



GROUP LEADER INFORMATION

Dear Colleague,

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.

You will find a copy of the *Pre-arrival Info for Group Leaders* attached to this. We would be grateful if you could familiarise yourself with its contents and explain or translate any areas that your students may have difficulty with.

We often find that students are surprised that England is a modern, ethnically-mixed society. This often influences the culture and food of host family accommodation. Please inform the students at a 'pre-departure orientation meeting' that they are as likely to get pasta as roast beef, or cornflakes instead of bacon and eggs. Indeed, according to recent surveys, the number one British meal is no longer fish and chips but curry! This, of course, is part of Britain's heritage from the imperial past, when India was ruled by Britain.

Whilst you are accompanying students to Oxford, we will expect you to participate in the social activities and to supervise the students during excursions. Please let us know well in advance if there are likely to be any periods, other than during classes, when you think you will not be able to accompany the students. We can discuss this with you.

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**.

In simple terms ...

For every ten (10) students, there will be a free space for one leader. CIE are happy to offer each of these leaders:

- free lessons at their level (*if* classes exist at their level).
- free single rooms in a host family (this will be recalculated if the group is less than 10).
- free activities during the week (accompanying their students).
- free excursions at the weekend (accompanying their students).

In return (and in addition to the duties mentioned in the letter above) we ask that the leaders:

- 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.
 - 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>
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- 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.
 - 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 look forward to welcoming you to Oxford in the near future.

Yours sincerely,

THE CIE Oxford TEAM