



Berkeley Guardians

Home from Home



Pupil Handbook

BERKELEY GUARDIANS' ADDRESS

Berkeley Guardians, 1 Berkeley Square, Clifton,
Bristol BS8 1HL

Emails:

support@berkeleyguardians.com

Jo@berkeleyguardians.com

Deputy Designated Safeguarding Lead

Karen@berkeleyguardians.com

Designated Safeguarding Lead

Please do contact us at any time either by email or by the phone number below:

24 hours - 7 days a week

please use this Emergency Number if you need our advice

Emergency Phone:

Contact for Bristol Safeguarding Board: 01179036444

You will also receive the phone number for your specified Education Guardian

WELCOME AND INTRODUCTION

Hi there - welcome to Berkeley Guardians and we hope that we will have many opportunities to get to know you and support you in all you are doing. We will be allocating you a Guardian Angel from the office who will be your direct contact and you will have email and phone number to ensure you have easy access when you need it.

What is the role of a Guardian Angel?

Your Guardian Angel will be taking an interest in how you are settling in school, your academic progress and what opportunities may be available to you to increase your knowledge, experience and understanding of life here in the United Kingdom. He/she will be on hand to help with any issues you may have or if you are worried about anything at all. Your Guardian Angel is just that - someone who is on call when you need them.

The rest of us in the office are also available to support you - our contact details are on the inside cover of this handbook for ease of reference.



Ms. Clark - Director of Berkeley Guardians

Ms Clark has worked with lots of international pupils and students from countries all over the world for many years and is very knowledgeable about homestays, work experience and opportunities for internships in local companies which will enhance your resume for when you look to university and your career. Ms Clark has also worked with supporting pupils and students on a pastoral level and specialises in cultural awareness.

Deputy Safeguarding Lead



Mrs. Pickles - Director of Berkeley Guardians

Mrs Pickles has been a Housemistress in a large boarding school for many years and has worked with many international boarders from almost every country in the world. Culture differences, religious requirements and understanding how different life in the UK is has been at the forefront of her career whilst working with the international and local UK boarders. She has been used to dealing with homesickness, friendship issues, money problems and lots of academic issues and decisions.

Designated Safeguarding Lead

GENERAL INFORMATION

Keeping You Safe

You will find our emergency number and all our contact details on the inside front page and we would ask you to put all this information onto your phone

so that you can call us at any time **Emergency Phone Number:**

Why would you use this - here are some reasons that you may need to call us on this number:

- if you were ever lost or worried about where you are and particularly if you find yourself alone in the dark
- if you cannot gain access to your homestay for whatever reason
- if you found yourself with someone that you felt unsafe or unsure of - whether a stranger or someone you know
- if someone is not treating you in the way that you would expect them to treat you
- if you are scared in a situation

These are just some of the reasons why you may want to speak to us - there are lots of other reasons and we would much prefer you used this phone number than worried about anything.

Mrs Pickles is the Designated Safeguarding Lead and you should phone her first if you are uncomfortable with any adult or peer on peer abuse and you feel that you cannot deal with the issue alone. Her number is on the opening page of the booklet.

If you cannot get hold of Mrs Pickles then please email Ms. Clark who is the Deputy Designated Safeguarding Lead and she will help you too. Her email is on the same page as you open the booklet.

The other number we have given you is the Local Safeguarding Board in Bristol - this is the authority run commission who will listen to you if you are in danger or frightened of someone either at school or in your homestay. If someone is treating you in a way that you don't like or you find yourself in a difficult situation where you feel you have no-one else to turn to - this phone number is manned by trained staff who will help you. You are able to use this number at any time.

On the next few pages you will find helpful and practical advice for living in the United Kingdom. The advice includes how to live with other boarders, how to live with your host family and general information

LIFE IN THE UNITED KINGDOM British

Customs:

Who are we? The British people live in the UK (England, Wales, Scotland and Northern Ireland) and we are called either English, Welsh, Scottish or Irish. The British humour is very difficult for those from other countries to understand but we are happy and welcoming people. We are people from a very mixed cultural and international ethnicity and therefore not all Christians, Muslims etc but varied religious (and non-religious) backgrounds and this makes us very accepting of others.

Festivals:

In the UK there are lots of festivities but particularly the ones listed below are important:

Christmas 25th December annually

Easter timings vary but usually in March or April annually

We have other occasions where businesses and some schools close for a day and we call these Bank Holidays - these usually happen in January, May and August. Many boarding schools will keep going during the May Bank Holidays but the other ones will be within your school holiday periods.

Royal Family:

We have a Queen (Queen Elizabeth II) who lives most of the year in Buckingham Palace in London with her husband, Prince Philip. They have a large family and Prince Charles (her eldest) is next in line to the throne so often takes over her duties during the year. She also lives in Windsor Castle, near London or Balmoral in Scotland.

Very British Customs:

- It is quite normal here when meeting someone for the first time to shake (right) hands with the person being introduced to you
- Drinking lots of tea although these days the tea is not always traditional, it is often herbal tea
- Afternoon tea these days is seen as a real “treat” as it includes scones, jam and cream and/or home made cake with a pot of tea
- Food - fish and chips is the main food that is associated with the UK, although much fish, meat and even curry is enjoyed by many alongside those who choose to be vegetarians or vegans
- When we eat, we use the fork in the left hand and the knife in the right. The only time that it is acceptable to eat with your fingers is at a barbecue or if you are eating pizza at an informal event
- Always swallow your food before speaking
- Always thank your host for the hospitality you have been offered
- It is encouraged to tell your host about your dietary needs before arriving at their home (in your case, please make sure that Berkeley Guardians has details of this so it can be organised in advance)
- Wait to eat until everyone has been served and all eat at the same time
- When visiting people in their homes, we often take a small gift eg a box of chocolates or flowers

- Animals - many families have pets which may include cats, dogs, rabbits or fish. This is quite normal and if you have an allergy or a religious need to be kept away from these animals, you must let us know
- Birthdays in the UK are celebrated no matter how old you are with birthday cake, gifts and cards and often a birthday party for friends
- The climate in the UK is varied and is perhaps very different from a more settled climate that you may well be used to. If you are arriving in September, you will find it quite warm until October and then it will quickly become cold and probably wetter than it began the academic year. By January and through to March you may well experience snow and very cold temperatures and then it will warm up again as it heads towards April and May. A coat is a necessity here in the Autumn and Winter as are gloves, a warm hat and warm and waterproof boots

There are lots more traditions and festivals and certainly more customs but these are the most prominent ones that you may need to know of prior to arriving in the UK.

Religion:

There are many religions in the United Kingdom and many places to worship whatever your faith is. Whether you are Christian and need to worship in a church, Jewish and need a Synagogue or Muslim and require a Mosque - there are plenty of choices for these religions and many more. Speak to your Guardian and he/she will support and help you with this.

Whilst at school, you will find that there will be support for your faith whatever this is and it will be respected by all.

ENGLISH LAW

SMOKING in public places (indoors) is prohibited and it is also illegal for anyone under 16 years to smoke or buy cigarettes. Smoking is completely unacceptable in school and in the host family home.

DRINKING ALCOHOL is illegal for anyone under 16 years at any time and only allowed for 16 - 18 year olds when sitting eating a meal with a responsible adult. It is illegal for anyone under 18 years to be served with an alcoholic drink in a bar or night club and we would strongly advise not drinking alcohol at all under 18 years.

SEXUAL ACTIVITY is illegal between an underage (minor) individual and an adult and can result in the adult being arrested. A minor is considered to be under 16 years of age and an adult in these situations is over 18 years of whom their position is of trust (eg guardian, teacher, coach etc). No school nor host family could allow this situation to occur in their premises.

ILLEGAL SUBSTANCES is unacceptable in any school or host family environment but is also against English Law to sell or supply cigarettes to minors.

DROPPING LITTER is illegal in the UK and please note: this includes cigarette ends

DRUGS AND COUNTRY LINES - This is an area of which the police are working hard to prevent drugs being passed from adults to young people and on to those looking to sell drugs. Selling or distributing drugs is illegal and will result in an arrest.

GROOMING/EXPLOITATION - this is when someone builds a relationship, trust and emotional connection with a child/young person so they can manipulate, exploit and abuse them. Children and young people who are groomed can be sexually abused, exploited or trafficked. Anyone can be a groomer, no matter their age, gender or race.

Prevent and Anti-Radicalisation:

Since July 2015 all schools and adults have a legal responsibility to “have due regard to the need to prevent people from being drawn into terrorism”. Given the rise of extremist voices around the world, whether from the right wing extremists or otherwise, it is important that everyone understands how to protect one another from this threat. This is not about “spying” or “intruding” but just identifying worrying behaviour and this is about you being aware of your friends and others at school as well.

One of the best ways that we can all protect one another is to build respect and trust into understanding each other’s cultures and religions and above all respecting those with different beliefs and faiths.



Whatever your age,
please contact us by
email or phone
whenever you need to
ask something, tell us
something or share a
problem.

We will always listen

YOUR RESPONSIBILITY

Whether you are at school or in the homestay, there are adults who will be acting in loco parentis. This means that they care for you in the same way that your parents would and take on the responsibility for your safety and care.

Do not underestimate the responsibility that the adults in charge of you take on

You will have signed a Code of Conduct form (your parents too) before you arrived which asks of a level of behaviour and a regard to the rules whether at school or homestay. We expect you to respect these rules and expectations and to understand the level of responsibility that the adults caring for you are taking on.

It is important that you realise that whether staying in a homestay or at school - the school will be informed of any unacceptable behaviour at any time during your stay in the UK as will your parents.

That said, we would want you to let us know if you are having difficulties in your homestay (or with anyone at school) and we can do all we can to move you to another homestay should it be necessary. We are hear to listen and we will.

YOUR HOMESTAY

If you are going to stay in the UK during a school holiday, exeat or there is a need to spend a weekend away from school; Berkeley Guardians will organise you a host family to care for you and they will make you feel very welcome in their home for the duration of your stay.

What will this entail?

- ✚ Matching you to suitable host families with consideration for dietary needs, music interests, quiet area to study etc.
- ✚ If you have religious observances, dietary requirements or allergies we will ensure your host family is told and that they understand
- ✚ Your host family will welcome you warmly and want to ensure you “feel at home” as quickly as possible
- ✚ Washing - your host family will do your washing or allow you to use the machine
- ✚ Berkeley Guardians or your Guardian Angel will be in touch during your stay to make sure you are happy and have all you need
- ✚ There will be behavioural expectations and an understanding of the family’s way of life to be respected
- ✚ If your hosts want to drive you anywhere, we will have ensured that they have suitable insurance and an up to date driving licence before allowing this
- ✚ No smoking or alcohol consumption is allowed in the host family and clearly no taking or storing of drugs

What will your Homestay Family do?

- ✚ They will oversee your pastoral and welfare care whilst you stay with them
- ✚ If you are ill, they will let us know and between us we will care for you, depending on how ill you are we will make sure a GP appointment is made etc.
- ✚ If they have any complaints about you - or you have a complaint about them - Berkeley Guardians will do all we can to help.
- ✚ If it is a safeguarding issue, we will move you to another homestay immediately and then deal with the issue.



Emergency Homestay Arrangements:

- ✚ This may be a medical issue or sometimes a discipline issue that has culminated in a suspension from school, In these cases we have an emergency homestay which we would place you in until such time as we have organised a longer term solution. NB:if the emergency homestay is required for a disciplinary issue, there will be a surcharge for your parents to pay for this.

What is it like living with another family?

- ✚ It will feel different, but talk to the family members and get to know them. They will be interested in knowing the differences and understand more about your culture too.
- ✚ You will need to respect their home, their possessions and their life style but they will need to respect you too. Open communication is by far the best way of making the most of this relationship.
- ✚ Will you get your own key? Well, that depends on how old you are and whether you are trustworthy. There will be expectations about curfew times and you will have swapped phone numbers so it is advisable to stay in touch if you are going to be late back. It will put their minds at rest as they will be worried about you.
- ✚ The homestay family may book you a taxi but only from the list of those Berkeley Guardians use as the drivers have DBS certificates and have been police checked.
- ✚ You may either have your own ensuite bathroom facility or you will be sharing with the family - there will be a lock on the door,
- ✚ If you would like to practice music, dance or other activities or perhaps just want peace and quiet to study - your host family will be aware and will do all they can to support you.
- ✚ If you would like to watch TV - join in with the family

Meal Times and Courtesy:

Your hosts will let you know what times they usually have their meals and you will be expected to be present promptly. In the UK we usually eat as follows (however this may vary from home to home):

0700	breakfast
1300	lunch
1900	supper

When all of the family is seated and everyone has their food in front of them it is acceptable to begin eating unless you are in a very informal situation. In the UK we use a knife and a fork for our main meal and generally do not use fingers, unless it is pizza or a BBQ. We stay seated with the family until everyone has finished and then your host family may expect everyone to assist in clearing the table.

Remember that a member of the host family has gone to a lot of trouble to cook or prepare your meal and it is usual to thank that person for the food you have received.

Food Hygiene:

We understand that you will want to keep your own favourite food at school and perhaps at the homestay too. This is fine providing that you inform the adults in charge of you that you are doing this and it is correctly packaged to keep it fresh and to prevent any other contamination. You will have fridge space allocated to you.

Using the Phone:

With the time difference between the United Kingdom and your home country being quite different, it may be a good idea to agree a time with your host family for when you call your family (or they call you). They will want to support you in keeping in contact with

your own family but it is best to agree a suitable time so that you do not disturb the host family unnecessarily.

Please also be aware that using the host family landline may be very expensive for them and therefore we would ask you **not to use** this at any time without their permission.

Permission to Go Out:

Should you wish to go shopping or to meet friends whilst staying with your host family (depending on your age and your parents' permission) you may ask to do this. However, you must abide by the rules of the host family and return by the time stated and tell them where you are intending to go and whom you are meeting.

If you are invited to a party or meeting a group of friends then the same rules apply and it may be that your host family will be asked to drive you there or arrange a taxi for you (see details earlier about which taxi company may be used).

Curfew:

The curfew (time to return to the host family home) will depend on your age and where you intend to go and whom you are meeting. You will be required to tell your host family where you are going, with whom and the timings. Your host family should have your phone number and you should have theirs in the case of an emergency.

Curfew will depend on age:

Under 12 years - will not allowed to go out alone, unless dropped and collected from a venue eg cinema with friends

Under 15 years - home by 6 p.m.

Under 17 years - home by 9.30/10 p.m.

18 years - 11 p.m.

If a different time is requested then your host family have been told to speak to Berkeley Guardians for permission for this.

Bed Times:

The bedtime will depend on the child's age but the timings below give an idea of what Berkeley Guardians have advised and if there are any concerns, please do contact us.

Bed times will also depend on age but generally speaking:

Under 11s bedtime will be between 1930 and 2100

Under 16s bedtime will be between 2100 and 2230

Under 18s bedtime will be between 2200 and 2330

Taking Care of Yourself and Personal Hygiene:

You will need to take your own personal washbag and your own toothbrush, toothpaste, shampoo/conditioner and shower gel to the homestay.

Whether you are offered a bath or a shower, it is generally suggested that this is a daily habit either to refresh in the morning or to relax at night.

Setting yourself a regular bedtime and morning wake up call ensures that you are having a good night's sleep and the required hours' sleep to keep you at your best. If you have a mobile phone, then you can organise this on the clock app. If not, having a travel alarm is a good idea.

Use a diary or online calendar to ensure that you are organised whether in study terms or for important dates as this will save you from worrying and becoming overly anxious.

THINKING OF YOU

Safe Use of the Internet:

When you arrive at school, you will be given a passcode and user name for the Wi-Fi system there and this access to the internet will be protected by the school. All access you make will be recorded (as will that of staff users) and will ensure that inappropriate use is not made of the Wi-Fi. Many schools close their Wi-Fi down at 11 p.m.

If you are staying in a host family, they too will have a Wi-Fi user name and password which you will be allowed to access. However, we would ask that you respect this access and do not use the internet for inappropriate use. Some host families will have restrictions on what you are able to access as they may have young families themselves and want to protect them. Others will take on the restrictions knowing they have offered themselves as host families. Remember that you will have signed the IT agreement with us which you will need to remember when staying with a host family.

A little advice on safe and sensible use:

Stranger Danger: you never know who the person is at the other end. If you feel uncomfortable make sure you tell an adult/teacher

Privacy Settings: choose the highest privacy settings on a social media account - check them now!

Posting is Permanent: after posting something online you may not be able to fully delete it - remember that you may regret in years to come something you thought was funny when you were younger

Never Reveal Personal Information - always tell an adult or a teacher if anyone asks you online to reveal this information.

Abusing Others - never be tempted to be rude or unkind to others when using social media or your email. Remember - if you cannot say something to someone's face Don't say it on social media!

Bullying or Cyberbullying:

If you are suffering from being bullied online or to your face then speak up and tell someone. The same applies if you are being cyberbullied - ie online bullying.

It is NEVER acceptable to bully anyone in any form and we would want to help and support you if you feel bullied in any way at all. Always feel that you can tell someone at school or contact your Guardian Angel or one of the Directors at Berkeley Guardians who will want to support you in the best way possible.

If you are aware that one of your friends is suffering from a form of bullying please listen to what upsets him/her most and tell an adult so that appropriate and immediate help is at hand.

Homesickness and Settling In:

We are very aware that a move to the UK will be a daunting prospect to many of you and we will be keeping in regular contact with the School to ensure that everything is being done to support you, should you be feeling homesick or finding it hard to settle. You may find that your friends are finding it easier to settle into school or homestay but you are not - please don't worry as this is quite normal and we are all different. Never worry about telling us - use the phone or the email to let us know how you are feeling and we will do all we can to support.

We will be in touch with your Housemaster or Housemistress at school to make sure that they feel you are settling, but you must let us know too as you may feel very different. We will be visiting you and during the term we will be offering you an Afternoon Tea with your Guardian Angel so that you can chat about your life at school and what it is like. This is a good opportunity to share any worries as well as the fun and enjoyment that school will bring.

Some signs of homesickness:

- Yearning to return home
- Feeling of loneliness and sadness perhaps with anxiety too
- Lack of motivation, insecurity and confidence
- Simple tasks appear very challenging

If you feel any of the above or any physical signs - make sure you speak to an adult in charge whether at school, your specified guardian or in your homestay

Mrs. Pickles says:

"Having been a boarder myself and then caring for international and British boarders for almost 15 years - I understand quite a lot about how you might be feeling. Always feel you can pick up the phone and talk"

PERSONAL SAFETY AND FINANCE

Bank Accounts:

Berkeley Guardians are able to accompany you to a bank to set up an account but you will need to arrange this with us in advance of the visit. You will also need your Visa, passport and other ID documents. We will require permission from your parents to do this.

Cash or Pocket Money:

If your parents have asked us to give you pocket money we will ensure you have that at regular intervals and should you require any top ups please ring your Guardian so that he/she can organise this for you. We would strongly recommend that you open a bank account where possible to have personal access to your money.

Never carry more money than you need. Ensure that you keep your money safe in your school by giving excess money to your Housemaster, Housemistress or Accounts Department for safe keeping. Do not keep large amounts of money in your homestay or in your boarding house - whilst we trust all those around us, sometimes the temptation is just too much.

Credit Cards:

We are unable to apply for credit cards on your behalf and would suggest that prior to coming to the UK, you organise this with your parents and ensure that the card you are aiming to use is acceptable in the UK - VISA or Mastercard

Electricity and Your Appliances:

Warning: The electrical appliances that you will be used to using at home will have a different voltage and certainly a different shaped plug and therefore could be very dangerous to use in a UK building. Your school will be carrying out electrical tests on all boarders' appliances and we ask our host families to have a system where the electricity supply will trip immediately if there is a fault. However, we ask you not to bring electrical appliances from home for example: rice cookers or hair appliances. All of these items can be bought in the UK and often your host family or school will provide you with those cooking items you need.

In particular, overseas mobile phone chargers and laptop chargers pose a significant fire risk - please purchase UK versions of those you need and do not use overseas units

Fire Preventions and Precautions:

- Remember to only use British approved plugs in sockets - Apple plugs are acceptable but some others are not. If in doubt - ask!
- Always make sure that you have unplugged all devices before going to bed and that no wires are stretched across your bed or belongings
- Do not use extension leads to enable you to use more appliances at once as these pose a serious fire risk unless they have been PAT tested and even then we would discourage you from use

- Make sure you know what the fire escape plan is whether in your school or in your host family's home - work out where you could escape if you need to and where you will all meet
- In the event of fire - do not take anything with you and if you are in the bathroom please just grab a bathrobe to give you confidence to leave the building. Do not re-dress fully before leaving as this may cause you to be trapped.

Identification Documents:

Please ensure that your passport, Visa and police registration documents are kept securely whilst at school and that you ensure you have these when travelling home or to school at all times.

Learning to Drive

If you would like to learn to drive and you are of the correct age (17+) then please speak to your Guardian and with permission from your parents, we can organise this and liaise with your school as well.

Medical Emergency:

Should you find yourself in a medical emergency where you:

- May have fainted
 - Be in a great deal of unexplained pain
 - Have had an accident and cannot move/stand
 - Or other such circumstances
1. If you are at school - ask a friend or a member of staff to take you to or inform the School's Health Centre
 2. If you are in the host family home - ask an adult there to take you to a GP or if it is very serious to the hospital's Accident and Emergency Department
 3. If you are out and about on your own (or with a friend) you may need to call 999 and ask for an ambulance

Should you find someone else in this situation please do all you can to help - as above. If you witness an accident to someone else you may need to call the ambulance for them.

Medication:

Any medication you carry into the United Kingdom, may be checked on arrival but should also be reported to Berkeley Guardians, the school and the host family. You should not keep medication on you as this could be found by others or lost by you. All medication should be kept by a responsible adult in a locked container and will need to be administered by that responsible adult or other nominated adult. All medication should be registered with your new GP - see below.

Medical Practitioner (GP) and Dentist:

When you arrive at school, you will be registered through their systems with their GP and Dentist and will probably be asked to attend a check up quite quickly after arriving in the UK. It is really important that the medical information given on your form is up to date and correct so that this can be passed to the General Practitioner caring for you.

If you are staying in a homestay away from the school area, we will ensure that you are registered as a temporary resident whilst you are staying with your host family.

We would strongly advise that you and your parents arrange private medical insurance prior to arriving in the United Kingdom, as we are unable to arrange this in the UK.

Should you need to attend a GP appointment or Hospital appointment that you feel you would like an adult accompanying you - please do let us know and we will be happy to arrange this with your Guardian Angel.

Mobile Phones:

In the United Kingdom, you have the choice of a Sim Card and a Pay As You Go phone or a contract* for both the phone and the sim or even just the sim card. If you need help with this please do ask your Guardian at Berkeley Guardians for support in setting this up.

** please note that a contract may only be accessible for those with UK bank accounts.*

Personal Possessions:

Any personal possessions (including jewellery, phone, laptop etc) will need personal insurance to cover loss or in case it is stolen. Neither your school, Berkeley Guardians, nor your homestay will have any insurance to cover your personal goods and will not be able to take responsibility for any loss.

Personal Safety:

1. We would strongly advise that when travelling you always carry your wallet, passport and other important ID documents in a zipped bag which is kept on your person (inside a coat if possible) - whether you are travelling around the city or long distances
2. Make sure you always tell someone where you are going, who you are meeting and when to expect you to return
3. with friends when walking at night and if you are travelling by taxi please ensure that it is a registered taxi that you step into
4. If you need to travel independently consider carrying a personal alarm
5. Make sure there are people near you at the bus/railway station or on the platform - never wait alone
6. Stay aware of your surroundings and don't be afraid to move if someone's behaviour causes you alarm or concern



Ms Clark says:

“It is so important that you always tell someone where you would like to go, what time you are due back and who you are going with so that the adults around you can be reassured you are safe. I know it might feel that we are all being interfering but it is genuinely because we all care about you.”

TRAVEL

Berkeley Guardians can organise your flights and travel to and from school and to and from your homestay. If your parents have asked us to do this, we will be send you, your school and your parents details of your flights in plenty of time and will meet you at the airport or at school if returning home.

There are things that **you** will need to remember and take responsibility for:

- passport
- visa documents
- BRP - Biometric Residence Permit
- Travel tickets (which we will send to you if we are booking your travel)

Please ensure that your luggage is of the correct weight for the booking and ticket information you will receive or you will pay an excess charge at the airport before you will be allowed to take this luggage with you. You should also ensure your luggage is suitably labelled in the event of loss due to the airline company.

Unless you have been told otherwise, Berkeley Guardians will meet you at the airport and as you come out of the Arrivals Hall (from the luggage area) you will find a member of our staff with your name on a board. He/she will be wearing a lanyard with identification on it and you will have previously been informed who will be meeting you. You may, of course, ask for identification documents.

Should you be arriving and then travelling independently to your school (with permission from your parents) then your travel itinerary will detail the onward travel arrangements with full details of where to find the transport booked.

Taxis and private cars:

Any taxis required and ordered by us will have drivers who have been DBS checked (police checked) and you will be informed of who they are at the time. At all times, when travelling in hire cars, taxis or private cars, seat belts should be worn as this is required by English law and the driver takes responsibility for anyone not wearing a seat belt.

We would strongly advise you to ask your school or Berkeley Guardians to order taxis for you (even if just going to a shopping centre) as we will ensure that the taxi company is genuine and has drivers who have been police checked. If you do find yourselves booking a taxi independently of us or school then ensure that it has a registered number plate as Berkeley Guardians are unable to take responsibility or liability for your safety if we have not booked the taxi ourselves.

Traffic Safety:

When crossing the road in the UK please look **Right, Left and Right** again before crossing any road and wherever possible use the official crossings which are there to keep you safe.

Remember that the traffic may drive on a different side of the road to that you are used to and therefore extra care may be needed, particularly in the early days of arrival here.

If you are cycling at any time - you will need to wear a safety helmet and a fluorescent jacket or slip so that you can be seen by oncoming cars and those coming up behind you. If you are cycling at night - you have to use a light attached to your bike at the front and rear.

Wherever possible use the cycle lanes designed to keep you safe and do not cycle on pavements or in the centre of roads.

EDUCATION

UCAS:

Berkeley Guardians can help you with the following:

- Deciding on your choice of career and which courses at university will support this decision best of all
- The decision about which university is best for you - they all have different attributes whether in a city, on a campus or offering different sports, arts or other activities for you
- Arranging Open Day visits - either accompanied or independent travel
- Completing your personal statement and the application form to attract the most notice at the Admissions Office for each university

Tutoring:

Whatever your need - whether GCSE, A level or general language or academic support at any age we can help. We have high quality teachers ready to support and help your understanding of a specific syllabus, subject or language use and we can organise tutorials for you. We will liaise with your parents and your school to make the organisation as seamless as possible and arrange for you to meet your tutor in a suitable venue.

Work Experience:

If you are needing work experience (after school or at weekends) to support your career choice or whether you are based at a homestay in the holidays and would like to use this time effectively; we can support you and find you suitable experience.

We will need to discuss with you what it is you require and will then organise to suit the time you have available.

This work experience is vital for your resume and will enhance your opportunities for both university course acceptance and later on will demonstrate your enthusiasm for your chosen career.

Internships:

Internships for a varying length of time, may be organised on request for those who are looking at a Gap Year and wanting to increase their knowledge of their chosen career. This will demonstrate enthusiasm and keenness for further information and understanding of the ways in which companies and organisations work. This can be organised for holiday periods (summer, Easter etc).

Speak to Ms. Clark for further information for both

Work Experience and Internships

and to

Mrs. Pickles for UCAS and Tutorial support

