

UNDER 18s HANDBOOK



Welcome to ELC Bristol! We have put together this handbook for you. We hope you will find it useful and it will help you make the most of your stay here.

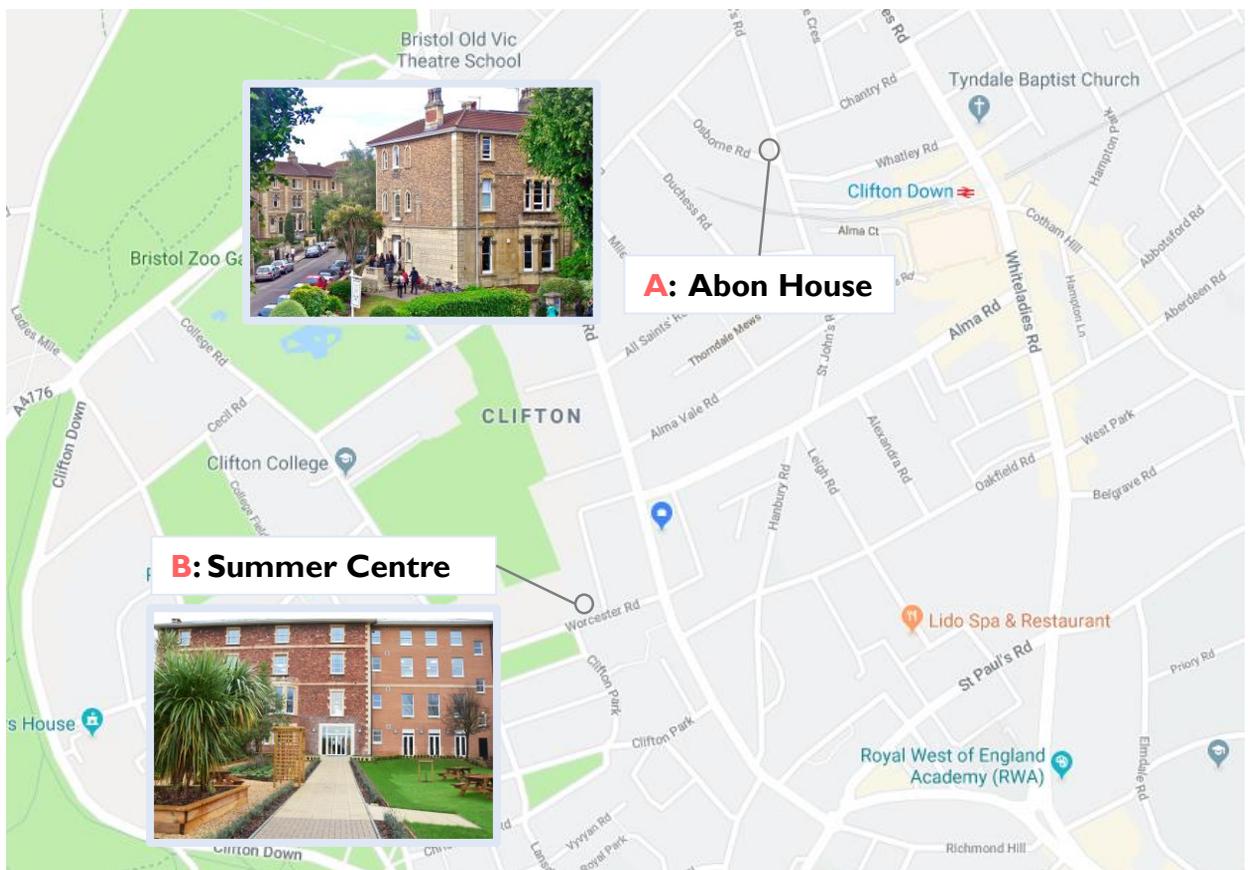
The school is located in **Clifton**, one of the safest areas of the city. We have 2 buildings in July and August.

ABON HOUSE

25 St. John's Road
BS8 2HD

SUMMER CENTRE

4-5 Worcester Road
BS8 3JL



KEY PEOPLE

Key people for you to know. We are all here to make sure you keep safe and have fun. If you have any questions, please ask our friendly staff at reception in any of our buildings.

THE WELFARE TEAM



MARGARET



JOHN
(Welfare Lead)



LAUREN

THE SAFEGUARDING TEAM



MARK CALLAND

Vice-Principal



JOHN DUNCAN
Director



MARGARET DUNCAN
Director



ANDREW EDWARDS
Principal



LAUREN HYDE
Accommodation Manager



KATE JACKSON
Registrar

FIRST DAY AT SCHOOL

ON YOUR FIRST DAY:

- Make sure you are there by **9:00** and please **bring your passport or identity card** with you. Your host family will show you how to get there.
- At **9:15 we give you a test** to make sure we place you in a class at the right level and during the test we interview you.
- After doing the test **you have a break and the opportunity to buy a snack** from the vending machine in the common room or from the canteen in the Summer Centre. After that, several key members of staff introduce themselves and explain a bit more about your stay in Bristol.
- **We then take you to the Shopping Centre or to the Summer Centre canteen where you can buy lunch.** After lunch we go for a walk to get to know the local area. During the walk the teacher will show you where the pharmacy is, where you can withdraw money and buy food and where you can buy an adapter so that you can keep your mobile charged.
- You finish your walk at about **15:30** where you meet the rest of the staff. You then have a short talk to cover the contents of this handbook and internet safety.
- We give you a **wrist band which you are required to wear at all times** and an ELC student card which you should always keep with you. This card has many useful numbers, including the 24 hour school emergency number.

USEFUL NUMBERS:

Abon House: +44 0117 9707060

ELC's 24 hour Emergency Phone (for use when the school is closed): +44 (0) 7969782846

WI-FI:

There is free Wi-Fi access in school. See the noticeboards or ask in the office for the network name and password.

IMPORTANT INFORMATION

LUNCH:

You need to buy your own lunch. This will cost up to £6.00 a day. Your options include:

Sandwiches & Light Snacks: A sandwich person will deliver sandwiches and light snacks at lunchtime. You will need to preorder and pay in the school office by break time (10.45-11.15).

Snack Machine: There is a snack machine in Abon House and a canteen in the Summer Centre which is open during morning break and at lunchtime (9 July – 24 August). A light lunch will cost up to £5.00.

Restaurants & Coffee Shops: Clifton offers a variety of restaurants and cafés; there is even a food map in every classroom with students' recommendations.

Supermarket: Many students go to Clifton Down Shopping Centre and get something to eat at the supermarket (Sainsbury's), where they have special offers and meal deals. Other students sometimes go to the cafes in Clifton Village.

Saturday Excursions: *On Saturdays, the excursion leader will advise you where you can get something to eat and on Sundays, most students have their lunch in local cafés.*

TAXIS:

Our students usually use **V Cars** (Telephone: +44 117 9252626). To get a taxi from V Cars you have to call them. You cannot just find them in the street. When you call them, they will ask you:

- **Where you want to go to.**
- **When you want the taxi.**
- **Where they should pick you up from.**
- **Your name.**

V Cars will send a text to the phone you called them from when the taxi is about to arrive.

If you want to catch a taxi in the street or from a taxi rank, you must **make sure it is a licensed 'blue' taxi**. These taxis have special yellow plates on the front and back which indicate that they are licensed by Bristol City Council.

VALUABLES:

Keep your wallet in your front pocket and keep your school card in your wallet. Don't carry large amounts of cash or more than 1 credit card with you. **You only need your passport or ID papers with you on your first day.** Keep all your valuables safely stored in your accommodation. Always ask your homestay where the best place is to put them. They often suggest the best thing is to lock your valuables up in your own suitcase. Don't walk down busy streets with headphones on and your mobile out in front of you – it might attract thieves.

KEEP IN MIND

What is expected from you:

Bristol is a lovely city with lots of stuff to do, and we want you to experience as much as possible. However, in order to do so, there are some rules you must follow to guarantee your safety.

Signing in: You have to sign in at the office every morning.

Curfew: You have to be back in your homestay by 23:00 from Sunday to Thursday and by 24:00 on Friday and Saturday. If you are not, your homestay will call the Principal and he will come out to find you and will also inform your parents. If there is an emergency and you are going to be late, make sure you call the homestay immediately.

Going out: If you go out in the evening or at weekends you must tell your host family where you are going and who you will be with. Give your host family your mobile phone number and keep your phone turned on and the battery charged at all times.

Being on time: Don't be late for classes. If you are late, you might be excluded from that lesson and will have to wait in the common room until break.

Not coming to school: If you are not coming to school or if you are going to be late, you must call us by 09:15 or text the Director of Studies (Abon: +44 (0) 7826655124, Summer Centre: 07760222293). If you don't call us, we will call you. Please ensure you pick up the phone. If you do not, we will have to call your parents.

Being sick: If you are staying at home because you are sick and your host mother/father is not there, a member of the staff may visit you in the middle of the day to make sure you are ok.

Texting: During classes – Please do not text, email or make calls. Ask your teacher first if you would like to use the dictionary on your mobile phone.

After dark: Bristol is a relatively safe city but it is still a city and it is important to be careful especially at night. If you go out in the evening, stay in the areas you are familiar with, avoid parks after dark and the City Centre after 22:30. If you are returning home from a school social activity in the evening, it is best to take a taxi home or walk with friends. The welfare staff will advise you which other students live near you.

What is expected from us:

As we want you to be able to enjoy your time here in Bristol, we are prepared to help and assist you with any problems you might have. This way you can relax and focus on the important things.

Help: The Welfare & Safeguarding Teams are here to help you 24 hours a day, 7 days a week.

Health, Safety & Welfare: You will have a Safety and Welfare talk at the end of your first day at school. This meeting will happen after school.

Safe Space: ELC is committed to providing a safe environment free from harassment and bullying and ensuring everybody is treated, and treats others, with dignity and respect.

KEEP IN MIND

DOs AND DON'Ts

ROAD SAFETY: Look right then left then right again before crossing the road. Cars in the UK drive on the left! Use zebra crossings whenever you can. If you want to ride a bicycle, first check the 'Cycling in Bristol' information on the school website/ student corner/ useful information.

DRUGS: We have a strict no drugs policy at ELC Bristol. Drugs are illegal and harmful – do not accept anything. You can be arrested and sent straight home.

ALCOHOL: It is illegal to buy alcohol in a shop or pub if you are under 18 years of age. If a friend buys alcohol for you, your friend will also get into trouble as it is illegal to buy alcohol for under 18s.

SMOKING: You must be 18 to buy cigarettes, E-cigarettes or tobacco.

BEHAVIOUR: Please respect people's property. Do not sit on or lean on cars or garden walls.

THEFT: It is illegal to steal anything. If you are caught stealing, you can be arrested and sent home.

STUDENT HOUSES: You are not allowed in the student residences.

E-SAFETY: Don't send abusive messages or inappropriate messages or images. If you are under 18, sexting (sending or receiving a sexually explicit image, message or video) of people under 18 – including yourself – is against the law in the UK.

SOCIAL PROGRAMME

You will be able to join all of our Social Programme activities. However, some of our events take place in venues where alcohol is available. You will need to bring your ID with you and wear your ELC blue wristband, otherwise you may be refused entry. Remember, it is against the law for under 18s to buy or drink alcohol in the UK.

You will always be able to join the weekend excursions and use the remaining free day for you to explore Bristol. See Free Time Rules.

On Weekends, when visiting places as part of the Social Programme, you will be given some free time to walk around without the Social Programme Manager or teacher. We ask all students under 18 to remain in groups of no fewer than 3 students. Make sure you have your mobile phone with you and that it is fully charged.

During the excursions outside Bristol with more than 3 hours of free time, you will be asked to text or call the Social Programme Phone number so we can make sure you are alright. It is important that you don't forget to do so.

KEEP IN MIND

YOUR HOMESTAY

- The hosts will be friendly, welcoming people who encourage you to speak English as much as possible.
- Host families will not host another student who speaks the same language as you do unless this has been specifically requested.
- Hosts will provide you with a change of bed linen and towels each week and a weekly laundry service.
- Hosts will ensure that there is an adult present at home throughout your stay.
- In the UK, breakfast is usually a 'help yourself' meal. In the evening you will eat with the family. If there is anything you cannot eat, please tell your host parent(s). Please be at home in time for meals. If you do not require a meal or if you need to eat early so that you can take part in the Social Programme, it is important that you tell your homestay in advance.

DISABILITY AND MEDICATION

If you have a disability or illness, if you are on medication or if you have any allergies we may not know about, please discuss this with us.

PROBLEMS - it's good to talk

- If you have a problem, big or small, at school, or with your accommodation or any other kind of problem, please tell someone at the school. Our Welfare and Safeguarding Teams are always very happy to talk to you. You can also talk to your teacher, or to the Director of Studies, or to the Accommodation Staff, or to anyone in reception. You can also ask your family to speak to us. The important thing is to talk to us.
- If you are not at the school and you have a problem or emergency, please call the emergency number on your student card: +44 (0) 7969782846.
- If you need to contact the police, or get an ambulance, or call the fire service, call the UK emergency number: 999
- If you have a problem and you do not want to tell anyone you know, you can call ChildLine on 08001111. ChildLine is a counselling service for children and young people.
- In line with the government's Prevent duty, ELC Bristol believes in promoting a fair, tolerant and democratic society and reducing the probability of people getting involved in extremism or terrorism. If you have any concerns about extremism in the school, please speak to Mark Calland or John Duncan.

FREE TIME RULES

ELC RULES:

- You must wear the blue ELC wristband all the time during the Summer Term or during Social Programme activities.
- You have to come to school every day. If you are sick and you cannot come, please call or text (Abon House – 07826655124 or Summer Centre – 07760222293)
- Keep your mobile phone charged and switched on all the time (it must be on silent when you are in class).
- If you get a British sim card, you must give the new number to your parents, to your homestay and to the school.
- You have to sign in every day at school (in the office at Abon House and with the Administrative Assistant at the Summer Centre).
- You must be back at your accommodation by dinner time (your homestay will tell you what time this is).
- You are allowed to go out on weekends, but have to be back home by 11pm at the latest (Sunday to Thursday) and 12pm at the latest (Friday and Saturday).
- When you have free time and you go out, you must tell your homestay where you are going.
- During weekend excursions, you must go on the organised walking tour.
- When you are given free time, you must remain with two other students who are known to the activity leader. You must keep your phone switched on and it must be fully charged. You must make contact with the activity leader at an agreed time, half way through the free time. During this free time, you should not go on the underground (tube) since you would be out of contact. If you prefer, you can stay with the leader all the time.

GOING TO ANOTHER CITY BY YOURSELF:

If you want to visit another city unaccompanied by the school or leave your homestay accommodation overnight, your parents must complete the Parental consent form to be away from school before you travel. Please give this to the school office before 4pm on Friday. If they don't have time to fill in the form, they must at least send us an email giving their consent. Even if you parents have given you permission to leave Bristol, ELC reserves the right to stop you going if we think it is unsafe.

- You must follow ELC's e-safety policy for safe use of the internet.
- You should stay in the areas of Bristol closest to our school, Clifton, Cliftonwood, Kingsdown, Cotham, Redland, Westbury Park, Henleaze, Bishopston and the City Centre.
- Avoid parks (like the Downs) after dark and avoid the city centre after 22.30.
- Please dress appropriately for a multicultural environment.