

**DOCUMENT CONTROL**

Classification: Public

Issue no: 1.0

Issue date: 22/05/2018

## Provision for students under 18

This document is intended to outline the provision for students aged 16 and 17 studying at our schools which also host students over 18 years old. The information contained here does not apply to students on a Bell young learner course.

Bell offers a wide range of courses to students aged 16+ at our adult schools in the UK:

- Bell Cambridge
- Bell London

At these centres all students will be treated as adults, including those that are under 18 years old. Students under 18 will regularly mix with students aged 18+, in the classroom, in residential accommodation and during social activities and excursions. All students will receive first-class tuition in the classroom and outstanding support from Bell staff throughout their experience.

As students under 18 years of age are not yet considered adults by UK law, Bell strives to provide an even greater level of care to these students.

## Enrolment

To enrol an under 18 student at Bell, please submit a fully completed registration form. The more detail you can provide on the form, the better we can prepare for the student's arrival and ensure their well-being. By submitting the registration form, the student's parent or guardian agrees to Bell's Terms and Conditions and to the rules for students under 18 years old. Bell cannot confirm the student's place until the completed registration form has been received.

## Transfer service

Bell arranges arrival and departure transfers on request.

To ensure safe and comfortable travel between the student's arrival point in the UK and their accommodation, Bell strongly recommends that the Under 18 Bell transfer service is booked for the student.

### **Arrival transfer service:**

On arrival in the UK, a driver will meet the student at the arrivals gate of the airport, or at the arrivals hall of the Eurostar station. We only use drivers who have undergone thorough checks from a local company we know and trust. They wear easily identifiable uniforms, carry ID and have branded vehicles. They will also have a Bell branded board displaying the student's name.

### **Departure transfer service:**

A driver will collect the student from their accommodation and take them to the airport or Eurostar station. They will help the student to check-in and take them to the entrance of the departure gate.

If students under 18 do not wish to use the Bell transfer service, Bell cannot be held responsible for their safety.

## Accommodation

### **Homestay accommodation**

All Bell homestay families have undergone thorough checks and have been personally inspected by a member of the Bell Student Services team. □ Bell's Accommodation Officers will always endeavour to place students under 18 years old with families where any other students hosted by the family will also be under 18.

### **Residential accommodation**

Most of Bell's residential accommodation is for students aged 18+. Students under the age of 18 are not permitted to stay in, or visit these residences. Students aged 16 and 17 can be accommodated year-round in host families. At Bell Cambridge, students aged 16 and 17 can also stay in residential accommodation at

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Homerton College Residence (available July – August only). Homerton College houses students aged 16+ and dedicated house supervisors are available to provide support. If a student under 18 years old is NOT staying in Bell arranged accommodation, the contact details of where they are staying must be provided to Bell.

## Evening return time

Students under the age of 18 must return to their Bell accommodation by 23:00 hours every evening. This is in the interest of their safety and will also ensure they are fit to study the next morning!

## Social activities and excursions

Students are offered a wide range of free social programme events including a free trip or activity each week. Additional events and activities will be available at a supplement payable locally. Students should have enough funds to cover any additional activities that they may wish to join. All Bell activities and excursions are supervised by Bell staff, but there is no additional level of care provided to students under 18 years old.

## Excursions organised by a third party (not by Bell)

Some excursions offered in Bell's social programme are organised by independent local travel companies. The local travel companies offer both day trips within the UK and overnight trips within the UK and mainland Europe.

There is no supervision provided on these excursions and Bell is not responsible for the actions or safety of students while on these excursions.

With written authorisation from their parent or guardian, 16 and 17 year-old students are permitted to join the day trips organised by the independent travel company. They are not permitted to join the overnight trips.

## Absences, holidays and independent travel

If a student under 18 years old plans to be absent from lessons or leave school during lesson time, Bell must receive written authorisation from their parent or guardian in advance.

Outside of school hours, students under 18 years old can travel independently within the UK during the day, providing they return to their accommodation by 23:00 hours and notify their homestay family or residential supervisor in advance.

If a student under 18 years old wants to be absent overnight, take a holiday and/ or travel outside of the UK, Bell must receive written permission from their parent or guardian in advance.

Please note that Bell does not take any responsibility for the supervision of students out of lessons and scheduled Bell activities.

## Medical care

All Bell centres have qualified first-aiders available on site during the following times.

Bell Cambridge: Monday - Friday 09:00 - 17:00 (excluding public holidays)

Bell London: Monday - Friday 09:00 - 17:00 (excluding public holidays)

Bell can help students arrange visits to a dentist or doctor if required.

Bell can only seek medical treatment for a student under 18 if the signed registration form has been received.

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## Spending money

We recommend that students bring a cash card or a credit card to the UK.

Visa and Mastercard are widely accepted in shops and restaurants in the UK and you can obtain cash with these cards in most banks or at ATMs. Many outlets will require your PIN number and a signature is not sufficient.

We strongly advise that you do not carry large amount of cash.

## Flights

Some airlines do not allow under 18s to travel without an adult. As airline policies regarding young travellers change frequently you must check the current guidelines before booking any flights.

Please book flights in good time to ensure that under 18 year olds will not travel at unacceptable times.

Signature:

A handwritten signature in blue ink, appearing to read "Cald".

(Chief Executive)

Review:

May 2019