

Burton Education Student Handbook

Welcome and introduction from the guardianship organization

As your parents live overseas, they are unable to care for you when you are out of school. We take on this responsibility particularly during Exeat and other times when the school is closed. I am Guardians' Director, Anna Huan Gao, is the official guardian to all students under Burton Education care.

I am on call 24 hours every day to help you with any difficulties or problems that may arise. 0044 7917150358 also available on WhatsApp and Wechat.

The role of your guardian

Our responsibilities include

- Acting on behalf of your parents in situations where they are unable to do so due to distance or timing.
- Looking after your welfare in the UK when the school is closed for holidays.
- Providing a host family for you to stay with during half term and exeat weekends when the school is closed.
- Assisting you with things you may need – school uniform, sports equipment, mobile phone, UK 'pay as you go' mobile sim-card, etc.
- Assisting you with collecting BRP from the post office if required by school and also helping you with police registration, if required.
- Helping you arrange your travel both in the UK (taxi, train or bus) and back home (flight bookings, transfers).
- Helping you if things go wrong: if you get into trouble at school you may be suspended and asked to leave the school for a period, at short notice or if you get ill and need to go to hospital, or away from school.
- Being available for you anytime, particularly if you are worried about things like school, friends and the host family you stay with. Our carefully selected and inspected host families are fully checked and required to protect, care for and provide full board and lodging for you.

The role of your homestay

As a host family they will provide staying in their home from a weekend to a fortnight during school holidays. Host family should provide students with a separate bedroom, breakfast, lunch and dinner, and make you feel part of them

family. Their home should be comfortable, clean and well looked after.

The standard host family room standard:

Regarding the room

Sufficient space and room size

Clean and comfortable surroundings

Comfortable bed

Sufficient lighting (preferably natural lighting)
Wardrobe with sufficient storage space
Mirror
Heating
A desk and chair for studying
Waste bin

Regarding the household

Give students free access to the bathroom in the same way as the rest of your household. Baths or showers should be available daily

Encourage students to speak English as much as possible in the home

Encourage students to feel at home and to treat them as full members of the household rather than paying guests

Provide a home environment in which it is possible for students to carry out their English studies properly

Your responsibilities as a student

Burton Education students are expected to follow our Students Code of Conduct.

Positive behavior is expected of all our students during their stay with host families. Positive behavior is encouraged through Homestay Handbook and rules for guardianship students. Burton Education host families are setting the good examples and having procedures for responding to various situations.

Burton Education students should:

- Treat their host family and other pupils with respect. Treat host family home with respect.
- Follow instructions given by their host. Be honest.
- Not use offensive language.
- Dress appropriately at host family and on any excursions, visits and activities.

When you staying with hostfamily students should:

Follow all rules set by their hosts and behave in a courteous, respectful and cooperative manner. Leave their bedroom and any facilities used in the home clean and tidy after use. Be respectful of the family by being quiet during the night when others are asleep.

Respect the privacy of the host family and not enter any private areas of the house without their permission.

If given parental permission to go out unaccompanied, give an approximate time they will be home, and always follow curfew times.

Bedtime would be 22.00pm-23.00pm pm No device is allowed to play and lights in room should be swifter off.

Remain contactable by mobile phone at all times.

Students who have permission to go out on their own will be required to return to homestays by the following times:

- Age 16- 18 return time 20:00
 - Age 14-15 return time 19:00
 - Age 11-13 must travel with someone over 18 return time 17:00
- Burton Education suggests that student bedtimes should be as follows:
- Ages 11 and under 20:30
 - Age 11 – 15 21:30

Health and safety in the home:

- Let Burton Education know about their medical conditions and provide details of any medication they are taking while staying with host family.
- Use equipment in the home safely and in accordance with safety instructions given to them by their host.
- Tell their host family about any accidents or safety-related incidents. Tell their host family if they are injured or feeling unwell.
- Follow all fire and other home safety advice given to them by their host.

Burton Education students should:

- Pay attention to and follow welfare, health and safety instructions given by their host.
- Always carry a fully charged mobile phone, which is switched on, and respond to phone calls.
- Always carry their mobile phone with Burton Education emergency contact number stored in the phone. Behave in a good manner.

Discrimination

Burton Education will not tolerate discrimination in any form. Students should behave in a way that has a positive effect on others and not discriminatory on any grounds, including age, gender, race, nationality, culture, religion, pregnancy and maternity, sexuality, disability, health, ability, status and appearance.

Bullying

See also Burton Education Bullying Policy and Procedure.

Bullying, including Cyber-bullying, in any form will not be tolerated.

Use of the Internet and Mobile Electronic Devices

See also our online Safety Policy and Procedure.

Burton Education students under 18 years will be informed that network and Internet use on a homestay host's computer will be monitored.

Burton Education students should:

- Follow the guidance in Burton Education online safety policy.
- Be vigilant about their safety when using the Internet and, specifically, not provide personal details, contact information or images to, or arrange to meet, people unknown to them.
- Not photograph or video other guardianship students or hosts and their families without their consent.
- Not post images of Burton Education students or hosts and their families on the Internet without permission.
- Not access illegal material.
- Not download any file to the homestay host's computer without permission.

Not change the settings on the homestay host's computer without permission.

Alcohol and Illegal Substances

Burton Education students should not:

- Store, consume or be under the influence of alcohol in the host's home if they are under the age of 18 years old.
- Purchase or consume alcohol in a public place or in licenced premises if under the age of 18 years. Store, solicit, purchase or use illegal substances (drugs) at any time.

Smoking

Burton Education students:

prohibits students from smoking whilst in their care. In the UK, it is illegal to buy cigarettes if you are under the age of 18.

should not smoke anywhere in the host s home under the age of 18

Purchase tobacco products if under the age of 18 years old is not allowed.

Criminal Activity

Burton Education will not tolerate criminal activity in any form. UK Laws and Legislation will be covered in each guardianship student induction. Guardianship students must be aware that UK Laws will differ from the laws in their own countries.

Intimidation, Aggression and Violence

Burton Education will not tolerate intimidation, aggression and violence in any form. Any student breaking UK law, or persisting in serious anti-social behavior, will be subject to Burton Education disciplinary

procedures. In serious cases, Burton Education students may be asked to leave our guardianship program.

Burton Contact Details

There may be times that you need to contact us. We are always here to assist you with any requests or concerns that you may have. Any concerns you have will be taken seriously. You can contact in the following ways:

General enquiries	
Telephone (office hours 9:00- 17:30)	Judy Li
Email	judylee@burtonic.co.uk
WeChat/ WhatsApp mobile number	+44 07853099166
Emergencies 24/7	
Telephone	+44 07917150358

Safeguarding concerns	
Designated Safeguarding Lead	<p><i>Anna Gao</i> anna@butonic.co.uk +44 07917150358</p>

Keeping in touch

We will keep in regular contact with you throughout your stay in the UK to check that you are happy at school and with any homestay arrangements we have made for you. Please do talk to us if you have any questions, concerns or if you simply want to chat. We are here to help.

Medical Emergency & Sickness.

If you are sick and need medical help, tell the host family and they will make an appointment for you to see the family doctor. You have been registered with the NHS by the school. Some students also have private

medical insurance and we should have been informed by your parents if you one of them. If the illness becomes more serious or hospitalization needed, your host will immediately ring our emergency number: +44 (0) 7917150358.

The process for arriving in the UK

Please remember your passport and any other relevant paperwork, such as your Biometric Residence Permit.

Details on airport arrival:

There are three points where you may be delayed:

- Immigration (especially if you are a young child traveling alone);
- Luggage collection;
- Customs control;

If you are traveling alone, please be prepared to answer questions from immigration about your school and who is meeting you at the airport. We will inform you who is meeting you.

We always have group chat on WeChat APP to communicate with parent, student, school and guardian.

Most of airport you can access free Wifi, you can contact your guardian, your family and your taxi driver who booked by school or your guardian.

Students Travel

For your travel between the airport and school, or between the host family and school, Burton Education have

drivers available to meet and take you to any address in the UK. Travel by rail and coach can be arranged for economical long distance transfer cost. If we have booked a taxi for you to travel, please be certain to keep your mobile switched on so that we can contact you. Your driver will be meeting you in arrival lounge once you come through the customs. He will be holding a small plaque with your name on it. If you do not find your driver within 10- 15 minutes waiting, please ring Burton Education emergency number +44 (0) 7917150358 and we will find your driver for you.

If any emergency help in fire police and medical you can (dial 999). NHS (medical) helpline (dial 111).

Passport, BRP and Money

Britain is a safe place, but of course, you should be as careful as you would be in your own country. This means you should look after your passport and your money. Leave your passport, BRP and your air ticket with your host. Look after your debit and credit card and only carry small amount of cash when you do out.

Living in the UK

Living in the UK may be quite different to what you are used to. Every country has its own customs and it may take you a while to get used to the new way of life. Please do not worry, this is most normal. Here are a few examples of British customs to help you understand what is expected:

Meeting people: Sometimes British people come across as being reserved but usually they are kind, helpful and welcoming of visitors. British people usually greet each other with a handshake and use their title and surname, until being invited to use their first names. For example, when meeting a new contact, they may greet saying “Good morning Mr Harris”. Due to the coronavirus, greetings changed, and handshakes were not being used, although many people are starting to use this form of greeting again. If you feel uncomfortable doing this, a verbal greeting is perfectly acceptable, whilst maintaining social distancing.

Queues: The British people love queues! When waiting their turn, for example in a shop, bank or for public

transport, people form a line one behind the other so that they are served in turn. It is considered rude to push in. Due to the coronavirus, spaces between people waiting in the queue are currently larger, so please be aware of maintaining a suitable distance. In the UK this is currently 1m plus. Shops in the UK are currently limiting the number of people allowed inside at any one time, so you may need to queue more often than in usual times. Some shops and services have clear instructions and markers to show where you should stand. Please respect the instructions given.

Please and thank you: British people greatly appreciate politeness. This means when you would like something you would start a sentence with the word “Please”, for example, “Please may I have a sandwich?” When you have received something, you should always reply with “Thank you”.

Sorry! The British people are often heard to say “Sorry!” This word is used if people accidentally bump into each other or make a mistake. Often people say it even if they were not to blame (for example, a person bumped into them whilst walking in the street).

Mealtimes: It is considered polite to wait for all people at the table to have their meals in front of them before you start to eat. Knives and forks are used to eat the vast majority of main courses, although some British families may use other cutlery to suit the cuisine. Knives and forks are placed together to indicate that the diner has finished. It is not considered polite to eat with your mouth open or speak whilst eating. Similar to the beginning of the meal, diners usually wait until everyone is finished before leaving the table, and often time is spent having a chat around the table.

Information on living with host family

We place our students with host families when schools are closed for half terms and over weekends. You may find that there is more than one student staying with a host family at any one time. This can work very well, as it offers you additional company and friendship during your holiday period.

Staying with one of our host families is a wonderful opportunity to learn and understand about life in the UK. Here are some general points to help you make the most of this.

- Your hosts invite you to stay with them in their family home. This is very different from living in a hotel. Please behave as a polite and respectful guest.
- Speak to your host family about the “rules” of the household; for example, the best time to use the bathroom, what time they eat dinner, when the washing will be done, use of the phone etc.
- You are invited to eat your evening meals together and this is a great time to talk to them and to learn about the English way of life.
- If you are going to miss the evening meal, please phone your host family to let them know. Even better, tell them in advance so they can plan their shopping and cooking.
- Please ask your host family for permission if you want to invite friends back to the house for a short stay. Overnight guests are not permitted.
- If you break or damage anything, please tell your host family. These things happen sometimes! Make sure that you spend time with your hosts each evening – do not spend the whole evening in your bedroom.
- Make your bed and keep your room tidy.

- If you are ill, tell your host family or phone Burton Education so that we can help or call a doctor if necessary.
- Your hosts are concerned for your welfare. They work with Burton Education to help and support you

Students are expected to respect their host family's way of life in return for being accepted as a guest. Hosts are encouraged to include you in family life and to arrange activities and excursions.

Please note, guardianship responsibilities remain with Burton Education during your stay with a host family, so you should speak to us about any concerns you may have. We will always do our best to help.

Students sometimes inform us that they wish to make alternative arrangements for one or more nights'

accommodation during half terms and exeat weekends. We have an obligation to your parents and schools to care for and protect our students and to provide safe host family accommodation. Should you wish to consider alternative half term or exeat care arrangements, Burton Education will require a written permission from your parents and contact details of a named adult, residing in the UK, who will take responsibility for the student during the stay.

Meal times and what are provided?

Students are entitled to three meals per day. English food tends to be fairly simple compared with some cuisines, but should always be wholesome and nourishing. English people usually eat their evening meal fairly early, often around 18.00pm.

Your family may serve snacks and drinks between meals or allow you to help yourself. For breakfast you

should get toast and cereal, and perhaps a cooked breakfast on occasions. Lunch is normally light, perhaps

salad, and sandwiches, cheese on toast and fruit or yoghurt. Dinner should include fish or chicken or red meat, vegetables and a dessert.

If you have things, you like or don't like please tell your host and they will try and provide accordingly. If you are hungry, please don't help yourself – ask the host family. Your family may invite you join them to cook dumplings or cake be careful watch your table manners:

- . Wait until everyone is seated at the table and has their food before you begin.
- . If you want something, ask for it to be passed to you. English people use 'please' and 'thank you' frequently, please.
- . Do not forget to do the same.
- . It is the English custom to eat quietly, with your mouth closed.

Stay at the table until everyone has finished and then ask to leave.

- . When you leave the table, ask if you can help by taking your dishes to the kitchen, and leave them by the sink or place them in the dishwasher.

Host Family Home and Your Room

The family home may, of course, be very different from your own, but will be clean and comfortable. You will be provided with a single or twin room (one or two beds). Clean bedding and a towel are provided. The room will have some storage facility and a desk and adequate lighting for working. If there is not a table or desk and chair in the bedroom there will be another area in the house you can use for your homework.

Shower and Bathroom

Your host family may need to use the bathroom as well as you and will tell you the most convenient time for you to use the bathroom and shower in the mornings and evenings. Remember that hot water may be limited, so you should only spend about 10 minutes in the shower. Make sure the shower curtain is on the inside of the shower cubicle to avoid flooding the bathroom.

Laundry Arrangements

Hosts are happy to help you with any washing you may have, especially during a longer break like half term. Ask your host if they would mind doing the washing for you (or offer to do it yourself) and where to put your dirty clothes. They will and return them to you.

Taking Care of Yourself - Personal Hygiene

Most English people bathe or shower once a day. In Europe and overseas bathing customs differ. Many people, for example, do not bathe as often. The same may apply to washing clothes. If you are not accustomed to bathing more than three or four times a week, the host family and friends may become offended by your body odour. Be sensitive about how you look and smell.

Homesickness – signs of symptoms and how to cope with it & where to get help

We understand that it can be difficult to be away from home, especially if it is for the first time. It may take some time to feel at home here in the UK, this is natural because a lot of things are happening – you have a new place to live, you are meeting new people and learning about a new culture and language! Relax and take some time, you should feel better after a few weeks. If you would like to speak to us, you can contact us at any time. You can also contact Burton Education if you have a personal problem, or need some advice or support.

Some children will become homesick; most will cope with these feelings. Try to join clubs or get involved in activities early on before isolation or loneliness sets in. Going to a new country and being part of a new culture can be confusing and difficult. Try to learn as much about the British culture, customs and behavior as possible. People will be more helpful and much kinder if you are polite and show respect for others.

Electrical Appliances and Safety.

Please use all electrical appliances and electrical equipment in the home safely and in accordance with safety instructions given to you by your host. Special care should be taken when using overseas phone charges and laptop power devices. This might pose a significant risk, so we always advise our students to purchase UK version. You should immediately tell your host family about any accidents or safety-related incidents.

Fire Prevention & Precautions.

While staying with your host family in their home, please follow all fire and other home safety advice given to you by their host. You should be particularly careful about electrical items – do not leave your computer or tablet switched on, on your bed, or leave hair straighteners switched on after use and don't use uncertified plug adaptors or chargers.

What to Do in a Medical Emergency.

Please let your host know if you feel unwell or injured. Your host will help you by giving you some medication (with your parents consent), take you to see the local doctor and take you to hospital, if required. Your host family will also contact us as your guardian Anna Gao 07917150358.

Permission for Visiting from Parents.

Parental Authority:

Schools frequently need a parent or guardian to sign for parental permission for you to participate in school activities and excursions. Our policy is to forward these to your parents for approval if the cost is over £50.00 and also if the activity is strenuous or potentially dangerous. Otherwise, we will sign, unless your parents have indicated otherwise.

Other permissions from parents:

We will also seek your parents' permission for visiting places of interest local to school or host family area, permission for shopping on your own or being accompanied by host family, depending on your age. We will need your parents' written permission if you are traveling further afield and attending various excursions.

Curfew & Bed Times

If you are staying in a homestay, please follow the rules regarding curfew - time you have to be home. You can go out unaccompanied if you are over the age of 14 and if parental permission given to Burton Education in writing.

You should not go to bed too late and be respectful of the family by being quiet during the night when people are sleeping. Recommended bedtime is 22.00pm-23.00pm, depending on your age. Please keep in contact with your host so they know what time to expect you home. If you are delayed – you must phone the host family immediately. If you are in serious difficulty, phone our emergency number and possibly call the police on 999.

Students who have permission to go out on their own will be required to return to homestays by the following times:

- Age 16- 18 return time 20:00
- Age 14-15 return time 19:00
- Age 11-13 must travel with someone over 18 return time 17:00

Burton Education suggests that student bedtimes should be as follows:

- Ages 11 and under 20:30
- Age 11 – 15 21:30
- Age 16- 18 22:00

English Laws including Smoking, Drinking, Sexual Activity, Illegal substances.

Our guardianship students are not allowed:

- Staying away overnight – is forbidden, unless Burton Education have already received specific permission, in writing, from your parents.
- Friends overnight – you must not have other friends to stay overnight unless they have contacted
 - Burton Education for consent beforehand.
 - Having any friends of the opposite sex in your bedroom.
 - Using the host family’s phone or computer without their permission.
 - Hair color and body piercing – Schools do not allow the students to color their hair and you may not use hair dye in hosts' homes. It is the same for body piercing.
- Smoking – is not allowed at school or while staying with host families.
- Drugs – The use of all non-prescription drugs is illegal for anyone in the UK. This means that you may only take drugs and medicines issued by your own doctor, hospital doctor or those that you can buy
 - from the chemist without a prescription.
 - Drink – In UK you have to be 18 years of age to be able to buy and drink alcohol. These restrictions
 - will be one of the important rules laid down by your school. Same applies while staying with host family.
 - You must be aware that UK Laws differ from the laws in your own countries

Burton Education prohibits students from engaging in sexual activity whilst in their care, even if they are over the age of consent. In the UK the age of consent is 16. That means that it is illegal to have sex with someone under the age of 16.

Prevent- Anti-Radicalisation

The ChildLine Website explains radicalisation as follows:

“Radicalisation is when someone starts to believe or support extreme views. They could be pressured to do things illegal by someone else. Or they might change their behaviour and beliefs.

This could happen if they feel:

- isolated and lonely or wanting to belong
- unhappy about themselves and what others might think of them
- embarrassed or judged about their culture, gender, religion, or race
- stressed or depressed
- fed up with being bullied or treated badly by other people or by society
- angry at other people or the government
- confused about what they are doing
- pressured to stand up for other people who are being oppressed.

Someone who has been radicalised might believe that sexual, religious, or racial violence is OK. They may be influenced by what they see online. And they might have links to extreme groups that preach hate like Nazi groups or Islamic extremists like Daesh, also known as ISIS or IS.

Having extreme views can be dangerous. And this can often lead to harmful and illegal activities involving violence, attacks, discrimination or hate - which the person could be arrested or sent to prison for. This can affect them and their future.”

If you are worried about the behaviour of someone you know, or if you think that someone is trying to radicalise you, seek help. Burton Education has a member of staff, known as the Prevent Lead, who is trained to deal with any concerns you may have:

Prevent Lead: Anna Gao contact number:07917150358

Alternatively speak to a trusted adult in your school, such as the DSL, a member of guardianship organisation staff, your parents or your homestay. You could also speak to ChildLine on 0800 1111. If you think someone is in serious danger, you can call 999 for urgent help.

Further information on Prevent, Radicalisation can be found in the Anti-Radicalization policy Prevent Policy. You can find this. Company website <https://www.burtonic.co.uk/burton-polecy>

The ChildLine website has further information that you may find useful:

<https://www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/>

Safe use of the Internet, access to Wi-Fi.

Telephone and Internet Usage.

Most families have a wireless broadband connection, and many are happy for you to use this for reasonable access to the Internet from a laptop computer (such as social networking). If you are allowed to make telephone calls from the host family telephone, always ask permission to do so before hand. If you are allowed to receive telephone calls, arrange for people to call you after 9.00am and before 9.00pm.

Online safety and behaviour

- There is no doubt that technologies including the Internet and mobile phones offer tremendous opportunities for students, however as with any environment there are also risks. Risks associated with the Internet, mobiles and social networking sites and other interactive services include:
- Cyber-bullying,
- Grooming and potential abuse by online predators,
- Identity theft,
- Exposure to inappropriate content including self-harm. Students are responsible for their actions, conduct and behaviour on the Internet in the same way that they are responsible at school during classes or during social activities. Use of technology should be safe, responsible and legal.

Stay Safe online

Do not give your personal details to anyone online (for example, full name, contact details).

Do not meet with people who you have met online as it can be dangerous.

Do not accept messages, emails or open files from people you do not know or trust as some can contain viruses or nasty messages.

If something makes you feel uncomfortable or worried tell your parent, host family or Burton Educations member of staff.

Bullying & Cyber- Bullying – Awareness, Help & Guidance

Burton Educations will not tolerate bullying or cyber-bullying. Students should behave in a way that has a positive effect on others and not discriminate on any grounds, including age, gender, race, nationality, culture, religion, sexuality, disability, health, ability, status and appearance. If someone is hurting you or your friends, there are people who can help you and stop people from making you feel scared or hurt. You should tell someone you trust or professional group you can reply on. If you would like to speak to someone or report a bullying or cyber-bullying please contact our staff member: Mrs Anna Gao contact number 07917150358. Below are a list of useful contact details.

Staying safe and who to turn to, in case of an emergency:

Designated Safeguarding Lead:

- **At Burton Educations person responsible for child protection is:** Mrs Anna Gao, Designated Safeguarding Lead. Telephone: +44 (0) 7917150358, email: anna@burtonic.co.uk. You should call the Designated Safeguarding Lead first to report an issue.
- **If you think you are in immediate danger:** contact the police by calling 999, otherwise, call 101 & ask for the Safeguarding Coordination Unit, in case of safeguarding issues. Contact London and Medway Safeguarding Children Board on 020 7332 3621 - Monday to Friday, 9am-5pm only. Call 020 8356 2710 - at all other times, including weekends and bank holidays.
- **National contacts:**
- **Crimestoppers** 0800 555 111 <http://crimestoppers-uk.org>. Childline 0800 1111.
- Kidscape Bullying Helpline 020 7730 3300.
- Children's Commissioner Anne Longfield 0800 528 0731

advice.team@childrenscommissioner.gsi.gov.uk

Additional Information

Mobile phone registration & SIM cards.

Burton Educations personnel can assist you with buying mobile phone or UK Pay as you go mobile sim card.

Safe and courteous use of your mobile phone & homestay telephone.

If you are allowed to make telephone calls from the host family telephone always ask permission to do so beforehand. If you are allowed to receive telephone calls, arrange for people to call you after 9.00am and before 9.00pm. Please respect your host family and do not use your mobile phone during meal times, late at night and in other times that might not be suitable.

Food Hygiene.

Your host family will cook delicious meals for you and offer you some snacks. But should you decide to buy some of your favourite snacks for yourself, this would be also fine. Make sure you store snacks properly and ask your host if you can keep them in the special sealed container in the kitchen or in the fridge if needed. Keeping good food hygiene is important.

Registering with a Doctor, Private Medical Insurance & Dentist.

Your school will register you with a local doctor's surgery. We advise parents to join private medical insurance scheme, which can be bought via school. Schools also offer dentist scheme for their students and we also highly recommend purchasing this cover as well. School can register you with local dentist for cases of emergency.

Using Private Cars & Taxis, Use of Seatbelts

We use private hire cars and taxis companies, known to us, to transfer our students. Using seat belts in cars is required by Law.

Using public transport – including permission and booking tickets etc

We always recommend our students of any age to use transfers arranged by us or by schools for airport arrivals and departures. Occasionally, for other purposes, e.g. trips to London, students over the age of 16 use public transport and we can help them with booking tickets.

Traffic safety as a pedestrian & cyclist.

Remember that we drive on the left in England! Always be careful when you are crossing the road.

Pocket Money.

Your pocket money can be deposited into a bank account and handled by you or given to your school to administer. Older students handle their own pocket money, with younger students having their pocket money administered by the school. If you have no pocket money when staying with the host family, we can cover the cost of your entrance for activities such as swimming or cinema (to a maximum of £30).

Setting up a bank account

Burton Educations or your school will help you to open a bank account when you arrive in the UK, if this is necessary.

Learning to drive.

Some schools will allow you to have driving lessons during weekends or other times when you are free.

Having regard for school rules when living with a homestay as well.

You should take school rules into account when living with a host family too

Keeping Safe

When you go out, you should be vigilant of what is happening around you. Keep your belongings close and ideally walk with no headphones so that you can hear traffic and others around you. Try not to use your phone when out and about unless it is necessary as this distracts you and could tempt opportunist thieves. It is best to go out with a friend or adult, rather than alone. Always let your homestay know if you are going out and what time you expect to return. If for any reason you are running late. Please let your homestay know. Make sure that your homestay has your mobile number, and that you have their number in your phone.

Please take care of your valuable possessions, including any money or credit cards. When out, ensure that money and cards are carefully stored, such as in a zipped pocket or bag. This is especially important in crowded areas, as pick pockets may be in operation.

If you lose your debit or credit cards, or think that they have been stolen, then contact your bank immediately who will be able to stop your card.

We expect your stay in the UK to be a safe and happy one. The UK has a diverse population and is very welcoming. There are lots to do- from visits to art galleries and museums, to a wide range of outdoor activities. However, as is the case in all countries, you need to be aware of how to keep yourself safe just in case you find yourself in a difficult situation: if you not feel comfortable in any situation please not be afraid to talk to your homestay family parents, your teacher or your safeguarding. It can be happened in school or home. We are open for support and lessoning. Your UK guardian Anna Gao available 24 hours a day 07917150358. If you are in danger or not safe you can also calling 999.

Safeguarding

If you are ever concerned about your safety, we are here to help. If you have any worries, feel that you have been asked to do something that you feel uncomfortable doing or have been hurt in any way by another student (often called peer on peer abuse) or an adult, you should tell an adult you trust, even if the person has asked you not to tell anyone. Any concern you raise will be treated seriously.

Anna Gao has a designated safeguarding lead (DSL) who can be contacted with any concerns that you have. They are trained to help you. Their details are:

DSL: Anna Gao 07917150358 anna@burtonic.co.uk

Signed by:

date:

Student name (full spelling):