

Under 18s' Handbook



— PART OF THE —
CLIFTON COLLEGE
EDUCATION GROUP



ELC Under 18s' Handbook

Accredited by the
 **BRITISH
COUNCIL**
for the teaching
of English in the UK



A photograph of a stone building with a gable roof and a window, partially obscured by trees. The building is made of grey stone and has a white window frame. The roof is dark grey. There is a small circular emblem on the gable. The building is surrounded by green trees and a stone wall in the foreground. The sky is blue.

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 at **1 The Avenue, Clifton, BS8 3HG** and during July and August, we have a second building - The Summer Centre address is 4-5 Worcester Road, Clifton, BS8 3JL.

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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 Safeguarding Team



John Duncan
Director



Mark Calland
Vice - Principal



Andrew Edwards
Principal



Georgie Newcombe
Homestay Manager

The Welfare Team



Margaret Duncan



**John Duncan
(Welfare Lead)**



Georgie Newcombe

Useful Numbers

How to Contact Us -

- Front door code - We will tell you when you arrive.
- School Office: +44 117 9707060
- ELC's 24-hour Emergency Phone: +44 (0)7969782846
Save this number on your mobile phone.
- If you are late or not coming to school – phone or text:
+44 (0) 7562648412
- Free Wifi: Please ask a member of staff for the network name
and password
- Emergency - Police, Fire & Ambulance: 999

First Day at School

Make sure you arrive at school by 9:00 and please bring your passport with you. If you live in the Young Adult Summer Residence, the Residence Managers will show you how to get here.

We give you a test at 9am and during the test we interview you. You then have a break and the opportunity to buy a snack. At 11:15, several key members of staff will give you useful information about the school. 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 adaptor so that you can keep your mobile charged.

At the end of the day, there will be a short meeting for the under 18 students. You will start your classes at 09.15 the following day.

Students starting their course after August 19th or before June 17th will probably join the class at 11.15.



What to Expect From Us

Help: The Welfare & Safeguarding Teams are here to support you whenever you need assistance.

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 will ensure everybody is treated, and treats others, with dignity and respect.

Young Adult Summer Residence

- The Residence is managed by our ELC Residence Managers, who are there to help and support you and to make sure you are happy, comfortable and safe in the Residence.
- The Managers will show you how to use the launderette in the Residence to wash your clothes.
- There will always be at least one Residence Manager on duty at night and they will make sure you all respect the curfew times.
- Curfew times – you must be back in the Residence at 22.30 from Sunday to Thursday and 23.00 on Friday and Saturday.
- Breakfast is provided in your flat kitchen and is ‘help yourself’
- Dinner is provided at 18.30 every evening in ZaZa Bazaar and the managers will take you there.

Important Information

Lunch

You need to buy your own lunch. This costs around £6.00 a day. Your options include:

Sandwiches & Light Snacks: Sandwiches and light snacks can be purchased from the school at break time and at lunchtime.

Snack Machine: There is also a drinks' machine and a snack machine in the main school (1 The Avenue). During July and August, there is also a canteen in the Summer Centre (4-5 Worcester Road), which is open during morning break and at lunchtime.

Restaurants & Coffee Shops: Clifton Down and Clifton Village offer a variety of restaurants and cafes. Staff members and other students will be happy to give recommendations.

Supermarket: Many students go to Clifton Down Shopping Centre, where there is a large supermarket (Sainsbury's), where they have special offers and meal deals.

Weekend Excursions: On the weekend, the excursion leader will advise you where you can get something to eat. On Sundays, most students have their lunch in local cafes.



Taxis

Our students usually use VEEZU taxis (Telephone: +44 117 9420030). To get a taxi from VEEZU, you have to telephone 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

VEEZU 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 one credit card with you. You only need your passport with you on your first day.

Keep all valuables safely stored in your accommodation. Lock away your passport/ID card and other valuables in your suitcase.

Don't walk down busy streets with headphones on and your mobile phone out in front of you as it might attract thieves.

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 / useful information.
- Be very careful with e-scooters as there are lots of them in Bristol and you cannot hear them coming! You cannot ride an e-scooter until you are 18 and have a provisional driving licence.

What We Expect From You

Come to school every day. Before going to the first lesson, please sign in at the office.

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.

If you are late or sick and if you cannot come to school, please call or text +44 (0) 7562648412.

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 the Residence Manager or your friends to check you are OK.

Sick: If you are sick, a Residence Manager or member of 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.

Keep your mobile 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 the Residence Managers and to the school.

Curfew times: You are allowed to go out in the evenings, but you must be back home by 22.30 at the latest (Sunday to Thursday) and 23:00 at the latest (Friday and Saturday). If you are not home by then, and you have not called the Residence Managers, the Principal will be informed and he will come to find you. Your parents will also be informed.

After dark: Bristol is a relatively safe city but it is still 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.

- **DRUGS:** We have a strict 'zero tolerance' 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.
- **STUDENT HOUSES:** You are not allowed in the student residences or inside flats where over 18s live in the Residence.
- **BEHAVIOUR:** Please respect people's property. Do not sit on or lean on cars or garden walls.
- **THEFT:** If you are caught stealing, you can be arrested and sent home.
- **E-SAFETY:** It is against the law to send abusive messages or inappropriate messages or images.

In line with the Government's Prevent duty, we believe in promoting a tolerant and democratic society and reducing the possibility of people getting involved with extremism or terrorism.

Social Programme

You will be able to join all the school Social Programme activities. Some events take place in venues where alcohol is served. It is against the law for under 18s to buy or drink alcohol in the UK. The activity leader always knows which students are under 18 and will ensure this rule is never broken. You must always leave events with enough time to be home by your curfew time. To avoid having your drink spiked, never leave your drink unattended.

Weekend Excursions

When visiting places as part of the Social Programme, if there is an organised walking tour, you will be expected to go on this. You may also be given some 'free time' to walk around. During this free time, you can either stay with the Social Programme Manager or you must stay in a group with at least 2 other students who are known to the manager. Make sure you have your mobile phone with you and that it is switched on and fully charged.

If the excursion is to London, do not go in the Underground (Tube) as there is no telephone reception there and you must always remain contactable. If the free time is for 3 hours or more, the Activity Leader may call you to check you are OK.

Going to Another City by Yourself

If you want to visit another city unaccompanied by the school, your parents must complete the parental consent form, which can be found on our website. Please give this to the school office before 16:00 on Friday. If they don't have time to fill in the form, they must send us an email giving their consent. Even if your parents have given you permission to leave Bristol, ELC reserves the right to stop you going if we think it is unsafe.

Free time on your own

We suggest you always stay with other students from the school.

- We recommend you 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.

Finally – please remember, it is good to talk!

- 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.
- If you have any problem at all, or you think another student may have a problem at school or with the accommodation, please tell someone. Safeguarding is everyone's responsibility.
- Our Welfare and Safeguarding teams are always happy to talk. You can also speak to teachers, the Academic Director, the accommodation staff or to anyone in reception.
- There is also a student rep in your class whose role is to help all the students in the class.
- Remember, if you want to speak to someone you don't know, call Childline on 08001111.

*We hope you have a wonderful time
at ELC Bristol!*







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