

Students under 18 years old

Britannia English Academy accepts students who are under 18 years old as well as adults.

- Children under the age of 16 will only be taught in one-to-one or in small classes for under 16s.
- 16 and 17 year olds can be enrolled as adults and take part in adult classes.
- We will notify the parents, guardians or host family if the student is more than 20 minutes late for their class. The school must be notified if the student cannot attend their lessons.
- Students who are 16 to 18 years old are permitted to attend social events together with adult students, except for those events at bars or pubs which serve alcohol, or cinema trips where there is an over 18 age restriction. In this case an alternative activity will be organised for students under 18. We organise social activities for students under 18, they are supervised by BEA staff in ratios 1:10. BEA Activity Leaders are DBS checked.
- We will not accept individual students in residences unless they are part of an organised group and come with a Group Leader who take full responsibility for his group.
- **We will require a 24 hour contact number and email for the parents or legal guardians of students. This must be provided at registration.**
- The school has an emergency contact number which can be contacted 24 hours. This is **+44 7874 929268**
- Students under 18 years old will be supervised by the school staff whilst in the school. However, they will not be supervised outside of scheduled tuition time. Outside of lesson times they will be expected to travel directly home to their parent, legal guardian or host family. Students under 18 years old will be expected to have returned to their family by at least 10pm at night, and if the student is not home by this time then the family or guardian should report the student missing to the school manager who, if unable to trace the student before 11pm, will report the student missing to the police.
- BEA has a safeguarding policy which can be viewed in the office of the school. The safeguarding policy contains procedures in the event of a disclosure or allegation of abuse and the referral to official agencies.
- Parents or Guardians must inform BEA of any medical condition or disability of a prospective student. If such information has not been provided Britannia may refuse to accept the student. The student will have to return home at their own expense. BEA staff and host families cannot be responsible for administering or safeguarding medicines. Students who are prescribed medication are asked to bring a letter from the doctor with the name of the medicine, the dosage and frequency of taking it and the name of the condition for which it has been prescribed, clearly described in English. This is in case the student needs medical attention whilst in our care. In the event that a student is taking regular medication, the student must be responsible for the care and administration of their own medication. Britannia staff will NOT administer medication to the student.

NB. In accordance with statutory requirements child safeguarding disclosures cannot be retained as a confidential matter. All formal disclosures by a person under 18 years of age must be reported.

FREQUENTLY ASKED QUESTIONS

1. What exactly will my child do during their time at Britannia?

Your child will take a level test in advance of any lessons in order for us to place him/her into a suitable class where they can maximise their progress. Depending on your child's wishes, we offer General English lessons, Conversation Classes, plus FCE or CAE classes if they were interested in preparing for an exam. All of our classes are taught by qualified teachers who ensure that their classes challenging and enjoyable. We have lessons open throughout the day for your child, from 8.30am to 6.30pm. Britannia also arranges social activities and trips each week. Depending on when your child is staying with us, you will be sent information on the social activities offered during their stay. Your child will have to pay any extra costs involved in taking part in these trips.

2. What happens if my child misbehaves?

Britannia English Academy has clear rules which it expects your child to follow. Our rules will be sent separately to you and your child. If your child is sanctioned due to any misbehaviour you will be informed of the reason for this and what the sanction consists of.

3. How will my child be kept safe at their place of residence?

Britannia English Academy carefully checks any place where its students may stay during their time at our school. Your child will be staying with a family in a homestay. The school carefully checks every home to make sure that it is suitable for your child in terms of facilities and location. We have ensured that criminal records checks have been carried out on the family member responsible for your child. This same person will be present every night that your child is staying in their home and will usually be at home whenever your child is in their home. The responsible person in your child's homestay will also be sent a copy of your child's timetable, and will contact the school if your child does not arrive home at the agreed time. If your child is under the age of 16, they will not be lodged with any other students over the age of 18.

4. How will my child be kept safe at school?

Britannia English Academy ensures that all of its staff have undertaken criminal record checks and are safe to work with children. All staff have been trained in keeping children safe. Your child will be supervised at school at all times.

5. What is my child has allergies or other illnesses that require medication?

You should inform that school in advance if your child has any allergies or if they need to take medication during their stay at Britannia. If the school is informed, we can ensure that all staff are aware of your child's needs.

6. How will my child travel from their place of residence to school?

All of our places of residence are served by local transport, especially by bus. Once it has been decided where your child where be staying, you and your child will be sent details of which transport to take, plus costs. The responsible person at your child's homestay will ensure that your child knows which bus to take and how to get to school.

7. Which transport will the school use for social trips during weekend?

The school will use either a coach or train to travel to and from social excursions. For coach travel, the school uses reputable coach company whose drivers have been checked as suitable for working with children.

8. How will my child be supervised on social trips during weekends?

Each social trip will be supervised by at least 2 adults. It is the school's policy to have one adult present for every 10 students. If your child is given some time to explore for themselves, for instance in a museum or shopping centre, they must stay in groups of at least three, and will be given strict time limits to return to a specified meeting place.

9. How will my child get from the airport to their host family?

Your child will be met at the airport by a representative from the school. Airport transfer booking is compulsory for all students U18.

10. Who do I contact if there is a problem?

You should contact the school either by email to info@britannia-school.com, by phone on + 44 (0) 161 923 4649 or by using the school's 24 hour emergency phone number, + 44 (0) 7874 929268.

