



Terms & Conditions (students under 18)

Code of behaviour:

Classes

- You must attend every class. If you are ill or going to be late then please phone before 08.45 and tell reception: 0117 929 7667
- Try to take an active part in all classroom activities
- Mobile phones, MP3 players, iPods etc. must be switched off and kept in your bags during class time
- Chewing gum is not allowed on the premises and do not eat during class time
- Sunglasses and hats/caps must be removed in the classroom
- Morning classes begin at 08.30, so please make sure you are in class by that time. Punctuality is important.

Social Programme Activities

- Trips and activities are compulsory unless a member of staff advises otherwise
- Remember the meeting points & times – don't be late or we may leave without you!
- Make sure you have an emergency contact number on you in case you get lost or have problems. We will give you this number when you start the course.
- Always stay with friends in small groups. Do not walk off on your own.
- Remember that in Britain cars drive on the left, so be safe & look left & right. Use a crossing! Only cross the road when you see the green man light up.
- You must wear your seatbelt on the coach at all times & stay seated.

Smoking, alcohol and drugs

It is illegal in the UK to buy tobacco and cigarettes by anyone under the age of 18. Smoking is not allowed anywhere in the school building or at any school entrances. The minimum age for drinking and buying alcohol is 18 in the UK. Students may not drink or have alcoholic drinks in their possession. Students must not possess, use or supply illegal drugs. Any student breaking the law or persisting in serious anti-social behaviour will be disciplined. In serious cases students may be sent home early with no refund of fees.



Bullying

Bullying is when someone makes you feel bad by trying to have power over you. They may call you bad names, threaten you, write bad things about you, take away your possessions or even attack you physically.

BULLYING WILL NOT BE TOLERATED AT OISE BRISTOL.

If you are being bullied:

- Tell an adult – your teacher or group leader as they can do things to stop bullying
- Tell your friends and spend time with them
- Always remember that you are not the problem. The bully is the problem.

If you see that someone else is being bullied:

- Always try to stop it
- Show the bully that you know what they are doing
- Encourage the student who is being bullied to tell an adult

Damage to the school or accommodation facilities

Students will be expected to pay for any damage they cause to the school or homestay property. Parents will be informed and required to settle the payment before their child returns home.

Disciplinary procedure

OISE Bristol reserves the right to apply any suitable disciplinary measures to those who upset their fellow students, do not adhere to school rules or break UK laws. He/she will first be interviewed by the Course Director and should the student continue to misbehave he/she will be interviewed by the Principal. On the third occasion, parents and/or agent will be informed and the student will be asked to leave the course without any refund. The parents and/or agent will be responsible for any cost involved in the early return.

Supervision

Students are expected to attend all classes, activities and excursions according to the timetable given to them on the first day of their course. OISE Bristol teachers and/or other members of our team will accompany and monitor the students at all times on trips and activities. There is a high ratio (at least 1:15) of supervisors to students on our junior courses.

No junior student (student under the age of 18) will be released into the care of a third party without the signed written permission of a parent, or guardian.



Personal safety

The time of return home recommended by the school is 22.00 for 16 year olds and 23.00 for 17 year olds. Homestays are aware of this and will notify the school should a student fail to observe the curfew. If parents wish to impose a different curfew time then they should inform the school at the time of booking in writing.

Curfew times

When going out all students must tell their homestay where they are going and when they expect to return. All students are expected to return home to their homestay in good time for their evening meal. They will be expected to phone the homestay to let them know if they are delayed.

Insurance and Medical information

All students should have adequate travel insurance to cover the cost of emergency medical treatment and repatriation. Some medical treatment is free for students from EU countries or those countries with a reciprocal medical agreement with the UK. You should obtain a European Health Insurance Card in your country in order to benefit from this arrangement. Dental treatment is not free in the UK.

In the event of serious illness or accident the student will be taken to a doctor or hospital by a member of OISE Bristol staff. In the case of a minor health problem the advice of the National Service helpline will be followed. There are members of staff trained in first aid at the school.

Additional details

We recommend that you do not book your flights until your course booking is confirmed. If a student is travelling as an unaccompanied minor, please inform OISE Bristol and provide full details for their arrival and departure.

Please refer to our terms and conditions in the brochure for full details of the cancellation and refund policies.

Pocket Money

We advise parents to provide their child with adequate funds before departure (we suggest between £10.00 -£20.00 per day to cover incidental expenses i.e. snacks, souvenirs, bus fares). The school will look after pocket money, passport and flight tickets on request at no charge to the student.



Loss or theft

Although the school takes theft, loss or damage to a student's personal property seriously, it does not take any financial responsibility. Students are encouraged to have adequate travel insurance to cover their personal possessions. Students are advised not to leave money lying around in their homestay or bags unattended at the school or public places. It is a good idea to keep a photocopy of your child's passport and flight tickets in case they are lost or stolen.

Complaints

How to make a complaint

- First discuss the matter with the School Principal
- If no satisfactory solution is found, then refer the complaint in writing to Head Office, at the address below.

OISE Ltd, OISE House, Binsey Lane, Oxford, OX2 0EY, United Kingdom
Telephone +44 (0)1865 258 300 Fax +44 (0)1865 244 696 Email info@oise.com

Privacy policy

By signing the Application form you are agreeing to the storage and use of the information you supply for OISE Bristol's purposes only. We will not pass your details on to any other organisation or third party.

On our junior courses we may take photographs of children during trips and activities organised by OISE Bristol for use in promotional materials i.e. for brochures and the website. Please indicate on the Application form if you are not happy for the school to use your child's photograph for these purposes.



To be signed by the Student

I have read and understood the Terms and Conditions of accepting my place on this course. I further confirm that I am medically fit to undertake the course for which I have applied and that I have disclosed any medical problems.

Signed:

Date:

To be signed by both Parents or Sole Legal Guardian

I am the parent or legal guardian of the student named above and I consent to the arrangements that have been made with regard to their application, travel, reception and care arrangements in the UK.

Signed (Mother) and
(Father)

OR (Sole Legal Guardian)

Date