



Homestay Handbook 2024

## About Melton College

Melton College was founded in 1962 by Finn and Elizabeth Hjort. Elizabeth works under her maiden name and is known to many of you as Elizabeth Hiley. The College is now managed by Andrew Hjort.

## Who's Who at Melton College?

### **Andrew Hjort (Principal)**

Andrew is responsible for all aspects of the College operation especially the marketing and promotion of the College.

### **Elizabeth Hiley (Emeritus Principal)**

Elizabeth is officially retired but still helps with some of the social activities, particularly with the Gold Course participants.

### **Katie Davis (Exam Centre (IELTS & Cambridge) Manager)**

Katie is in charge of all our exams. She also helps with our accounts.

### **Mark Harris (Campus Manager) [booking@meltoncollege.co.uk](mailto:booking@meltoncollege.co.uk) and [english@meltoncollege.co.uk](mailto:english@meltoncollege.co.uk)**

Mark enrolls students, arranges all student transfers and deals with the administration for the college and Melton Guest House.

### **Denise Lloyd (Accommodation Manager) [studentservices@meltoncollege.co.uk](mailto:studentservices@meltoncollege.co.uk)**

Denise arranges student accommodation, interviews, inspects and registers host families.

### **Academic Management Team**

#### **Jake Millson (Director of Junior Programmes & Designated Safeguarding Lead) [jake@melton-college.co.uk](mailto:jake@melton-college.co.uk)**

Jake manages our courses for young learners and groups, he teaches and takes part in the activity programme. He is also responsible for safeguarding.

#### **Richard O'Neill Director of Studies [academic@meltoncollege.co.uk](mailto:academic@meltoncollege.co.uk)**

Prepares lessons and timetables and teaches.

#### **Academic Manager**

Alacia Gent

#### **Senior Teachers**

Mathew Hallett

Matt Schlag

Rich Barker

#### **Teacher**

Mike O'Rourke

Oscar Powell

### What is homestay accommodation?

Most of our students choose homestay accommodation. Homestay is the description used by our industry to describe living as part of a family. Many people still use the term 'Host Family' but this is thought by some to be misleading as it might lead students to expect mum, dad and 2.4 children! We place students with families, couples and single people. We mainly offer twin rooms, but we do also use triple rooms, particularly during the summer. There are a limited number of single rooms available. We place a maximum of two students per room and four students in any household.

There are certain limitations on what can be called homestay; the following definition is taken from the Accreditation Handbook 2016 and 2017:

**Homestay accommodation:** the hosts treat the student as a full member of the household, eating together and sharing the common living areas; no more than four students will be accommodated in homestay accommodation at any one time (homes accommodating more than four adult students should be described as private home accommodation).

No more than two students can share a bedroom. This is a rule of British Council Accreditation (see page 5). The exception is when we have asked and received permission in advance from the students' parents for them to share a triple room.

### When does the College require homestay accommodation?

Melton College York, is open all year except for two weeks over Christmas. However, the majority of our students take courses either over Easter or between mid-June and October.

**It is most unlikely that the College would use a room during the year that was not available for a substantial part of June, July, August and September.**

### How much does the College pay for homestay accommodation?

	Per week	Per night
Accommodation	189.00	27.00
Special Diet*	35	5
Private Bathroom**	112	16
School run*** Mon-Sat	48.00	8

The weekly amount is based on 7 nights, except the school run which is based on 6 days.

\* Does not include vegetarians. Payment is for Lactose Intolerant or Celiac

\*\* The student has exclusive use of a bathroom including toilet, wash basin and shower or bath for the duration of their stay (this is for students over 25 only).

\*\*\* **Hosts** deliver and collect younger students to and from College every week day and occasionally to and from weekend activities.

**Payment is made at the end of the week (Friday) directly into your bank account. Please note often groups arrive midweek and stay until the following week. For example:- arrive Tuesday depart Tuesday of following week. You will be paid on the Friday for five (5) nights = £135.00 then the following Friday for two (2) nights = £54.00**

## Accreditation, what it means

Melton College is accredited by a body called 'Accreditation UK'. They inspect the quality of the services we provide. To remain accredited, we must abide by a large number of criteria. These include:

- W15 No more than four students will be accommodated in a homestay at any one time
- W18 No more than two students will be accommodated in the same bedroom
- W38 Providers will ensure that students under 16 lodged by them or their agency in homestay or residential accommodation will not be lodged with students of 18 or older.

These criteria are the same for all Accreditation UK accredited institutions in the City!

## Minimum requirements for homestay accommodation

- A clean safe environment (compliance with safety regulations)
- Single room for adult students (unless sharing with another Melton College student)
- Adequate heat and light
- Space to hang/store clothes
- A reasonable amount of washing (but not ironing)
- A desk to work at in their bedroom or a table elsewhere in the house in a quiet area
- Reasonable access to toilet/washing facilities (bath or shower daily)
- Breakfast and a substantial, cooked evening meal.
- Reasonable mealtimes. Meals eaten with host(s)
- Packed lunch Monday-Saturday for all students.
- Lunch at the weekend (or packed lunch) for all students
- A change of towels and bed linen weekly
- The opportunity to chat and practice English, especially at meal-times

## Homestay with Private Bathroom

Students over the age of 25 **can** request a private bathroom this may not necessarily be en-suite.

## Other organisations placing students

Many of you will also take students from other schools in the City. **We do ask that, if we offer you a student, you inform us if there will be any other students in the house at the same time.** Our students cannot share a room with a student from another school. If our student is under 18, they cannot be in the same house as a student from another school without our first getting the agreement of our student's parents.

## Room availability

Rooms should be available from 1200 on the Sunday before the student's course until 1200 on the Sunday after their course.

## Who are the students?

All our students come to Melton College to learn English. This means that they have an English language ability ranging from very weak to very strong. We also have students from a wide range of countries and from a wide age range, from 11 on our junior courses to over 80 on our 'Gold' courses. However, the average age during the year is about 22 and during the summer about 16.

## Can I choose which type of student to host?

As a homestay provider you can select students on a number of different criteria. But remember, the more restrictive you are, the fewer students we will be able to place. The main criteria are:

- **Age** - We divide students into 3 groups: Under 18, 18 and over and Over 50s.
- **Gender** - You can choose to host male students, female students or both.
- **Diet** - You can accept or refuse students with special diets. You can choose to accept vegetarians (even if you are not vegetarian).
- **Smokers** - You can choose not to accept smokers.

It is worth commenting that some teenage students are not completely honest about their smoking habits – particularly if they have completed the application form in front of Mum and Dad!

## Student arrival and departure

Most students aged 18 and older will make their own way to your house, usually by taxi. Some students arrive in York by train or by taxi from the airport.

Some students, including nearly all students under 18, will need to be collected from Holgate Park on arrival and delivered to Holgate Park on departure.

If you are happy for us to do so, we are quite happy to help co-ordinate car sharing for hosts living in the same area. This is especially beneficial with students arriving as part of a group. If you make your own sharing arrangements, you must let the College know in advance. If you arrange for a family member to collect a student, you must let us know. We can't send students away with people we do not have information about.

If you are unable to collect or deliver a student, then we can arrange for them to be delivered or collected by taxi. The cost of this will be £10 per journey. If you would prefer to arrange the taxi yourself, please make sure we are aware of your plans.

For any students arriving at Holgate Park in a group it is essential that we can contact you on the day of arrival so that we can inform you of delays or early arrivals. This will save you time and ensure that you are there to greet your student.

Some students may be delivered and collected from your home. When you have received arrival or departure information please ensure you are at home to greet your student and on departure to say goodbye.

## Collection after evening events

For the youngest students we do sometimes ask you to collect them after evening events finishing at the College (for example when a Junior Course quiz finishes at 2030), or for all younger students when the event finishes at Clifton Moor (bowling or cinema). If you accept a student having been informed that evening collections will be necessary, then you will be responsible for arranging the collection of the student. If you are unable to collect your student, then we can arrange for them to be delivered by taxi. The cost of this will be £10. If you would prefer to arrange the taxi yourself, please make sure we are aware of your plans.

## Care of juniors

Child protection is a major concern for everyone. In 2002 the Government introduced the Disclosure and Barring Service, a scheme for checking the background of people who wish to work with children and vulnerable adults. The Disclosure and Barring Service (DBS) helps us make safer decisions and prevents unsuitable people from hosting children. All people wishing to host:

- **To ask the homestay provider and all adults in the house to undertake a DBS check.**

We do appreciate that you place trust in the College in accepting students from us. Please be assured that we take steps to ensure that students are suitable guests, particularly in homes with children.

If you do have a current DBS check please do make sure that you inform us in the 'You and Your Household' form

## The process

### How do we place students?

As part of their application, our students provide us with a number of pieces of information about themselves.

In addition, we give them the opportunity to make specific requests. We also ask you about your household and enter the information you give us on the form 'About You and Your Family' onto our system to help give us a good match.

1. We will send you an email saying we would like to place a student with you. This will give a few details about the student including whether he/she is vegetarian, has medical problems, etc, together with date of birth and arrival in York date.
2. If you are happy to take the student, then please reply to the email or telephone the College. If you wish to decline, the process is the same, but we would ask that you respond quickly so that we can find another suitable host. If you have to decline because you will be unavailable, please let us know which days will be affected then we can update our system. Please contact the College within three days of receiving the email. **If we do not hear from you after three days, we may offer the student to a different host.**
3. Nearer the time of the student's arrival we will send you another email giving details of precisely when the student will arrive in York and either delivered to your home or where/if you will be required to collect.
4. At a later date (probably during the student's stay) we will send details by email of the students departure.

## Expectations

### What your student expects from you

A room matching or exceeding the minimum requirements on page 6

### What you should expect from the student

- Punctuality at agreed mealtimes
- Politeness
- To keep their bedroom in a reasonable state
- To only invite friends round with your permission
- That they will only store and prepare food with your agreement
- Not to use the telephone without permission
- Students over 18 to return at night at a reasonable time or to be quiet and responsible
- Younger students to obey College curfews. Students with a Group may have a curfew set by their leader.
- To observe any house rules, including those to protect young children (stair gates etc.)
- That they will keep any medicine or dangerous substances out of reach of young children
- That their arrival and departure will be at an acceptable time (05:00 –01:00)
- That they will not make you feel pressured into providing additional services (e.g. ironing)
- To pay for any damage
- That they will not ask you to lend them money or to look after their valuables

### What you can expect from the College

- Accurate weekly payment for hosting students
- If a student cancels with less than 5 days warning, you will be paid for the first week of their stay.
- If a student, or their parents/teacher insists on moving without good reason they must give one weeks' notice or forfeit payment for one week, or their remaining time with you, which ever is shorter.
- A 24-hour help-line for any problems
- Significant information about the student known by the College
- An honest appraisal of the likelihood of receiving students

## Top tips for a happy homestay!

- **Clarity and Empathy** - Some of our students are very young; many are in a foreign country for the first time or away from their parents for the first time. All of them are communicating in a foreign language. Most anxiety is caused by not knowing what to do and how to behave.
- Mealtimes, bathroom use, washing, snacks, likes and dislikes are all best covered on the student's first evening!
- Younger students especially may find it embarrassing to ask about things like laundry arrangements or when they can use the shower. For example, in some countries the plumbing arrangements mean that used toilet paper is put in a waste bin by the toilet. If you have a waste bin by your toilet for sanitary reasons, it might be worth explaining its use to students.
- Empathy is often about answering the questions they don't have the courage to ask!
- Some students arrive with friends or make friends quickly; others don't and really value feeling part of a family. This is more about feeling included than about communication! Some students seem withdrawn simply because they are too shy to become involved in the life of the house without encouragement.
- **Getting to College** - Students really appreciate being brought to College on their first morning. Best of all, is being brought on the bus or walked so that they have had a trial-run before having to travel on their own. For the younger students, collection at the end of the first day can relieve a lot of stress during the day!
- **Phone Calls** - When a student has just arrived, particularly one of our younger students, the opportunity to ring Mum and Dad will be greatly appreciated by parents and students alike.
- **Collection and Delivery** - Most adult course students arrive by train at York station and then take a taxi to your house. Being collected from the station at the start of their stay and being taken to the station at the end of their stay gives a wonderful first and last impression of their time with you.
- **Cultural Awareness** - This would take a whole book, but it is worth thinking about. Habits which seem normal to us seem very odd in some cultures. Equally habits we might consider very unappealing are, in some cultures, considered normal.

## Illness and absence from College

- Attendance is a condition of the student's course at Melton College. **In addition, for some students it is a condition of their visa.** For students under 18, attendance is also an important element of our care of the students.
- If your student is too ill to attend College, please ring the College and tell us they will not be coming. The contact numbers are on the back cover.
- Students aged 16 and older can be left at home alone. For students under the age of 16 we can send someone round to 'baby-sit' (with your agreement) if there will be no one at home during the day. The College cannot pay for loss of earnings if you take time-off to stay with the student.
- The student can (if necessary) see either your own doctor or we often advise students to attend the NHS Walk-In Centre at the hospital. Please keep us informed.
- If it is urgent and at night or at the weekend, please ring the Emergency mobile there is always a member of staff on duty.
- If your student becomes ill during the day, we will send them or take them to the Walk-In Centre or, if appropriate and possible, send them home. We will not send students under 16 home if there is no one in the house. We have a sick-bay at the College which we will use in these circumstances until there is someone at home.

## Attendance

If a student has decided not to attend College for any other reason and we have (to the best of your knowledge) not been informed, then please ring the College.

## Excursions

Students under 18 on the Summer Course and all students on the Junior Courses must go on all excursions.

If they are ill or if you know they are going to be late, please ring the teacher leading the excursion on the excursion mobile number, on the back cover.

## Evenings and curfews

- Students over 18 have agreed to return at night at a reasonable time or to be quiet and to be responsible.
- Students under 18 must return by the Curfew times set by the College. Please note, these times cannot be changed by the student, their parents, relations, agents, teachers. Group leaders may set earlier curfews!
- If a student, over the age of 18 does not return when expected there is nothing you can do unless you have a good reason to believe they may be in trouble. If this is the case, then ring the member of staff on duty. If they have not returned by the following morning, or if you are certain that they planned to return that evening and you know their itinerary, ring the member of staff on duty. If the student is under 18 please ring the member of staff on duty if they have not returned by the curfew time. However, please note this is not a curfew extension!

## Curfew Times for students under 18

Age	Student must be home by:
17	2230
16	2200
15	2130 * unless they are on a College activity
14	2100 * unless they are on a College activity
13*	2030 *unless they are on a College activity
12*	2000 * unless they are on a College activity
11 and under*	1930 * unless they are on a College activity

\*Students under 16 **must** return home after College for their evening meal.

We will explain the curfews to juniors on their first morning. Please be sure to emphasise the deadlines for returning home. These are the times they must be back in your home. If a student is not home by their curfew time, please call the college emergency phone. We are responsible for the student's safety and welfare and cannot be flexible about these deadlines.

Remember, we are here to help! Please ring us if there is anything you want to discuss about your student or about working with the College.

## Do I have to give my student(s) a key?

Preferably No. However, for adult students it is a practical arrangement, particularly if they want to return late or if they will get home in the evening before you. If you prefer not to give an adult student a key this is your choice but the implications are that you will need to be up when the student comes home and you will not be able to go out when the student is in the house.

With younger students it is a matter of judgement. If they are likely to return home before you then they will need a key. They should not have a key simply to be able to get in later in the evening as you will need to know when they have come home!

If you lend your student a key, ensure that they know how to use it (not as obvious as it sounds, we have had to rescue a number of students unable to open or lock doors!).

Stress the need to keep the key safe. It is a good idea to put the College address and your host number on a key fob on the key as it will then, if lost, be returned to the College without any risk to the security of your house.



## College ID cards and Passports

We give all our students a College ID Card. This contains:

- The student's name
- Your name, address and telephone number
- The College emergency number

The College ID card will be given to the student on arrival

It is vital that the student always carries the card with them at all times!

Over the years they have proved invaluable when:

- Students get lost
- Students get a taxi but have forgotten their address
- Students need to ring the College emergency number

It is equally important that the students do not carry their passport with them! Students should be encouraged to leave their passport in their bedroom (somewhere safe which they will remember). Many students come from countries where the law requires that ID is carried. Naturally, they assume the same applies in the UK.

If a student loses a passport then the student (and possibly a member of staff) will need to travel to the nearest consulate – Manchester if we are lucky, London if we are unlucky!

## Can adult students do what they like?

The curfew for younger students marks when we insist, they return home. This does not mean that adult students can do what they want, irrespective of your wishes. Allowing a student to return very late is a matter between the host and student but the students will have to accept responsibility for locking-up properly and for being quiet!

## My student is in trouble with the police

Ring the College or the member of staff on duty.

## My student has had something stolen or has been involved in a fight

Ring the College or the member of staff on duty.

## My student has been followed or approached by someone in a way that makes them feel uncomfortable

Ring the Police. The number for North Yorkshire Police (Fulford) is: 01904 618691. Please also inform the College or the member of staff on duty.

## My student has broken the College Welfare Regulations or our house rules

Ring the College and speak to Andrew, Jake, Mark or Denise.

## My student has run out of pocket money and has asked to borrow some?

Never lend a student money, tell them to speak to Andrew, or Denise.

## My student's parents have given my student permission to break the College Welfare Regulations

No, they haven't! The student has been accepted on the understanding that they and their parents accept the College Welfare Regulations.

## My student keeps asking to use the phone. What should I do?

If you don't already do so it is better to get itemised phone bills. With the appropriate evidence the College will always attempt to recover the money from students, even after departure.

## My student wants a packed lunch

**You need to provide your student (all students no matter what age) with a packed lunch (Monday-Saturday). Occasionally on Sundays if the student is going on an excursion, otherwise they eat all their meals with the family. If your student is departing on a Sunday afternoon it would leave a nice impression if you provide them with a packed lunch.**

### **My student wants to borrow a bike**

If they are over 18 you must decide if you want to lend them a bike. If they are under 18 please do not lend them a bike.

### **Why didn't you tell me she is a smoker?**

We can only pass on what the student has told us! Teenagers whose parents have completed the application form sometimes 'forget' that they smoke.

### **Why are some students so rude?**

A student's apparent rudeness, or excessive politeness, is probably part of adjusting to life in Britain and learning to speak English. Please be patient and always give your student the benefit of the doubt!

### **My student wants to sleep over at another host's house, the other host has agreed**

Please ask the College before agreeing. We will speak to the other host to ensure that they are also in agreement!

### **What is 'adequate heat and light'?**

This is difficult to describe but, for example, a second or third blanket is not a substitute for nighttime heating in cold weather!

### **What if a student asks if they can prepare their own meals?**

Please ring Andrew, Denise or Mark who will talk to the student and ascertain why they want to make their own meals.

### **What is 'a safe environment'?**

This is mostly a matter of common sense, but it is worth drawing the student's attention to safety features. Many students will bring electrical appliances and, especially with the younger ones, it is quite acceptable to check that they are using them in a safe manner. You should also draw students' attention to extra precautions needed if you have young children. This would include the need to keep interesting but expensive and fragile equipment away from inquisitive small fingers! Naturally you should remind students to keep medicines out of sight and inaccessible.

A safe environment also refers to your house. Several tragedies have highlighted the need for carbon monoxide alarms and, of course, smoke alarms are a useful addition to any household.

### **My student wants to bring her friends round.**

We tell the students that they must ask you before doing so. It is probably best to expect them to ask on each occasion.

### **My student failed to arrive - will I be paid?**

If a student cancels with less than 5 days warning, you will be paid for the first week or for the whole stay if less than one week. If a student has not paid we will inform you at least 5 days before the arrival date and offer you the opportunity to cancel, or offer you another student. If you keep the booking and the student fails to arrive, there will be no payment but we will keep you informed as the arrival day approaches.

### **He has been here for two days and we do not get on, will you move him?**

We will try. If a student is moved at your request, you will not be paid for any nights after the student has moved, unless we agree that the student has acted unreasonably.

### **My student says he is going to ask to move, we have done everything you have asked us to do, what will happen?**

Students are required to give at least a week's notice of their wish/intention to move. If they fail to do so you will be paid up to one week's payment as compensation.

### **My student has caused some damage. Who will pay?**

It is wise to tell your insurance company\*\* that you are taking 'paying guests'. Melton College is not liable for damage caused by students. However, if the student is still at College, we will support your request for payment. \*\* Try [www.quotelinedirect.co.uk](http://www.quotelinedirect.co.uk)

### **How much 'space to hang/store clothes' do the students need?**

This means being able to unpack completely! For longer-term students it may be worth considering a laundry basket for dirty clothes.

### **What are 'reasonable mealtimes'?**

This can be a real problem! Just about everyone else in the world eats later than the British! The student should expect to have to fit in. 1800~2000 is a reasonable time range for an evening meal. We appreciate that families with small children may want to eat earlier but you must accept that your student may need to be fed separately, on occasions. Most student complaints are related to food. In particular, too much fast food and not enough fresh vegetables and fruit.

### **Why do you say that meals should be eaten with host(s)?**

Meals shared at a table, with the family, are an important part of your student's time with you. They are an excellent opportunity for the student to practice their English and to interact with the family. Of course, students are expected to adapt, within reason, to your mealtimes!

### **Do I have to clean and tidy after the student?**

It is the student's responsibility to keep their room tidy, but this does not mean they should be expected to do any cleaning. It is reasonable to expect the student to make their own bed but not reasonable to expect them to change the sheets. Make sure that untidiness is not caused by confusion over which drawers they can use; where they should place dirty clothes or hang wet towels!

### **Why can't we put a student from another school in the other room without telling you?**

Our view on this is stricter than some of the newer schools in the City but we do have our reasons! We tell our students that we know who lives at the house; by definition, we know nothing about other students. However, if there is a problem between the students, we cannot help to resolve it; in fact, we would almost certainly have to support our student. Likewise, damage and phone calls could be blamed on the other student, and we wouldn't be able to help. Finally, if the students get into difficulty or trouble, we have no responsibility for the other school's student.

### **My student says she is eating at a social event at the College; do I still need to provide an evening meal?**

It depends on the student's appetite. During the summer we run a few barbecues, spaghetti parties etc. For a student with a big appetite, it is unlikely that this would be enough to replace an evening meal so they might want an additional snack either before or after the event.

### **My student is going away for the weekend, will I be paid?**

Yes. If a student (and the student must be over 18 to make this decision) decides to go away for a weekend they do not receive a refund and we will pay you as normal. This is not the same, however, as the weekend away being part of the booking (see below)!

### **I have been asked to host a student, the student is part of a group and the group is going away for a long weekend. Will I be paid?**

When we place a student, we will specify the first night (normally, but not always, a Sunday) and the final night (nearly, but not always, a Saturday). If the student, as part of the booking, plans to be away during their course (normally because they are part of a group going on a group trip), our normal policy is:

One night away, no refund, we pay you as usual.

Two nights away, one night's refund, we pay you for one of the two nights.

### **Bus Passes**

Not all students will receive a bus pass. If you live within 2Kms walking distance (unless they have specifically asked to have one) your student will not receive a bus pass. Some groups buy bus passes for the members of the group. Students under 18 and groups with bus passes included are given their bus passes on arrival at the airport or Holgate Park.

## Telephone

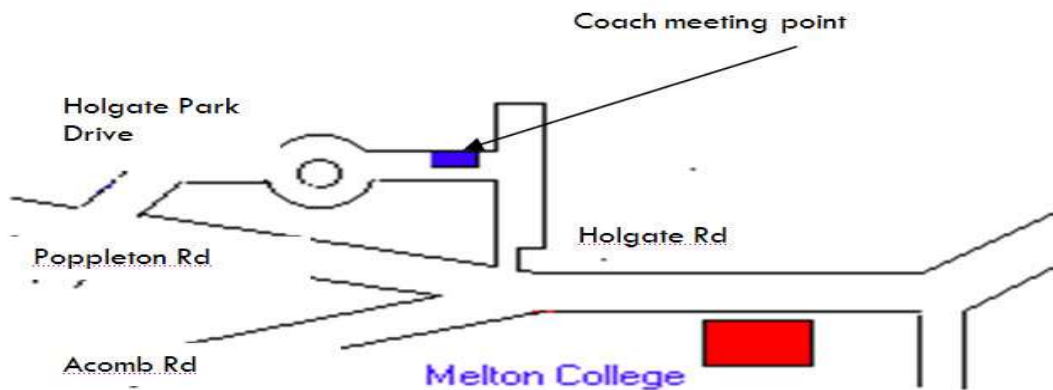
Most students arriving have their own mobile to be able to contact home. The student may need to contact you in case of emergencies please ensure they have your contact number. Most mobile networks charge the receiver for incoming foreign calls. We cannot ask the student to cover these costs.

## What are the tax implications?

Please be aware that if your earnings from hosting are above the minimum threshold tax will be payable. For more information, visit the following website:

[www.direct.gov.uk](http://www.direct.gov.uk)

## Where is Holgate Park?



## Melton College Welfare Regulations 2024

We want our students to get the most out of their course at Melton College and to enjoy themselves as much as possible. We all have to obey rules. For our younger students, there are some additional rules designed for their protection. The student, and if they are under 18, their parents, agree to abide by these rules when completing the application form and by starting a course at Melton College.

We tell all our students that:

“In the United Kingdom (Britain) you become an adult when you are 18. At this age you legally make all your own decisions and are totally responsible for all your actions. When you are under 18 you are, in law, a child. You are not allowed to do certain things; you are not allowed to make all your own decisions. But you are responsible for all your actions!”

### Melton College Rules for students over 18

If you hire a car, you must not carry students under 18 as passengers

### Melton College Rules for students under 18

- You must accept and follow the College Curfew Times
- You must attend all Saturday excursions
- You must attend all timetabled classes
- You must not hire or borrow a bicycle

### Additional Melton College Rules for students under 16

You must return to your host family for your evening meal unless you are on a College activity or with a group leader

You may only go into the city if accompanied by a College teacher or a group leader or with the knowledge and consent of your host family or the College

### Students travelling with group

Many students come to Melton College as part of a group. The group is almost always led either by a leader employed by a travel agency or by the students' teacher, or both.

All of the arrangements in this handbook are agreed in advance with the agency or school as part of the booking process. They cannot be changed by leaders or teachers, once in the UK.

In practical terms, this means that the leader or teacher cannot, for example, change the curfew times without consulting the college first or ask you to provide additional meals etc.

Some groups are either on special programmes or have additional activities. When we have arranged these in advance, we will tell you about them, when we offer you the student.

Additional arrangements made by the leader or teacher must be made with the knowledge and agreement of the College (please contact us if you suspect this is not the case!).

If a group leader or teacher makes arrangements which involve you collecting the students, then we will be very grateful if you do. However, you are not obliged to do so and, should the student need to come home by taxi, then you are not expected to cover the costs.

Where additional plans are made, we will try to contact you by email and/or text and/or send a note home with the student. Our younger students are the same as teenagers the world over and many notes home leave the College but fail to arrive! It is always worth asking students if they have a note to hand over.

### Guidelines for Melton College young students going out during the evening and on Sundays

Melton College requires that students aged 17 years and under inform their host when they are leaving the house during the evening and on Sunday.

**Students aged 17 years and under.** Please ensure that they complete the form (copy attached) whenever your student leaves your home during the evening or on Sunday. Students are briefed on arrival at Melton that they will be required to do this. Note that students aged 15 years and under **must** give you the name of at least one other student that they will be with. Normal Melton College curfew times for young students continue to apply on a Saturday and Sunday. Students 13 years and younger must return for their evening meal.

**Students leaving the York area during their stay.** Students aged 17 years and under may not leave York unless you have been advised by Melton College that this has been authorised. Should your student advise you that they plan to leave York, and you are not aware of permission having been given, please remind them of this College policy. Please contact the College (either on the college number during working hours, or the Emergency phone at other times).

**Contact Numbers.** All students aged 17 years and under should give you their mobile phone number; please ensure that students also have a number that they can use to contact you.

I would appreciate your help in ensuring that students aged 17 years and under complete this form before they go out in the evening or on Sundays. Please contact Melton College if the student does not return by the expected time.

### Melton College contacts

- Office: (0900~1700 Monday ~ Friday) 01904 622250
- Out-of-hours emergencies: 0770 259 6819
- Accommodation Manager: 07780 708 678
- Excursion Mobile: 0783 789 0626

Email: [studentservices@melton-college.co.uk](mailto:studentservices@melton-college.co.uk)

## **British Values**

Whilst studying at Melton College we expect all of our students to uphold British values these include

- democracy
- the rule of law
- individual liberty
- tolerance
- mutual respect for different faiths and beliefs.

Melton College will not accept students expressing views which are discriminatory towards other students, members of staff, hosts and their families and the general public.

