

## Advice and Emergency Details for Students under 18

### Travelling to and from the school

We email a map of the local area to you with your enrolment documents; please bring this with you. If you need another map, please ask in Reception. Wimbledon is usually a safe place, but **at night**, please be careful. For example, do not go to places where there are no other people, and if you are returning home from a school social activity in the evening, it is best to take a taxi home or go with friends. Our school staff can telephone for a taxi for you. **Do not** walk home alone at night.

### In the evenings, please remember:

- You must be back at your homestay for dinner every evening. If you are going to be late for dinner, tell your homestay host.
- If you go out in the evening or at weekends, tell your homestay host where you are going, and with whom. Give your host your mobile telephone number and keep your phone turned on at all times. Leave a telephone number or address where you can be contacted at all times.
- If you are 16 or 17 years old, you must be back at your homestay by 22.00 on Sunday to Thursday, and 23.00 on Friday and Saturday.
- Do not go to local parks in the evenings.
- Be very careful with your personal possessions and do not carry too much money with you.

### When your classes have finished

When your classes have finished, you are very welcome to stay at the school and use the school's Study Centre facilities, if they are open, or just relax in the garden and common room.

### Excursions within the UK

If you are not with your parents or a responsible adult (over 25) appointed by your parents, you can only join excursions to places outside London if they have been organised by the school. If you are accompanied by a responsible adult (aged over 25) and we have agreement in writing from your parents that you can participate if accompanied by this adult, you can join excursions organised by one of our partner tour companies. You cannot travel independently outside London (ie not as part of a group organised by a recognised tour company) unless you are with a parent or adult relative, designated guardian, or group leader if you have come here as part of a group.

### Excursions outside the UK

As above, but you must also have completed and signed immigration letters from your parents, otherwise you will not be allowed back into the country at immigration.

Please see Akosua or Julia in Reception for more information.

### Problems

If you have a problem, big or small, at school, or with your accommodation or any other kind of problem, **please tell someone at the school**. You can talk to your teacher, Academic Management, the Principal, the Accommodation Staff, or someone in Reception. You can also ask your family to speak to us. **The important thing is to talk to us.**

If you have a problem and you do not want to tell anyone you know, you can call ChildLine on **08001111**. ChildLine is a counselling service for children and young people.

### Useful telephone numbers

Remember: You should give the school and your host your mobile telephone number, and you should ask your host for their mobile number.

School: 020 8947 1921

School Emergency: 07939 288723 (24-hour service)

Police/Ambulance/Fire: 999

**We hope you enjoy your time here!**

Updated Nov 2022 (DM)



## Contract for Students Under the Age of 18

We have a special duty of care for students under the age of 18. For this reason we have some particular rules that students under 18 must follow. These rules aren't designed to make your life less fun, but rather to ensure that you are safe.

### Things you should ALWAYS do:

#### Follow the Student Code of Conduct and School Rules

You can find these in the Student Handbook and in printed copies in the Common Room. Please ask us about anything you don't understand.

#### Be on time for classes and social activities every day.

This is for all students, but it is particularly important for under 18s. If you do not arrive on time for school we have to contact you to find out where you are.

#### Be careful not to endanger others or yourself.

Your safety is our most important priority. Sometimes something might not appear to be dangerous but our staff are trained to know what can cause you or other students harm, so please listen to our staff members.

#### Stay with the WSE staff member on a Social Programme Excursion or Class Excursion.

All under 18s must return to the school or Wimbledon Station with the WSE excursion leader/teacher after a Social Programme or Class Excursion. Please do not ask them to let you go somewhere else.

#### Be back at your homestay on time in the evening.

You must be back at your hosts before 10pm Sunday to Thursday or 11pm Friday and Saturday. If your parents have decided that they wish you to be back earlier then then you must be back at the times they decide.

### Things you should NEVER do:

#### Leave the school during the day unless you are with WSE staff or your group leader.

During school hours (9:15 to 3:45) you must be in the school building unless you are doing a special activity with your group leader or your teacher.

If you are under 16 you will be escorted to school by your group leader, member of staff or homestay host. Please wait for the escort and don't come independently or alone.

#### Smoke, drink alcohol, or take drugs.

Drugs are illegal for everyone and you can be in serious trouble with the police! Smoking and drinking alcohol is illegal if you are under 18. If you are found with cigarettes or alcohol they will be taken from you and destroyed. We may have to send you home early.

#### Bring or buy knives, weapons or toy guns.

British police can stop and search you to check if you have any knives or weapons. If they catch you with any weapons you could be in serious trouble. Certain types of toy guns that fire pellets might not be legal in the UK.

#### Behave in an anti-social way.

For example: shouting in areas where you should be quiet, running in crowded areas, standing in large groups in the street. Rules and laws are there for everyone's safety. Students who break British law, do not obey the course rules, who repeatedly misbehave, do not follow the instructions of the course staff or otherwise disrupt or adversely affect the smooth running of the course will be asked to leave the course immediately at their own expense.

**Declaration:** I, \_\_\_\_\_ (print name) agree to follow all Wimbledon School of English rules for students, the rules in this contract and the advice on the other side of this page. If I do not follow these rules, I understand that I may be sent home early at the expense of my parents.

Signature: ..... Date: \_\_\_/\_\_\_/\_\_\_