

NOTES FOR PARENTS AND STUDENTS

Whilst Stamford Academy is primarily designed for students aged 18+, we also welcome students under the age of 18. Although we do not provide 24-hour supervision, we do have policies, procedures and measures in place to ensure your child will study in a safe, secure and comfortable environment:

AIRPORT TRANSFER

- Stamford Academy recommends that all unaccompanied minors book a Stamford Academy transfer service on arrival and departure. The on-arrival meet and greet arrangement is provided by background checked (Disclosure and Barring Services) drivers. Drivers are instructed to have the student's full name, name of the agent and centre written on a branded official airport sign. They are instructed not to leave the airport without the student.
- If a transfer service is not booked, we will ask parents to confirm details of how their child will travel from the port of entry to their destination, and to confirm that parents are confident that their child is capable of independent travel.
- If there is any concern at all, the officials at the port of entry will need to be entirely satisfied that all under 18s will be safe before allowing them to leave.

ACCOMMODATION

- We strongly recommend that unaccompanied minors stay in Stamford Academy approved accommodation. If Stamford Academy approved accommodation is not required, we will ask for details of where they will be living on our Parental Consent Form.
- Any students aged 16 or 17 enrolled on an adult course without an activities programme and who are **not** staying in accommodation provided by Stamford Academy, must be collected by a named person or guardian immediately after lessons are complete.

STAYING IN HOMESTAY ACCOMMODATION

- We take care to match the right student with the right homestay host so that they are able to enjoy each other's company and have the opportunity to learn and experience something new.
- We provide detailed safeguarding and child protection materials to all of our homestay providers. We require that all main homestay hosts have a DBS background check to confirm that they are suitable hosts before students are placed with them. Any family members or overnight guests over the age of 18 must also sign a disclosure declaration to state that they can be present with minors.
- We expect hosts to be present when under 18s are at home and require hosts to always be present overnight. We give hosts a handbook, which describes our expectations for reasonable student behaviour.
- Our Accommodation Officer (Ingrid Richardson) or Managing Director (Chris Brock) are available to support your child, to ensure they have the best possible experience with our hosts.

TRAVEL TO AND FROM SCHOOL

- Coming to school: we ask our Homestay hosts to help all new students to get to the school on their first day, and thereafter students travel to and from school unsupervised.
- Our evening social programme occasionally includes some activities that requires us to supervise students back to their host accommodation. After 8:30pm, students under the age of 14 will be supervised in their return to homestay accommodation. After 10pm, students under the age of 16 will be supervised in their return to their host accommodation. All students under the age of 18 will be returned to their host accommodation by 10:30pm.

FIRST DAY AT SCHOOL

- All under 18s meet a designated staff member, responsible for supporting them throughout their stay, on their first day. The staff member will confirm student contact details including email and mobile phone number for use in case of an emergency.
- They receive a separate orientation specifically for under-18s. The orientation includes safety guidelines, information and advice on how students under 18 spend their unsupervised free time, focusing on safety.
- We ask all under 18-year-old students to agree to and sign a *Code of Conduct* to help ensure their well-being.

STUDENT CARDS

- Student Contact cards are issued to all students on arrival. The student card includes an emergency number.

ABSENCE, HOLIDAY & INDEPENDENT TRAVEL – WRITTEN AUTHORISATION

- We monitor student attendance on a daily basis.
- Parents or guardians must sign a consent form for each occasion a child plans to travel away from the Academy and to stay overnight.

LEISURE PROGRAMME

- We offer a social programme of daytime and evening activities, and weekend activities appropriate for the age, ability and interests of under 18s, although participation is not compulsory.
- Self-guided activities are offered throughout the week. On four weekdays, activities will be supervised by centre staff. Weekend activities will be supervised by a vetted provider, and we require written permission in advance by parent or guardian for these.
- We set reasonable return home times for students to return to their homestay or residence after evening activities and we start safety and security checks immediately if they do not return by that time
- We require parents or guardians to sign a consent form on each occasion for weekend excursions where students stay away overnight and any other occasion where students stay away.

IN CASE OF EMERGENCY WE PROVIDE:

- An emergency 24/7 contact number to every student and parent/guardian. Emergency contact details in the confirmation of enrolment letter or via the relevant group leader / course co-ordinator.
- Emergency contact details on the Student Contact card.

In addition:

- We confirm all students' contact details including email and mobile phone number on arrival, for use in case of an emergency.
- We give all students on all field trips and excursions the mobile number of the teacher or activity leader who also has a list of all the students in their care.
- We contact the parent or guardian, in case of emergency.

MEDICAL CARE

- Information on medical and dental care (Doctor, Dentist, Accident and Emergency Hospital) in the UK is provided on the first day and qualified First Aid is provided on site. We require parents/guardians to notify us in advance of pre-existing conditions and prescription drug needs.

MONEY

- Student Services can provide advice about money upon a student's arrival. Meanwhile, it's better to use electronic banking cards linked to an account at home than to carry large amounts of cash.