

# notes for parents 2010

These 'Notes' and the 'Notes for Students' are important and must be kept for reference. Please read them BOTH and ask your son or daughter to read them, too. The translations are only a guide. The English version is the basis of our contract.

Then sign and return to us the enclosed 'Agreement and Travel Details' form.

The logo for 'Vacational Studies' features the word 'Vacational' in a large, stylized, serif font with a checkmark-like flourish above the 'V'. Below it, the word 'Studies' is written in a smaller, simpler serif font. A registered trademark symbol (®) is located to the right of 'Studies'.

## Recent information

Let us have any information not included on the Application Form, such as recent illness or events that may have a bearing on behaviour.

## Motivation

Just before coming, please talk to your child about why he/she is coming on the Course and stress just how important it is to speak English, mix with the other nationalities and join in the activities.

## Travel/Arrival/Departure

Do not buy flights or send travel details before 1 March. Buy flights on the airline's web site. Prices are much cheaper. We need all travel information before 6 June. Any change must be confirmed by you in writing.

## Pocket money

When calculating the amount of pocket money to give your child, take into account that it is not just for spending money. It is also in case of emergencies - a taxi to the doctor, for example - and to cover entrance fees on trips. Please remember to add to the pocket money total the cost of any options (theatre visit(s), tennis lessons, Certification) that you have selected. Tell your child that the cost of these options will be taken out of pocket money. If pocket money is being brought, it should be as a £ cash or a £ cheque drawn on a British bank payable to 'Vacational Studies Pocket Money A/C' for the total of the pocket money + options, if taken. Do not send foreign currency, Eurocheques or travel cheques. Do not send a cheque made out to your child. Include all money needed. Do not send more money during the Course. Tell your child no more money will be sent. All pocket money (and anything else requiring to be kept safely) must be handed in to the Office on arrival. We cannot be responsible for anything not handed in or valuables not in our safe. £8 will be taken from pocket money as a subscription to the 'Club' to buy CDs, decorations and board games. We shall retain £20 in the pocket money account until the last day when it will be returned less deductions for damages (if any). If you wish a weekly limit to be placed on spending money, please inform us. Students will tend to bring £350 or more pocket money. We think this is too much. We pass on this figure just for information. It is not a recommendation.

## Luggage

Complete our luggage tags and put them on suitcases. The case must have a lock. If it uses keys, give one to your child (on the Vacational Studies key-ring) and put one in the document wallet we provide. Airlines limit baggage to 20 kgs. Do not exceed this limit as excess baggage charges on the return journey may be more than your child's pocket money. One piece of handbaggage is allowed. For security reasons, electrical items and liquids should not be put in handbaggage. As suitcases look alike, we suggest you place a large sticker by the handle so that yours can be instantly recognised.

## What to bring

Do not pack more than 20 kg including the checked-in suitcase. Include a check-list of items packed. We provide bed-linen. We do not provide towels. All clothes must be named. Sewn-on tapes are best, otherwise a laundry marker pen. Initials are not sufficient. We wash students' clothes if they are named. We will not wash un-named clothes. Students must wash un-named or delicate clothes themselves. Pack casual clothes not sensitive to bulk laundering. We machine-wash clothes (at your risk) and cannot be responsible for clothes that cannot be machine washed (at 40°) or tumble-dried. We do the laundry twice a week. Jeans are washed once a week. Include one set of formal clothes; warm pullovers; an anorak or raincoat; slippers; sports shoes; at least three towels (one large); clothes hangers; a 'universal adaptor' for electrical apparatus; air mail paper and envelopes; a dictionary; a tennis racket (if needed). A swimming hat is compulsory for Mary Hare. As there will be a 'Fancy Dress' disco, you may like to pack something appropriate. 'Formal clothes' (jacket and tie or dress) are needed for some events. Include something in the School's colour for Sports Day. We have a 'Folies Bergères' so, if your child has a talent or interest and might wish to perform, please pack appropriate equipment (guitar, ballet costume, etc.) We can keep these in safely in the Office. Otherwise, valuables should not be brought.

## Identity badge

On the reverse side, write your home telephone number and the School telephone number. We need to see the badge at the Airport for recognition. It helps if it is worn for the first few days at the School.

## Health problems, allergies

In the case of allergy to pillow filling, pack a suitable pillow. If enuresis is suspected, tell us and pack a mattress cover. If medicines are being taken, tell your child to give these to Matron on arrival. Students from EU and EEA countries should bring a EHIC (European Health Insurance Card), to ensure free NHS medical treatment for all (including pre-existing) medical conditions. NHS treatment for pre-existing conditions cannot be given without a EHIC card. Students with allergies and reactions to nuts and certain fruits must carry a 1ml. Adrenaline (Epinephrine) 1:1000 injection pen (EpiPen).

## Please try to telephone your child only on the two telephone Sundays

...but if you cannot, the payphone may be answered by students. Payphone numbers are on the last page. The staff are busy with lessons and activities and to find a child for a telephone call means a long search of an enormous house and grounds. Calls from home, especially in the early days of the Course, can be unsettling. You may telephone your child on two specified Sundays from 14.00 to 18.00 and 18.30 to 20.00 English time. Telephone numbers are overleaf. At all other times, the first telephone number given is for the Course Manager who will be happy to speak to you about your child. It's best if you phone in the morning. In an emergency, we can bring your child to the phone. If there is a problem, we shall contact you immediately.

## Please don't ask your child to contact you!

Students can telephone out any day between 21.00 and 22.00, if the permission of the Course Manager has been obtained. We do not encourage this as we think that they have more to do than spend long periods making international calls.

## Mobile phones

This tenuous link with home can delay integration and exacerbate homesickness. The UK Education Department discourages their use inside schools because of their possible effect on developing brains. We ask that a mobile phone is not brought. If it is, it must be kept in the office and used outside on trip days (excluding theatre and Sports Day) only. Batteries may only be charged by us in the Office. We disclaim liability for loss, damage or unauthorised use.

## Has your child arrived safely?

If not, we shall tell you! Please don't ask us to fax you, or call to check. We need to keep our telephone free on the first day to maintain contact with our staff at the Airport. Our fax machine is at the Office; I am far away from it at the School. Sometimes airlines require the phone number of the person collecting young people. Staff collecting students on 10 July will be contactable on these UK phone numbers:- Terminal 1 - 07810 313993; Terminal 2 - 07901 996592; Terminal 3 - 07879 077777; Terminal 5 - 07867 571967. Staff collecting students on 17 July will be contactable on these UK phone numbers:- Terminal 1 - 07810 314062; Terminal 2 - 07810 723924; Terminal 3 - 07799 777696; Terminal 5 - 07917 334 444.

## By all means telephone us

Call us, if you like, to find out how your child is. The Course Manager will be pleased to give you a frank assessment. Telephone the School number in the morning for preference. (Do not use the School number outside the Course dates as we are there only between the stated dates.) If the School telephone does not answer, this is because the Course is away on an excursion or involved in outside activities. In this case try later. In an emergency, contact our Newbury Office number (+44 1635 523333) or my mobile phone (+44 7717 007 007).

## Going away?

If you are going away from home, please let us have your holiday address and telephone number. If we cannot contact you on holiday, we shall use the emergency contact in section 8 unless you advise us of an alternative.

## Write to students at the School (not our Newbury Office)

We know you are used to writing to our Office address, but the students are staying at the School, not at our Office... The Schools' addresses are on page 4 of these 'Notes'. Communicate with your child by letter or by phone on 'Telephone Days'.

## Do not send fax or e-mail messages for students

The fax machine and e-mail modem are in our Newbury Office. I regret that I cannot be a courier for faxes or e-mails sent to students. E-mails and faxes saying 'Happy Birthday' are a particular problem. By the time I am back in my office and look at the messages, the birthday is sometimes over and the child feels neglected.

## Birthdays

We arrange a birthday card and cake on the actual day. You can send a gift in advance for presentation on the day and arrange a birthday phone call via the Course Manager.

## Friends or relatives in Britain?

If you wish friends or relatives to contact your child during the Course, we are happy to agree to the occasional visit. If your child wishes to visit friends, we insist that the child be collected from and returned to the School. For reasons of security, we do not allow contact with people unknown to your child unless we have written approval from parents.

## Discipline

We believe that young people appreciate fair and reasonable discipline. We also assume that parents send their children to us on this understanding. The 'Notes for Students' are designed to ensure that our international community functions harmoniously. All students must read and know the 'Notes' before they arrive.

## If your child has a discipline problem

By 'discipline problem', we mean behaviour which is against our rules and/or which we consider sufficiently serious to affect our authority in running the Course. In general, our students are well-behaved, but we must have sanctions for everyone's benefit. For example, because of the co-educational nature of the Course, we do not allow students out of bed after lights-out unless it is solely a visit to the lavatory. We do not allow boys in the girls' dormitories or girls in the boys' dormitories at any time. We will not tolerate any form of bullying. For everyone's safety, we do not allow cigarettes (or any tobacco product like tobacco pouches, 'snus', or snuff) or lighters or matches or alcohol. In the case of rule-breaking or bad behaviour, generally we place your child on a 3-day suspended expulsion. It is designed to be unpleasant. The child is removed from Course activities, put on a report and behaviour is closely watched for the next three days. We try to contact you at the start to inform you what has happened and to ask to contact us in three days time. If there has been an improvement, the suspended expulsion is lifted. If not, we ask you to remove your child. Any subsequent rule-breaking will result in expulsion. If we cannot contact you, this makes no difference to either the suspended expulsion or the expulsion itself. If we consider it necessary, we may remove the student from the School during the period of suspended expulsion. Our rules apply at all times during the Course, including visits outside the School.

Subject to my personal discretion, we shall expel immediately in certain cases without a 'second chance'. Examples of causes for immediate expulsion with no 'second chance' are listed here:-

- Theft (e.g. shoplifting) or any other crime
- Smoking in or in the immediate vicinity of the School or on a trip, or possessing cigarettes or smoking material or any drug
- Unauthorised use of the roof or fire-escapes
- Buying or attempting to buy or drinking or possessing alcohol or being in a pub
- Bullying
- Behaviour that we consider is a danger to others, or to ourselves, or to property for which we are responsible.

At my discretion, the writer of the original 'letter of recommendation' is informed of expulsion. We assume that anyone with a person breaking a rule is also breaking that rule.

Pending collection, the child may be removed to the other School or to my house. We shall also insist that parents remove any child incorrectly described on the Application Form as being in good health mentally or physically or where we feel the presence of the child constitutes a danger to him/herself and/or other children.

Fees are not refundable in the event of expulsion or requested removal and parents must make immediate removal arrangements. Please explain these sanctions to your child.

## Parental control condition

We do our best to fulfil our 'duty of care' under English law based on good will and the trust established by your and your child's agreement to the 'rules' as evidenced by the signed 'Agreement and Travel Details' form. If we think a problem is likely to arise, we shall try to contact you before it does so it can be prevented. Nevertheless, if your child's attitude or behaviour is such that we find we cannot exercise the control required to fulfil our 'duty of care', we shall pass responsibility for control to the parent either by requesting the parent's presence or by telephone contact with the child. If this fails and we decide the child is beyond our control, we shall expel.

## If a parent asks a child to break our rules

We cannot discipline children for the actions of parents who undermine us. By the same token we cannot accept responsibility for children who selectively break our rules at the request of parents by, for example, hiding a mobile phone or cigarettes. We consider this makes it impossible for us to exercise our duty of care and is thus a breach of contract.

## Homesickness

It rarely happens, but if it does, let us cope. If, after a few days, we think it necessary, we shall contact you. We try to involve the children in so many activities that they don't have time to feel homesick. The worst thing you can do is say to your child - 'If you don't like it, you can come home.' This makes the child feel that when the first minor problem comes along, he/she can call you and you will have to keep your promise. A voice from home can be unsettling for children - hence our 'Telephone Days'. The problem is usually the other way round - students don't want to leave at the end!

## Reports

A progress report giving initial impressions (which may be modified by better acquaintance) is sent after a week. A final report and leaving certificate is sent after the Course is finished. We ask teachers to be frank in their comments.

## Please keep in contact with us

We are glad to assist you before, during and after the Course.

## Thank you

We are grateful for your co-operation with the above. As you can imagine, we are all very busy during the Course with the teaching and the sports/entertainments programme. These 'Notes' will help us concentrate on those aspects of the Course so your child benefits from the experience. I am so busy in July and August that, if you write to me then, I may not be able to reply until the Courses have finished. During the Course, it is best to communicate with the Course Manager at the School.

Brèvement, voici les points les plus importants:

- 1 Faites-nous savoir toutes les récentes maladies que votre enfant a eues et s'il fait l'objet de contre-indications médicales.
- 2 Dites-lui qu'il est important de s'intégrer aux autres nationalités, en utilisant avant tout l'anglais.
- 3 Concernant l'argent de poche, il est préférable de bien estimer le bon montant nécessaire à votre enfant et ce, avant le début du séjour. L'argent de poche pourra être transféré ou emmené directement par l'élève. Tout transfert bancaire nécessite un certain temps. Merci de bien vouloir noter les points suivants. Nous disons de deux comptes: le compte 65400100 pour l'argent de poche + les options; le compte 65399900 pour le règlement du séjour. Le coût des options sera déduit de l'argent de poche, si bien sûr une somme supplémentaire n'avait été versée. Dans le cas contraire, le montant des options, cumulé à l'argent de poche sera retiré dès le premier jour. Dès son arrivée, votre enfant remettra à notre responsable tout son argent de poche. Ainsi pour éviter toute possibilité de vol, les étudiants ne doivent pas avoir plus de £5 sur eux ou dans leurs chambres, sauf lorsqu'ils vont en excursions. L'argent de poche pourra être obtenu quotidiennement au bureau de l'école. Le montant de l'argent de poche que nous recommandons est basé sur notre expérience et évite les envois d'argent supplémentaire pendant le séjour. Nous contrôlons la somme que les étudiants prennent et nous n'attendons pas d'eux qu'ils dépensent entièrement leur argent de poche. Une partie de l'argent est réservée pour les urgences - par exemple si une visite chez le médecin est nécessaire, l'étudiant est emmené par un membre de notre équipe en taxi. Le coût du taxi est supporté par l'étudiant.
- 4 Écrivez l'adresse de l'école, son numéro de téléphone, votre propre adresse ainsi que le numéro de téléphone de votre résidence principale sur les étiquettes à bagages que nous vous envoyons.
- 5 N'oubliez pas, s'il vous plaît, d'inscrire l'adresse de l'école et son numéro de téléphone sur le dos du badge d'identité. Ce badge doit être porté à l'arrivée.
- 6 N'autorisez pas votre enfant à apporter des objets de valeur. Mettez un nom sur tout les vêtements et affaires personnelles.
- 7 Donnez-nous une adresse où nous pourrions vous contacter si vous n'étiez pas à votre domicile.
- 8 Donnez-nous l'adresse et le numéro de téléphone d'un ami ou d'un parent qui pourrait éventuellement agir à votre place si nous n'arrivons pas à vous contacter en cas d'urgence.
- 9 Faites-nous savoir, par écrit, les noms des amis ou parents qui seraient susceptibles rendre visite à votre enfant. Nous n'autorisons pas les visites tant que nous n'avons pas votre propre autorisation.
- 10 Règle de conduite parental: Nous ferons notre meilleur pour accomplir notre 'responsabilité de charge', sous la loi anglaise basée sur la bonne volonté et la confiance établie par votre enfant et son acceptation des 'règles' témoigné par sa signature de la forme 'Acceptance et détails du voyage'. A titre préventif, si nous estimons qu'un problème peut arriver, nous vous en aviserons afin d'en éviter les conséquences. Si la conduite de votre enfant est pour nous incontrôlable et nous prive de faire notre 'responsabilité de charge', nous serons obligé dans ce cas de passer la responsabilité aux parents en demandant soit leur présence, ou leur contact avec l'enfant au téléphone. Si tout cela échoue et l'enfant est toujours hors contrôle, nous serons obligé de l'expulser.
- 11 Ne téléphonez pas pour savoir si votre enfant est bien arrivé. Nous vous avertirons s'il y a un problème quelconque. Nous sommes également très occupés le second jour avec l'organisation des classes et nous préférons ne pas recevoir d'appels téléphoniques. Les numéros donnés ne concernent que le Course Manager. Nous autorisons les enfants à recevoir des appels téléphoniques les jours fixés (consulter 'Telephone Days'.) Merci d'éviter de téléphoner à votre enfant - mais si cela devient indispensable, sachez que chaque collège est équipé d'une cabine téléphonique qui se situe à l'intérieur du bâtiment principal. Les élèves peuvent éventuellement répondre sur cette ligne. Vous trouverez le numéro de téléphone de la cabine sur la dernière page. Par expérience, nous recommandons la limitation des contacts téléphoniques aux jours prévus à cet effet (cf 'Telephone Days'.) Le Course Manager sera heureux de vous dire comment se comporte votre enfant.  
En cas de nécessité, votre enfant, avec l'accord du Course Manager, pourra utiliser la cabine de l'école, entre 21h00 et 22h00 (heures anglaises), et ce n'importe quel jour, à compter des premiers trois jours. Par expérience, nous recommandons la limitation des contacts téléphoniques aux jours prévus à cet effet (cf 'Telephone Days'.)
- 12 Téléphones portables - Ce lien entretenu avec la famille rend l'intégration plus difficile et exacerbe le mal du pays. Le département de l'éducation d'UK décourage leur utilisation dans les écoles pour des raisons de santé. Nous vous prions de ne pas en donner un à votre enfant. Tous les téléphones portables seront conservés dans l'office et ne pourront être utilisés qu'avec la permission du Course Manager, en dehors de l'école et des leçons, du sport et des activités sociales. Les batteries des téléphones portables ne peuvent être branchées sur les prises électriques principales.
- 13 Si vous souhaitez écrire à votre enfant, faites lui parvenir son courrier à l'adresse de son école et non pas à celle de notre bureau. Nous vous prions de ne pas e-mail ou faxer à votre enfant. Nous n'avons pas de fax à l'école. Notre numéro de fax/e-mail est pour le bureau principal qui est très éloigné de l'école. Si vous avez des informations urgentes, téléphonez au 'Course Manager' (directeur) qui transmettra le message à votre enfant. Autrement, s'il vous plaît, communiquez par lettres (voir les 'School Addresses') par les services de la poste. Les fax/e-mails ne seront pas transmis aux élèves.
- 14 Etant donné les nombreuses nationalités présentes dans nos cours, de la Norvège au Vénézuéla, sans oublier les autres pays, il ne nous est pas possible de rédiger un tel résumé dans toutes les langues maternelles de nos étudiants. Ceci est la raison pour laquelle, la plupart des explications sont en anglais. Cette traduction étant réduite, nous vous prions de bien vouloir lire tous les points de la brochure. Et plus particulièrement celui intitulé: 'If your child has a discipline problem' ('Si votre enfant a un problème de discipline'.)
- 15 Nous maintenons une correspondance permanente pendant l'année. Etant très occupés lors des cours, très peu de lettres sont envoyées depuis notre bureau pendant juillet et août.

Merci beaucoup!

(Traduit par Laurent Fève, Stéphane et Franck Lobono, Céline Grana, Maïke Basalo)

Die wichtigsten Punkte sind (in Kürze):

- 1 Bitte lassen Sie uns wissen, welche Krankheiten Ihr Kind in letzter Zeit gehabt hat.
- 2 Machen Sie Ihrem Kind klar, wie wichtig es ist, mit anderen Nationalitäten Englisch zu sprechen.
- 3 Vergewissern Sie sich, daß Sie genug Taschengeld am Anfang des Kurses geschickt haben. Bitte schicken Sie kein Geld während des Kurses. Das Taschengeld kann im voraus an uns geschickt werden. Wenn Sie das Geld überweisen, bedenken Sie, daß es einige Wochen dauert. Taschengeld und das Geld für 'Options' muss auf unser Konto 65400100 überwiesen werden. Das Geld für die Kursgebühr muss auf unser Konto 65399900 überwiesen werden. Die Kosten für Options werden vom Taschengeld abgezogen. Wenn Sie das Geld im voraus schicken, wird es für die Bezahlung der 'Options' zu dem Taschengeld Ihres Kindes hinzugefügt und am Ankunftsstag wieder abgezogen. Um eventuellen Diebstahl zu vermeiden, dürfen die Schüler nicht mehr als £5 bei sich haben bzw. in ihren Zimmern lassen. Ausgenommen hiervon sind die Ausflüge. Taschengeld kann täglich im Büro der jeweiligen Schule abgeholt werden. Sämtliches Geld muß abgegeben werden. Die von uns empfohlene Summe Taschengeld basiert auf unserer Erfahrung, und die Notwendigkeit, daß zusätzliches Geld während des Kurses zugeschickt werden muß. Wir vermeiden kontrollieren die Mengen, die die Schüler ausgeben können und erwarten nicht von ihnen, all ihr Geld auszugeben. Ein Teil des Geldes ist für Notfälle vorgesehen - zum Beispiel, wenn ein Arztbesuch nötig sein sollte, wird der Schüler von einem Lehrer mit einem Taxi dorthin gebracht. Die Kosten hierfür werden vom Schüler getragen.
- 4 Schreiben Sie bitte die Adresse und die Telefonnummer der Schule und Ihre eigene Adresse und Telefonnummer auf die Gepäckanhänger, welche wir Ihnen schicken.
- 5 Schreiben Sie bitte die Adresse und die Telefonnummer der Schule auf die Rückseite der Identitätsmarke. Diese Marke muss bei der Ankunft getragen werden.
- 6 Bitte verbieten Sie Ihrem Kind das Mitbringen irgendwelcher Wertsachen. Kennzeichnen Sie alle Kleider und anderes Eigentum mit dem Namen Ihres Kindes.
- 7 Schicken Sie uns bitte Adresse und Telefonnummer von dem Ort, wo wir Sie erreichen können, wenn Sie nicht zuhause sind.
- 8 Schicken Sie uns bitte Adresse und Telefonnummer eines Freundes oder Verwandten, der Sie im Notfall vertritt, wenn wir Sie nicht erreichen können.
- 9 Teilen Sie uns bitte schriftlich die Namen von Freunden oder Verwandten mit, die Ihr Kind besuchen werden. Wir gestatten keinen Besuch, ohne diese Genehmigung von Ihnen.
- 10 Vereinbarung zur Aufsichtspflicht - Wir werden alles in unseren Möglichkeiten stehende tun, um unserer Aufsichtspflicht ('duty of care') nachzukommen. Diese basiert nach englischem Recht auf Wohlwollen und dem gegenseitigen Vertrauen, das Sie und Ihre Kinder uns durch Ihre Zustimmung zu unseren Regeln ('rules') entgegenbringen, und das Sie mit Ihrer Unterschrift unter 'Übereinkunft und Reisebestimmungen' ('Agreement and Travel Details') bestätigen. Wenn wir das Gefühl haben, es könnte hierbei zu Schwierigkeiten kommen, werden wir versuchen Sie sofort zu kontaktieren, sodass ein Problem überhaupt gar nicht erst entstehen kann. Sollten aber die Haltung und/oder das Benehmen Ihres Kindes es uns unmöglich machen, unserer Aufsichtspflicht nachzukommen, müssen wir die Verantwortung für ihr Kind ablehnen. Wir werden in diesem Fall Sie als Eltern darum bitten, in die Schule zu kommen, oder telefonisch Kontakt zu Ihrem Kind aufzunehmen. Wenn auch dies nicht zum Erfolg führt, und wir entscheiden, dass wir ein Kind nicht mehr beaufsichtigen können, werden wir es der Schule verweisen.
- 11 Rufen Sie bitte nicht an, um zu hören, ob Ihr Kind gut angekommen ist. Wir werden uns melden, wenn es Schwierigkeiten gibt. Wir möchten am zweiten Tag keine Telefongespräche empfangen, da wir mit dem Einteilen der Klassen beschäftigt sind. Über die angegebenen Telefonnummern können Sie nur den Kursmanager erreichen. Die Kinder können Telefongespräche an den dafür vorgesehenen Tagen empfangen. (Siehe 'Telephone Days'.) Bitte versuchen Sie Ihr Kind nur in dringenden Fällen anzurufen. Hierzu können Sie die Nummern der Münztelefone nutzen, die auch von Schülern abgehoben werden können. Die Nummern dieser Münztelefone, finden Sie auf der letzten Seite. Sollte es aber erforderlich sein, dürfen Schüler nach dem 3. Tag das Kursbeginns, mit Erlaubnis des Kursleiters, das Schultelefonzellen benutzen und zwar zwischen 21.00 Uhr und 22.00 Uhr englischer Zeit. Aus Erfahrung empfehlen wir Ihnen aber, Telefongespräche auf die dafür vorgesehenen 'Telephone Days' zu beschränken. Der Kursmanager wird sich freuen Ihnen die Fortschritte Ihres Kindes mitzuteilen.
- 12 Handys - Der geringe Kontakt zum Elternhaus kann dazu führen, dass die Integration gestoppt wird und dass der Heimweh schneller ausbricht. Der UK Education Department empfiehlt, dass der Gebrauch von Handys in Schulen nicht angemessen für das Wohlbefinden ihres Kindes ist. Daher bitten wir Sie keines mitzubringen. Jedes Handy, das mitgebracht wird, wird im Office aufbewahrt und wird nur mit der Erlaubnis des Course Managers ausserhalb der Schule und des Unterrichts, der Sport und Soziale Aktivitäten hergegeben. Handys können nicht in unseren elektrischen Netzwerken angeschlossen werden.
- 13 Adressieren Sie die Briefe an Ihr Kind an die Schule (nicht an unser Newbury Office.) Wir bitten Sie darum, keine Fax/e-mail an Ihr Kind zu schicken, da wir über kein Fax/e-mail in der Schule verfügen. Unsere Fax/e-mailnummer wird nur durch das Hauptbüro benutzt, das sich weit entfernt von den Schulen befindet. Sollten Sie irgendwelche wichtige Nachrichten für Ihr Kind haben, so telefonieren Sie bitte die Schule und der 'Course Manager' (Direktor) wird sich darum kümmern, Ihr Kind Bescheid zu geben. Sonst können Sie Ihr Kind Briefe schreiben (Sehen Sie 'School Addresses'). Fax/e-mail werden nicht zu Schülern weitergeleitet.
- 14 Da unsere Kurse international sind, mit Schülern von Norwegen bis Venezuela, ist es uns nicht möglich die gesamte Broschüre in der jeweiligen Landessprache herauszugeben. Dieses ist nur ein kurzer Auszug einiger Punkte aus dem englischen Text 'Notes'. Bitte lesen Sie den englischen Text aufmerksam, besonders den Abschnitt mit der Überschrift, 'If your child has a discipline problem.'.
- 15 Briefe von Seiten der Eltern werden umgehend beantwortet. Da wir uns aber während der Monate Juli und August vor allem innerhalb der Schulen engagieren, wird in dieser Zeit der Briefwechsel eingeschränkt. Wir bitten hierfür um Ihr Verständnis.

Vielen Dank!

(Übersetzt von Tilman Ehret, Diana Haltermann, Maren Gottschalk und Clemens Waldow)

In breve i punti più importanti sono:

- 1 Ci fornisca informazioni concernenti eventuali recenti malattie di suo figlio/a.
- 2 Dica a suo figlio/a quanto sia importante usare l'inglese per portersi inserire in un ambiente internazionale.
- 3 Si accerti che il denaro spicciolo ('pocket money') spedito all'inizio del corso sia sufficiente. Non spedisca denaro durante il corso. Il 'pocket money' potrà essere spedito prima o portato. Se lo spedisce attraverso una banca potrebbe passare qualche settimana prima che arrivi a destinazione. Il 'pocket money' (denaro spicciolo) e le quote per il pagamento delle 'options' devono essere versati solamente sul nostro contocorrente 65400100. La quota per il pagamento del corso deve essere versata soltanto sul nostro contocorrente 65399900. Il costo delle 'options' verrà sottratto dal 'pocket money'. Se la quota per il pagamento di queste 'options' è stata spedita in anticipo verrà aggiunta al 'pocket money' di suo figlio/a e sottratta il primo giorno del corso. Per evitare il verificarsi di furti, gli studenti non dovrebbero avere con sé o in camera più di £5, tranne nel caso che dovessero fare una escursione. Possono ritirare ogni giorno tutti i soldi loro necessari dal nostro ufficio presso la scuola. Inoltre, appena arrivano, tutto il denaro che hanno deve essere dato in consegna al nostro ufficio. L'ammontare di denaro che vi consigliamo di dare ai vostri figli/e è basato sulla nostra esperienza ed è abbastanza affinché non ci sia bisogno di mandare altri soldi durante il corso. Regoliamo la quantità di denaro che gli studenti ritirano e non ci aspettiamo che lo spendano tutto. Parte di esso deve essere trattenuta per le emergenze - per esempio, se è necessaria una visita dal dottore, lo studente vi viene portato in taxi da un membro del personale della scuola. Il taxi deve essere pagato dallo studente.
- 4 Scriva sulle targhette per il bagaglio che le abbiamo spedito l'indirizzo e il numero di telefono suo, e della scuola.
- 5 Scriva, per favore, l'indirizzo e il numero di telefono della scuola anche dietro distintivo di riconoscimento. Questo distintivo dovrà essere indossato all'arrivo.
- 6 Faccia in modo che suo figlio/a non porti con sé oggetti di valore e si assicuri che in ogni indumento e oggetto ci sia un'etichetta con il cognome.
- 7 Nel caso si assentasse da casa ci fornisca un indirizzo e un numero di telefono dove sia eventualmente possibile rintracciarla.
- 8 Ci fornisca l'indirizzo e il numero di telefono di una persona che possa agire in sua vece nel caso non ci sia possibile rintracciarla se si presentasse un'emergenza.
- 9 Ci faccia sapere per iscritto i nomi di persone che possono eventualmente far visita a suo figlio/a. Non permettiamo infatti nessuna visita se non abbiamo questa sua autorizzazione.
- 10 Condizioni di controllo dei genitori - Facciamo del nostro meglio per mettere il nostro dovere di badare agli studenti nel rispetto delle leggi Inglesi, facendo affidamento sulla buona volontà ed sulla fiducia nelle regole concordate ed accettate da Voi e da Vostro figlio/a come evidenziato nel modulo 'Agreement and Travel Details' che viene restituito firmato. Se dovessimo ritenere che possa sorgere qualche problema, Vi contatteremo noi stessi prima che ciò accada in modo da prevenirlo. Se l'atteggiamento o il comportamento di Vostro figlio/a fossero tali da non permetterci di esercitare il controllo necessario e richiesto per adempiere a tale dovere, trasferiremo tale responsabilità al genitore richiedendone la presenza o un contatto telefonico. Se anche questo dovesse fallire e dovessimo decidere che lo studente non è controllabile, verra espulso.
- 11 Non telefoni per sapere se suo figlio/a e' arrivato bene, se sussiste qualche problema saremo noi che la chiameremo. Siamo inoltre molto indaffarati anche il secondo giorno nell'organizzare le varie classi e preferiremmo non ricevere telefonate. I numeri che le abbiamo fornito servono soltanto per contattare il Course Manager. Permettiamo ai ragazzi di ricevere telefonate soltanto nei giorni fissati (vedi 'Telephone Days'.) Vi chiediamo cortesemente di non telefonare ai vostri figli. Se proprio dovete per causa di forza maggiore, vi ricordiamo che al telefono a gettoni interno alla scuola potrebbe rispondere uno degli studenti. Potete trovare i numeri del telefono interno sull'ultima pagina. Se fosse necessario, e solo con il permesso del Course Manager, potranno usare il telefono a gettoni della scuola qualunque giorno dopo i primi tre dall'arrivo, dalle 21.00 alle 22.00 (ora inglese). Nonostante ciò, per esperienza, raccomandiamo caldamente che i contatti telefonici siano limitati ai 'telephone days' già programmati. Il Course Manager sarà lieto di poterle fornire dettagliate informazioni sull'andamento di suo figlio/a.
- 12 Telefoni Cellulari - Questo forte legame con casa, può rallentare l'integrazione ed esacerbare la nostalgia. Il Dipartimento per l'Educazione Britannico, ne scoraggia l'utilizzo all'interno delle scuole, a causa dei possibili effetti sui cervelli in via di sviluppo. Vi chiediamo di non portare con voi il telefono cellulare. Se viene portato, deve essere tenuto nell'ufficio, e può essere utilizzato fuori e solo nei giorni delle gite. Non ci prendiamo responsabilità per perdita, danni o utilizzi non autorizzati.
- 13 Per piacere indirizzi le lettere per suo figlio/a alla scuola e non al nostro ufficio in Newbury. Non spedisca fax/e-mail a suo figlio poiché non possediamo una macchina per i fax/e-mail nella scuola. Il nostro numero per i fax/e-mail si riferisce all' ufficio centrale che è molto distante dalla scuola stessa. Se deve comunicare un urgente informazione telefoni al 'Course Manager' (direttore) il quale avrà cura di passare il messaggio a suo figlio. Per ogni altra eventualità per cortesia si mantenga in contatto con lui per mezzo del servizio postale (veda 'School Addresses'). I fax/e-mail non verranno consegnati agli studenti.
- 14 Dato che i nostri corsi sono soprattutto internazionali, con studenti che vanno dai norvegesi ai venezuelani, passando da molte altro nazionalità, non è possibile tradurre i nostri opuscoli in tutte questo linguo. E' proprio per questo che quasi tutte le informazioni sono in inglese. Questo è solo un riassunto di alcuni punti del testo inglese delle suddotte 'Notes'. Per favore, legga il testo inglese con particolare attenzione al paragrafo che comincia con 'If your child has a discipline problem'.
- 15 Le comunicazioni da parte dei genitori ricevono risposta immediata durante l'anno. Ma dal momento che siamo molto impegnati con i corsi, nei mesi di luglio ed agosto rispondiamo a pochissime lettere.

La ringraziamo vivamente!

(Tradotto da Federico Sanavio, Jacopo Gasparetto, Marco Comani, Marco Bonetti e Jacopo Carrain)

## Resumen de los puntos mas importantes

- 1 Por favor haganos saber cualquier enfermedad padecida recientemente por su hijo.
- 2 Explique a su hijo lo importante que es relacionarse con las demás estudiantes a través del uso del inglés.
- 3 Asegúrese de que envía suficiente 'pocket money' (dinero de bolsillo) desde el principio del curso. No envíe dinero durante el transcurso del mismo. El 'dinero del bolsillo' se nos podrá enviar por adelantado. Si prefiere remitirlo a través de un banco, hágalo con varias semanas de antelación. El 'dinero del bolsillo', así como el destinado a actividades opcionales deberá ser ingresado en nuestra cuenta bancaria número 65400100; el importe del curso se deberá hacerse efectivo en la cuenta bancaria número 65399900. El importe correspondiente a las actividades opcionales deducirá del 'dinero del bolsillo'; si envía dicho importe con antelación, será incluido en el 'dinero del bolsillo' y deducido el primer día del curso. Con el fin de evitar la posibilidad de un robo, los estudiantes no deben tener más de £5 en su poder o en sus habitaciones, exceptuando las excursiones que realicen. El 'dinero del bolsillo' puede ser recogido diariamente de la oficina del colegio. Todo el dinero se entregará en la oficina a la llegada. Las recomendaciones que efectuamos en relación a la cifra global del 'dinero de bolsillo' que los estudiantes deben traer consigo, se basan en nuestra experiencia y evitan al mismo tiempo la necesidad de enviar dinero suplementario durante el transcurso del curso. Nosotros administramos las cantidades, que los estudiantes recogen. Según nuestra experiencia, generalmente no suelen gastar la totalidad del dinero. Parte del dinero se destina a cubrir cualquier tipo de eventualidad en caso de emergencia - por ejemplo, si se necesitara realizar una visita al médico, el estudiante será acompañado por un miembro del profesorado y llevado en taxi. El coste del taxi será sufragado por el estudiante.
- 4 Por favor rellene en las tarjetas de identificación que le enviamos con el nombre, dirección y teléfono del colegio, así como con su propia dirección y teléfono.
- 5 Rellene con la dirección y teléfono del colegio la credencial de identidad. Su hijo deberá llevarla puesta cuando llegue.
- 6 No permita a su hijo traer objetos de valor. Marque todas las prendas y propiedades con su nombre.
- 7 Facilítenos una dirección y teléfono alternativo en caso de no poder localizarlo en su domicilio.
- 8 Facilítenos el nombre, dirección y teléfono de algún pariente o amigo autorizado para actuar en su nombre en caso de emergencia.
- 9 Que Traer - No traiga equipaje de más de 20 kgs de peso, incluidas las maletas facturadas. Notifiquenos por escrito los nombres de los parientes o amigos que vayan a efectuar alguna visita a su hijo; no permitiremos ninguna visita que no haya sido previamente autorizada por Usted.
- 10 Condiciones del control paternal. Intentaremos todo lo posible para cumplir el 'duty of care' basado en las leyes inglesas que a su vez se basa en el bien y la confianza establecida por ustedes y sus hijos al aceptar las reglas y al haber firmado el formulario 'Agreement and Travel Details'. Si creemos puede surgir algún problema, trataríamos de contactar con usted antes de que ocurriera para que pudiera ser evitado. Si la actitud o el comportamiento de su hijo/a es inaceptable y no podemos practicar el control necesario requerido sobre ellos para el cumplimiento de el 'duty of care', deberemos pasar el control a los padres si bien requiriendo la presencia paternal o bien por contacto telefonico con sus hijos. Si esto fallase y nuestra decision fuese que a su hijo no es posible tenerle bajo control, le expulsariamos.
- 11 Por favor, no llame para comprobar si su hijo ha llegado bien; en el caso que surgiera algún problema le avisariamos inmediatamente. Asimismo le rogamos que no llamen al segundo día del curso, ya que dicho día nos encontramos muy ocupados organizando las clases. Los teléfonos que le facilitamos son exclusivamente para contactar con el director del curso. Con su hijo podrá hablar en los días señalados - (véase 'Telephone Days'.) Por favor, trate de no llamar por teléfono a su hijo/a. Si le es absolutamente necesario comunicar con él o ella, los alumnos podrán recibir llamadas en los teléfonos públicos cuyos números se detallan en la última página. Al tratarse de un teléfono público cualquier alumno/a podrá contestar a la llamada. El director del curso estará encantado en poder facilitarle cualquier información sobre los progresos de su hijo. Si es necesario, y sólo con la autorización del director del curso, puedan utilizar el teléfono público del colegio entre las 21.00 y 22.00, hora inglesa, después del tercer día del comienzo del curso. Sin embargo, y por propia experiencia, recomendamos que el contacto telefónico se limite a los días señalados como 'Telephone Days'.
- 12 Teléfonos Móviles - El vínculo repetido con casa y con la familia puede retrasar el proceso de integración y fomentar la nostalgia. El Ministerio británico de Educación desaconseja su uso en colegios debido a sus posibles efectos en cerebros en desarrollo. Pedimos que no traigan teléfonos móviles. En caso de traerse, deberán ser custodiados en nuestra oficina y sólo se podrán usar en el exterior en los días de excursiones. Las baterías sólo podrán ser recargadas por nosotros en la oficina. No asumimos responsabilidad por pérdida, daños o uso indebido.
- 13 Por favor, remita la correspondencia a su hijo a la dirección del colegio y no a nuestra oficina en Newbury. Por favor, no mande mensajes por fax/e-mail a su hijo/a, ya que éste se encuentra exclusivamente en la oficina principal, que está a una distancia considerable de los colegios. Si tuviese algún mensaje urgente que darle a su hijo/a, no dude en llamar al colegio por teléfono y el 'Course Manager' (director) del mismo se encargará de transmitirlo. De lo contrario, les rogamos se comuniquen por carta con su hijo/a (vease 'School Addresses'). No se pasaran mensajes en fax/e-mail a los estudiantes.
- 14 Dado que los estudiantes a nuestros cursos procedan de países tan variados como Noruega y Venezuela, no nos es posible publicar nuestros folletos en los idiomas correspondientes a todos ellos. Por esta razón casi todo está escrito en inglés. Esto es sólo un resumen de algunos de los puntos del texto completo. Por favor lean el texto en inglés, y en particular el apartado denominado 'If your child has a discipline problem' ('Si su hijo tiene problemas de comportamiento'.)
- 15 Cualquier notificación o escrito por parte de los padres a los largo del año será contestada inmediatamente. No obstante, y debido a nuestras multiples ocupaciones en los colegios, sólo un reducido número de cartas se contestarán desde nuestra oficina durante julio y agosto.

¡Muchas gracias!

(Traducido por Ivo Kursell, Petra Thomas, Andrés Arnaldos, Jesús Silva y Fernando Silva)

## A typical day

08.00	Breakfast	13.00	Lunch
09.00	First class	13.45	Supervised Study
09.45	Break	14.15	Break
09.55	Second class	14.45	Organised sports and games
10.40	Break	18.00	Evening meal
11.10	Third class	19.00	Games, films, etc.
11.55	Break	21.00	Hot chocolate and biscuits
12.05	Fourth class	21.30	'Club'
12.50	Break	22.30	Bedtime (or 22.45)

## Telephone days (14.00-18.00 and 18.30-20.00 English time)

Mary Hare	Sunday 18 July and Sunday 25 July Tel: +44 1635 244221 & +44 1635 244261*
Cheam	Sunday 25 July and Sunday 1 August Tel: +44 1635 267814 & +44 1635 268225*

Please telephone only from 14.00 - 18.00 and from 18.30 - 20.00 English time.

English time is generally one hour earlier than in other European countries. If you telephone after 16.00, our lines are less likely to be engaged. Tell your child if you will be telephoning and at what time. Calls should be only 5 minutes long, please.

\*(These telephone numbers are payphones. They may be answered by students. Staff do not answer them. Students can telephone out any day between 21.00 and 22.00.)

**You cannot reach a student on our Newbury Office number.**

## School addresses & Course Managers' phone numbers

The Mary Hare School  
Newbury Berkshire RG14 3BQ (+44 1635 244221)

Cheam School  
Headley Newbury Berkshire RG19 8LD (+44 1635 267814)

FOR LETTERS TO STUDENTS DO NOT USE OUR OFFICE ADDRESS, FAX OR E-MAIL AS THESE ARE CENTRALISED AWAY FROM THE SCHOOLS

## What happens when

31 March	First date for informing about travel plans
15 May	All second Invoices to be paid
6 June	Latest date for advising travel information
50 days before Course	Last date for cancellation
3 weeks before Course	Last date for sending pocket money via Bank
Start of first Course	Contact IGM on +44 7717 007 007
Start of Course	Use the School phone number for contacting us
Start of Course	Use the School address
10 July	Mary Hare starts
17 July	Cheam starts
10 days into Course	Expect the Progress Report
18 July	Telephone Afternoon (Cheam)
25 July	Telephone Afternoon (Mary Hare and Cheam)
1 August	Telephone Afternoon (Cheam)
2 August	Sports Day (or before or after)
7 August	Mary Hare ends
14 August	Cheam ends
1 week before end of Course	Stop writing to students
End of Courses	Use Newbury Office address
2-3 weeks after Courses	Expect the Final Report

## School colours

Students like to wear their School's colour on Sports Day. Colours are:-

Mary Hare - Blue

Cheam - Red

You may like to pack some clothes (even just a T-shirt) in the appropriate colour.

Sports Day is scheduled for Monday 2 August. Depending on the weather forecast, it may be earlier or later than this. Sports Day takes place at The Mary Hare School.

Parents are welcome.