



Vacational Studies

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This is a standard information sheet sent to all parents. Some of the contents will not apply to you. Some will. Please read it all. IGM 06.09

Latest information

Check vacstuds.com for the latest information and to download all literature.

Payment of Invoices

If an Invoice is not paid in full at 6 June, the place is cancelled.

Letter of Recommendation

If this has not been sent, the place is unconfirmed. Please send it now.

'Agreement and Travel Details' Form

Our free service is offered to parents who send me this completed and signed form by 6 June. I can act *only* on travel information supplied on the (*signed*) 'Agreement and Travel Details' form faxed, scanned or posted to me. If you have not already sent the form, send it now. I must have travel information on this signed form - even if you are not using our services. The form is downloadable from our web site. Do not send travel information in any other way. I do not need airline printouts, for example.

Arrival day

On arrival day I am at the School. I do not have access to my fax, e-mail or phone. I am contactable only on the Course Manager's phone or on my mobile. Use the Course Manager's phone or my mobile phone +44 7717 007 007 - not my fax or e-mail - to advise travel delays or changes.

Our mobile phone numbers at Heathrow

Our School mobile phone numbers, used by staff at Heathrow and on trips. From outside the UK, +44 and delete the first 0:-

Mary Hare: T1 - 07810 313993; T2 - 07901 996592; T3 - 07879 077777;
T5 - 07836 338399

Cheam: T1 - 07810 314062; T2 - 07810 723924; T3 - 07799 777696;
T5 - 07917 334444

Plane delays

We provide a free service at Heathrow between our stated times. If planes are delayed after 16.00 and we incur extra costs collecting students, we shall pass these costs on to parents who may be able to recoup expenses from the airline. Most importantly, whatever the delay and whatever the cost to us, there will always be someone at the airport to meet a late flight. Don't worry!

Pocket Money

Pocket money not yet sent should be brought. We can accept £ cash in high value (£50 or £20) notes. Do not send Euro. Do not send money to our Pocket Money bank account during the Course unless we ask you. We do not use the Euro in the UK.

Contact with Vacational Studies

During the Course, for questions about your child it is best to speak to the Course Manager in the **morning** on the School Office number below. I shall be available on my number most mornings from 08.00 to 11.00 - BUT from 4 July, I am almost always at one of the schools, not in my Office - SO....

IF YOU WANT TO SPEAK TO ME, PLEASE USE MY GSM MOBILE PHONE NUMBER:-

+44 7717 007 007

from 4 July - 8 August ONLY. This phone is ALWAYS on and is ALWAYS with me. DO NOT USE +44 1635 523333.

I can receive fax messages and e-mails only when I am in the office at the beginning and end of the day. Please don't send faxes or e-mails to students via me, except by prior arrangement.

Letters

Use air mail for letters to students. **REMEMBER TO USE THE SCHOOL ADDRESS, NOT OUR OFFICE ADDRESS.** Do not put 'Vacational Studies' on the envelope as it will be diverted to me, not the School.) Do not write to students in the last week as the letter will arrive after the student has left.

Contacting students

We recommend contact by letter and on the two 'Telephone Days' only. Leave everything to us. Trust us to tell you if there is a problem. For those who insist on more contact, students can request use of the payphone after 21.00. To the parents of those coming for the first time, I would add that an anxious parent phoning a young student can have an unsettling effect and do more harm than good. Let your child get on with the Course and let us get on with making it a great experience.

Mobile phones

In line with UK Government Education Department advice on the possible health hazard for young people of microwaves near the brain in an enclosed environment, *we do not permit students to use mobile phones inside the school.* Any mobile brought must be kept in the office and used outdoors.

We think most parents prefer that their children do not strengthen relationships with friends at home via international mobile phone calls and text messages. The rationale behind coming on the Course is to form NEW relationships and have NEW experiences via face-to-face use of English. Seeking instant support from home can also be a disincentive to work through minor challenges.

To assist with adjustment to the Course environment, we allow the use of mobile phones on trips only.

European Health Insurance Card

An EHC enables pre-existing conditions to be covered under the UK National Health Service. Pre-existing conditions cannot be covered under the insurance policy included in the Course Fee and are covered privately only if the student already has medical insurance.

Mary Hare parents please note

Swimming hats are mandatory.

Can we go to ..?

If a group wants to go somewhere special, our Course Managers will try to arrange a small bus and accompanying staff. The charge would be whatever it costs us to arrange it. We would add no 'mark up'. We may be able to arrange a special visit on one of our excursions.

Course Managers & Office phone numbers

Tom Goodwin - MARY HARE (PHONE +44 1635 244 221)

Keith Rutherford - CHEAM (PHONE +44 1635 267 814)

The 'Notes'

Re-read the 'Notes for Parents' and 'Notes for Students' and 'English Law' in the brochure. I assume that all parents have read the 'Notes' and this memo.

And finally...

I say again **please leave everything to us.** Trust is essential. If there is a problem or if we think one may develop, you can trust us to contact you.