



Dear **Forrest Pollard**,

I refer to previous correspondence and can advise that I have placed the following students with you:

NAME OF THE STUDENT	GENDER	COUNTRY
<b>Doris Gregory</b>	Male	Et exercitationem ve
Allergy:	Voluptatem accusant	
Special Needs:	Autem enim ullam dol	
<b>Ulysses Norton</b>	Other	Reprehenderit accus
Allergy:	Et sed sequi invento	
Special Needs:	Quia quis fugiat qui	

ADDITIONAL DETAILS:	
<b>GROUP NAME:</b>	Justice League
<b>DATES:</b>	08/11/2023 -
<b>ARRIVE:</b>	From Spain
<b>COLLECTION TIME &amp; LOCATION:</b>	Group Arrives at Stansted Airport - Host families collection from meeting point at 17:30
<b>DEPART:</b>	07/12/2023 - Drop Off at meeting point at 08:45am
<b>PROGRAM:</b>	Will be issued by WhatsApp (This will have everything you need to know, what they will be doing each day and times etc.)
<b>AGE:</b>	11 - 12 years old- From Spain - To be taken and collect to school every day.
<b>MOBILE PHONE NUMBERS:</b>	Must get the students numbers on day of arrival, in case of any emergencies or needing to contact the students for whatever reason

## NEWCASTLE LANGUAGE SCHOOL HOST FAMILY TERMS & CONDITIONS:

Newcastle Language School, henceforth referred to as the company in this document, lists the following guidelines to its Host Families to assist in an enjoyable and rewarding experience for both the visiting students and the host

families during a study holiday program.

The company reminds Host Families that visiting students are children. It's probably their first time away from home and they are nervous at the prospect of adapting to a foreign culture. We ask that you please welcome in your home and treat them as you would want your own child treated if the roles were reversed. There is often a reluctance to communicate in the early days of their stay. This is usually because they are nervous about speaking English and should improve after a day or two.

## HOST FAMILY RESPONSIBILITIES:

- **ARRIVAL/ DEPARTURE:** You will be informed of Arrival & Departure times for the students. You are expected to collect them from the train station/ airport at arrival time and drop them off at departure time.
- **COLLECTION:** Collection location is always from the train station or airport unless otherwise informed.
- **1ST DAY RULE:** On their first full day, you must accompany them to and from school by bus and assist them in buying a mega-rider for the week, for which they have their own money for, this is so they feel confident enough to do it the rest of the week them self.
- **CONTACT NUMBERS:** Please ensure you take their phone numbers and give them yours, just in case there's a need to make contact, or worse get lost.
- **COMMUNICATION:** Please encourage them to speak English. (Eating with them at evening meal times is a perfect opportunity for this). Also note that students are not allowed out in the evenings unless accompanied by a member of your family. Nor are they allowed to meet up with other students during the evenings/weekends unless authorized by this school.
- **ADVICE:** We do not advise you allow your students out of an evening unless accompanied by a member of the family, but should you allow them to go out please make sure you know who they are meeting and which family they live with in case of an emergency and we need to contact them. (An emergency being they do not show up home when you advise them to, in case they are lost etc.,)
- **HOST FAMILY DAYS:** (Usually Sundays) are for the student(s) to spend time with you and not left to their own devices. We ask that you please enjoy an activity with them. Any activity you undertake must be free of charge to the student. Any entertainment available to them, such as games and DVD's, must be age appropriate.
- **ARRIVAL/ DEPARTURE:** Our food and meal-times are often different than in the student's country. Please appreciate that, like most teenagers, their appetites are quite vigorous, so here are some guidelines for meals:
  - **Breakfast** should be a variety of cereals, toast, fruit juice, milk etc.
  - **Packed Lunch** should include sandwiches or rolls with a substantial filling, such as ham, cheese, salami. (Ham and cheese is a popular filling) plus some crisps, yogurt, fruit and a drink.
  - **Evening Meal** can be, Pizza & Chips, Burgers, salads, pasta dishes, fish & chips and at least one roast for that British experience.
  - As Europeans eat later than us, they are often hungry before bedtime, so if you could make something available to them, glass of milk, biscuits, sandwich or suchlike; it is very much appreciated by them
- **ACCOMMODATION:** Students are paying guests in your home so it is vital that their living conditions are hygienic and tidy, together with clean towels and bedding Each one must have his/her own bed (Camp beds and inflatables are unacceptable), a wardrobe, and drawers for clothing. It is never acceptable to use unwashed bedding from previous student(s) for new arrivals.
- **LAUNDRY:** Students may need some washing doing, so please let them know that you could do it for them if required.
- **SICKNESS PROCEEDURE:** If a student is taken ill, please notify us without delay. We would prefer that a family member stays at home with them if they are too sick to attend school. If not, at least allow them to stay at home until we can take the appropriate action.

In the event you are unable to contact the emergency cover out of school hours, the procedure would be calling the emergency NHS line to explain the student's symptoms and they will advise you as to what to do. If you need to take the student to the walk-in center or A&E, you will need to contact their teachers to arrange for them to meet you there as ultimately the teachers are responsible for the students while they are away, so they can translate to the doctors and the students.

The Walk-in center & A&E will need to see their medical card to claim the expenses back from the government, and will need to know the Host family Address where they are staying.

- **OTHER INFORMATION:**

- **MOVING STUDENTS:** Should it be necessary to move students from your home, you will only be paid for the days they have spent with you.
- **CHANGES TO DETAILS:** Please contact the Host Family Coordinator on 07596448654 if there are any problems with keeping to the conditions of this agreement and if you change any details will be needed in writing.
- **PAYMENTS:** Payments to you will be by bank transfer and paid before the student(s) arrives at £160 per week (7 nights and 8 days) per student (£22.85/per night). If a group comes for 6 nights one night will be deduct so your total payment will be £138 per student.
- **NEWCASTLE LANGUAGE SCHOOL ARE NOT LIABLE FOR ANY DAMAGES CAUSED BY THE STUDENTS.** We advise you have adequate insurance in place for having guests in your home. However, if it is deliberate damage we can act as a liaison between you and the accompanying adults with the students to resolve any issues. (However, this can only be dealt with if the damage is seen prior to the student's departure).

