

**CES Oxford**  
**(Juniors - Homestay)**  
*Group Leader Agreement*



This agreement is made to give you an overview of your responsibilities as a group leader whilst at CES and to ensure that your students have a safe and enjoyable stay with us. A member of CES staff will go through this form with you and then ask you to sign and date the bottom of the form to confirm that you understand the requirements.

General	
<ul style="list-style-type: none"> <li>• Please be present at school at all times whilst students are not in lessons</li> <li>▪ Please read the group leader hand book</li> <li>▪ Please ensure that your students and yourself are on time for all excursions (if you are late and the excursion leaves late, we will still have to return at the original time)</li> <li>▪ Please ensure your mobile phone is on at all times during your stay. You must always answer your phone if we try to contact you.</li> <li>▪ We ask you to be present every morning to sign in your students on the register in the front office</li> <li>▪ You must never accept responsibility for students from another group</li> <li>▪ You must be aware of CES policies with regard to Child Protection and Safeguarding. You should know your duties and responsibilities and who to speak to if you need to report something. This is covered in the <b><i>Group Leader Guidance on Child Protection and Safeguarding</i></b> which you must read. <b><i>You must always report something if you ever have any suspicions</i></b></li> </ul>	
School rules	
<p>The school rules are written in full in your handbook and in the student hand book, but in general:</p> <ul style="list-style-type: none"> <li>▪ It is CES policy that you may not take students under 18 into pubs</li> <li>▪ Your students must always be on time for classes</li> <li>▪ Your students must attend every class unless they are sick and they must report in sick</li> <li>▪ Please assist CES staff in ensuring that all school rules are followed and in ensuring that your students understand the school rules.</li> </ul>	
Student supervision	
<ul style="list-style-type: none"> <li>• Please assist CES staff in the general supervision of your students</li> <li>• Please ensure that you understand what students may and may not do in any free time they have (outlined in your handbook)</li> <li>• You agree to ensure that your students are contactable when they are not engaged in school activities or with host families</li> <li>• Please do everything you can to assist CES staff in supervising your students whilst on excursions and visits.</li> </ul>	
Curfew times	
Age	Time



If you are aged 15 to 17	you must obtain your host's or group leader's permission if you wish to stay out unsupervised and <b>you must be home by 22.00</b>
If you are aged 12 to 14	you must not leave the area of your home in the evenings, except with your group leader or on a school organised activity, and you must be <b>home by 21:00 hours.</b>

#### Accommodation

There is a full section in the student handbook outlining some helpful advice for students in homestays and we ask you to make sure your students read and understand this. In general:

- Please do not visit a host family unless you have the permission of a member of the accommodation team. If a serious complaint is made about a host family CES will speak to the host family concerned to check the complaint's substance before action is taken
- Please do not remove a student from a host family unless you have spoken to the Accommodation team
- Please inform the accommodation office if any of your students depart prior to the rest of the group (e.g. home sick students)
- If a student wants to move without good reason, your student or yourself will have to pay the taxi cost of their move. The move will only happen if and when a suitable alternative can be found
- Students may not have friends round except with the permission of their homestay host
- Internet is not always available in the homestay. Please ask the student to discuss any restrictions to internet use with the homestay host

#### Emergencies

- Please ensure that all your students give their mobile number to their homestay host.
- All students must give their mobile number to you in case they ever get lost or separated from your group. You must have every student's mobile number with you at all times and students must be instructed by you to keep their phones switched on and answered at all times outside of the classroom
- Please take a note of where the fire exits are in your lesson centre. The yellow shirt should explain where these are and the location of the meeting point outside the lesson centre
- If you are planning your own excursion then you must read and sign a risk assessment for all your excursions undertaken without CES staff. This must be done with one of our social programme staff
- Please ask your students to programme the school emergency number into their phones

#### Tolerance and Respect

- We expect all staff and students to show tolerance and respect to each other. Extremist views or opinions that seek to challenge the idea of tolerance and respect for each other will not be accepted. CES schools provide a truly international environment where students from all over the

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world may study in safety and security. If you feel that anyone, staff or student, is not following the policy of showing tolerance and respect, please tell us immediately.

**AGREEMENT**

**I understand that outside of school hours I (the group leader) share responsibility with Centre of English Studies for the welfare, safety and security of the students in my group and as such I will always be available to my students and to Centre of English Studies.**

**I will have all mobile phone numbers for my students with me at all times and I will tell my students that they must always have their mobile phones switched on outside of the classroom and must always answer their phones if called by myself or Centre of English Studies.**

**I have read these guidelines and received a copy of the group leader handbook, and I understand my role as a group leader whilst at Centre of English Studies.**

**I also understand that it is my responsibility to pass all relevant information on to the students in my care.**

**I understand all school rules relevant to my students and undertake to assist Centre of English Studies in ensuring that these school rules are followed by my students**

Name:		Signature:	
Date:		Group name:	

**Your next of kin/Emergency contact**

Please provide details of your emergency/next of kin details below for our records.

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Name	
Phone number (including all dialling codes)	
email	
Do they speak English?	