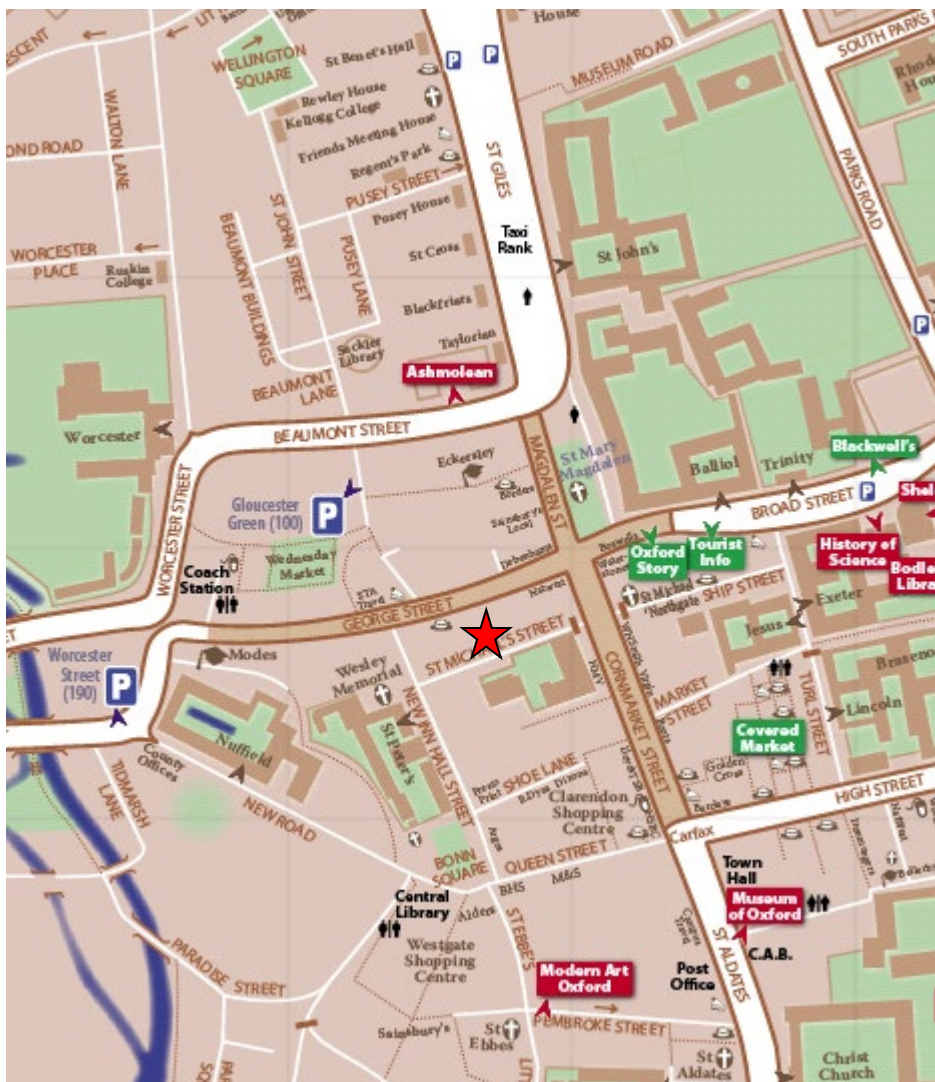
- ☺ Passport
- ☺ Medical Insurance
- ☺ Appropriate clothing for all weather, including raincoats!
- ☺ Dictionary & any other study aids
- ☺ Enough cash for their first few days in Oxford

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ARRIVAL INFORMATION

FINDING CIE

We are located in the centre of Oxford at
Bocardo House,
24b St Michael's St,
OX1 2EB



Ⓔ I E OXFORD

HOW TO GET TO OXFORD

Oxford is easily accessible from London and its airports. There is a train service from London Paddington to Oxford that takes about 60 minutes. There are also two bus companies that operate regular services from various stops in London; this journey takes about 100 minutes. For more information please look at the following websites:

Trains

www.nationalrail.co.uk

Buses

from Central London

www.oxfordtube.com

www.oxfordbus.co.uk

from Heathrow & Gatwick

www.oxfordbus.co.uk

from Stansted

www.nationalexpress.com

CIE can arrange airport transfers if requested.

IMPORTANT PHONE NUMBERS

CIE Office - for general enquiries during office hours (9am-5pm on weekdays), or if students are going to be absent from or late for a lesson.

01865 202238

Emergency number - for emergencies only (including accommodation emergencies), in the evening or at the weekend.

07963 905355

SCHOOL ARRANGEMENTS

DAILY TIMETABLE (unless otherwise arranged)

9.00am to 10.00am	Morning Class 1
10.15am to 11.15am	Morning Class 2
11.30am to 12.30pm	<i>Morning Class 3</i>
14.00pm to 4.00pm	Afternoon activities
5pm	School closes

*In the summers, lessons for students aged 15+ normally take place at Lady Margaret Hall, University of Oxford or elsewhere outside Bocardo House, such as the Oxford Union or one of the other world-renowned Oxford University colleges. Bocardo House is the main site for our English classes for junior students and young learners. 15 and 16 year olds will be taught in classes with students aged between 15 and 17 while 17 year olds may be in classes with students over 18.

CERTIFICATES

At the end of the student's course they will be awarded a certificate to show that they have successfully completed the course. Students that do not attend at least 80% of their lessons will not qualify for a certificate

STUDY VISAS

If students are visiting the UK on a student visa, they must attend lessons. If they stop attending lessons, the school is obliged to inform the home office, which might result in them losing their visa and having to leave the country.

Some international students are required to register their stay with the police within seven days of their arrival. The stamp in your passport will tell you whether or not you need to register. You and your students should take your passport, two photographs and £34 registration fee to the police station at St Aldates, OX1 1SZ. Telephone: 0845 8 505 505

COMPUTERS & PRIVATE STUDY

There are 3 computers and 9 laptops available for student use and limited space for private study at CIE. We therefore recommend students use the public library, a short walk away from the college, if they need a quiet area to study in or need to use computers for extended periods of time.

CIE OXFORD

POLICIES AND PROCEDURES

We expect Group Leaders to remain in charge of the group at all times (this may include assisting CIE group leaders with control and/or discipline of the group).

(This also means being at the school premises before lessons start and finish (before 9 o'clock and 12:30/before 13:30 and 15:45), making sure all their students are safe before and after school. If not all their students arrive, they will inform the Director of Studies, who will then inform the teacher.)

In the unlikely event of an emergency (e.g. students have an accident), group leaders will be with the students at all times, even if it includes spending the night at the hospital.

In addition, whilst you are accompanying students to Oxford, we will expect you to participate in the social activities and to supervise the students during excursions however leaders will not be charged for activities,

*UNDER 18'S SUPERVISION

Students are expected to go straight home after school unless the host family agrees otherwise, with the conditions that:

1. Students tell the host family **who** you will be with
2. Students tell the host family **where** you will be
3. Students must be back by the curfew or earlier if the host family prefers

	14 yr. & under weekdays	14 yr. & under weekends	15-16 yr. weekdays	15-16 yr. weekends	17 yr. weekdays	17 yr. weekends
British summer	5.30pm	5.30pm	9pm	10pm	10pm	11pm
British winter	4.30pm	4.30pm	6pm	10pm	10pm	11pm

NB. Students are expected to be at home at meal times unless they have made an alternative arrangement with the host family

Our policies can be found on our website www.cie-oxford.com by looking in the 'About us' drop-down menu, or go directly to this page: <http://www.cie-oxford.com/aboutus/policies.html>

CIE OXFORD

COMPLAINTS PROCEDURE

If students have a problem or complaint or issue of any kind they should speak to a member of the administration staff, or if it relates to host family accommodation, speak to the Accommodation Officer. They may also speak to our external counsellor if they wish to speak to someone outside the school. Please complete a complaint form. All complaints will be investigated fully and will be handled sensitively and with the maximum level of confidentiality we can offer (we will however inform you when confidentiality is **not** possible).

DISCIPLINARY PROCEDURE

If a student does not follow the school guidelines the student will receive a verbal warning, this will be followed by a written warning and if the student still does not change they will be asked to leave. **With specific reference to "absenteeism and lateness" students will**, when they fall below 80% - and after CIE has phoned the student, family or agent - receive a verbal warning. If, after a further two weeks, they haven't raised their attendance to above 80%, this will result in a written warning which, after a further week of the same, will result in a final written warning. No satisfactory response within a further week will result in expulsion. CIE reserves the right, in the case of gross misconduct, such as bullying and violence, to expel the student immediately.

DISABILITY

CIE is committed to advancing an environment in which all applicants, students, and staff are given the opportunity to demonstrate and realise their full potential. With its Disability Policy, CIE aims to embed a culture of support and equal opportunities for students with disabilities or learning difficulties. CIE will ensure that :

- applicants and students are given the opportunity to disclose a disability or learning difficulty.
- the requirements of applicants or students who disclose a disability or learning difficulty are assessed on an individual basis.
- reasonable adjustments are provided, within the resources available, for applicants or students who disclose a disability or learning difficulty. In excess of our available resources, adjustments may be offered and made for an additional fee, if possible.
- all discussions and information regarding a disability or learning difficulty are treated in a confidential manner.

CIE OXFORD

MEDICAL & DENTAL CARE

We require enrolment forms from all students before their arrival containing clear information about any medical conditions the student may have.

All the students who come to study at CIE should take out medical insurance, even those students who are entitled to NHS treatment.

Emergency treatment in the John Radcliffe Hospital Accident and Emergency department is free for everyone, but this does not always apply to follow up treatment. If students are here for less than six months they are entitled to treatment if they come from countries in the European Economic Area or other countries such as Russia and some of the former Soviet Republics with whom the UK has reciprocal health care agreements. If they are entitled to NHS treatment they will not have to pay for a visit to the doctor or hospital treatment.

However they will have to pay for medicines, dental treatment and optical treatment. If they are here for more than six months they should register with a doctor on arrival. Their host family will advise them about a suitable doctor or dentist and the Accommodation Officers will also provide you with advice and assistance.

CONTACTING HOME

By telephone: Some international students bring mobile phones with them and buy a 'pay-as-you-go' sim card here in the UK. International phone calls from mobile phones are normally very expensive. However discount phone cards are available to use with mobile phones or from phone boxes. It may be possible to receive calls or make phone calls using pre-paid phone cards from the host family telephone. However, students should discuss this with their host family first.

By email: There are 3 computers and 9 laptops available for students use at CIE, however as these are shared with all students, usage is limited. Wifi connection is also available to students with compatible laptops.

CIE OXFORD

OTHER PREPARATIONS

MONEY

The easiest way to access cash is from the many 24 hour ATM machines throughout Oxford, accepting VISA & Mastercard. Travellers' cheques can be exchanged in most banks and in the post office, at the desk marked 'Bureau de Change'.

REGISTERING WITH THE POLICE

If the stamp or sticker in your passport says you need to register with the police, you should take the students to the Oxford Police Station in St Aldates (telephone 01865 855838), before you have been in the UK for 7 days. Take with you:

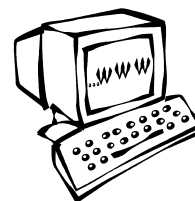
- *Passport
- *34 pounds to pay for the registration
(Try to have the exact amount)
- *One up-to date passport-sized photograph
- *An CIE enrolment letter
- *A completed Police Registration Form

INSURANCE

Students should arrange adequate travel insurance to cover any medical and repatriation costs in the case of an accident or emergency.

USEFUL WEBSITES ABOUT OXFORD

- www.dailyinfo.co.uk - lots of information about Oxford city, with reviews and maps etc.
- www.oxfordcity.co.uk - tourist information
- www.ox.ac.uk - the website of Oxford University
- www.oxford.gov.uk - the city council website



ACCOMMODATION

What students can expect from homestay accommodation organised by CIE:

- Inclusion in family as full member of the household.
- An appropriate, well-lit and heated, clean room in good repair.
- A room located in clean, reasonably-sized house or flat.
- A bed and storage in the bedroom.

CEIE OXFORD

- Breakfast and dinner every day.
- Use of family rooms for recreation.
- Use of bathroom and available shower daily.
- Meals eaten together with family, for English-speaking practice.
- Bed linen and towels changed weekly and washing facilities for clothes made available.
- Only 4 international students residing in the house at any time.
- Host family selected will be appropriate for the age, background and religion of the student.
- Host families will cater for any dietary requirements of the student, wherever possible, and a balanced diet will be provided.
- Accommodation checked every 2 years to ensure suitability.
- For students under 18, host families will have been police-checked and a responsible adult will always be present at night.

We will make every effort to accommodate their wishes regarding family arrangements/ number and age of children in house, pets and smoking.

All of our hosts are British families who speak English in the home and will help them practice their English outside of their lessons at school.

The United Kingdom is a multicultural nation with a diverse population, and our host families represent a variety of ethnic and cultural backgrounds. Our families mirror the United Kingdom as a whole and the various kinds of families that are found here. Some of our host families have two parents, and some are single-parent families. Some families have children living in the home, and others have no children. Some of our families are fairly young, and some are older and more mature.

If students choose not to use our homestay accommodation, it is important to remember that outside lesson time, it may be difficult to obtain English-speaking practice in a real-life environment.

If students have any problems arise during their stay, please do not hesitate to contact the Accommodation team who will try to resolve the problem or will help students find alternative accommodation. If we cannot see a reasonable cause for the student to be moved then we will charge the student's family the cost incurred by the move.

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They will also receive information on their first day about how to get from the centre of town to their accommodation, including any relevant bus timetables.

All our host families are located in the surrounding areas of Oxford and the majority are no more than a 20 minute bus ride to CIE.

NOTES ABOUT LIVING IN A HOST FAMILY

For many students the highlight of their stay in Oxford is their host family. Here are some guidelines for students to ensure they know what to expect and that they get the most out of the host family experience:



1. Make a note of their address and phone number and keep it with them all the time.
2. Find out what the arrangements are for keys, meals, telephone, visitors, and laundry.
3. The host family is not responsible for tidying up their room.
4. In most cases, they will be sharing the bathroom with other members of the family. Please make sure they keep it tidy.
5. The host family expects them to be on time for meals.
6. They shouldn't put pictures up on the wall unless they have made an agreement with your host.
7. Host families are told to take care of the students. They do not expect to find them cooking or helping themselves to food. So please let the host do these things unless they have agreed otherwise.
8. Lights, electric fires, or heaters should be switched off when they go out.
9. They should never leave the house without letting their host know.
10. If they want to leave their host family, they need to give **one** week's notice and inform the Accommodation Officer immediately.

THE GOLDEN RULES FOR STUDENTS

Always tell their host if:

- They are going to be late
- They are planning to miss a meal
- They are going to be out overnight
- They expect visitors
- They break or damage anything
- They change your mobile number