

Rules for under 18 students

Please read the below and discuss with your child pre-arrival:

- All under 18s will be met by one of our Welfare Office during their first day so they know who to speak to about any issues. During this meeting, they will be told that EACH day they must sign in at our Reception desk when they arrive.
- If, at any time, they cannot attend school it is important that they contact us. If they do not attend and we are unable to contact them, we will call you (their parents) and, if we are unable to contact anyone, we will notify the police. Therefore, they must advise us, without fail, of any absences by call/text/WhatsApp to +447808 789541 or email welfare.officer@ihlondon.com by 9.00am each day.
- If their contact telephone number changes when in the UK, they must tell us immediately. It is important that we can contact them during their stay.
- In classes, and on activities, they will come into regular contact with other students who are over 18.
- They will be responsible for buying their own lunches.
- Certain UK laws, (eg people under 18 cannot buy alcohol or cigarettes) apply to people under 18. As a result it will not be possible to take part in some social programme activities.
- If they wish to take a break from their studies (to have a family holiday for example) we must have your written permission for them to be absent from school. This will be recorded by us and we will not contact them during this period of agreed absence.
- Please ask them to exchange telephone numbers with their accommodation host on their first day so that they are able to contact each other. This is very important.
- They must inform their host if they will be late for the evening meal. Hosts will plan and prepare meals in advance and it is important that the meals are not missed or wasted.
- They must be home by 11.00pm and inform their host if they will be late (and by how much). If they do not do this, an emergency call will be made to the school by the host and we may need to contact you.
- If they go out in the evening, at weekends or on day trips they must inform their host (and the school) where they are going, with whom (including their age) and give details about departure and arrival times. They must also leave a telephone number or address where they can be contacted at all times.
- If they intend to go on an overnight trip, they must advise the school. The school will then contact your (parents/guardians) in order to obtain a written permission to travel, including full details of person responsible for the child during the trip.

- They must ask their host for permission to have any friends visit them. The host does not have to agree to this.
- They must agree to and follow the house rules where they are staying
- Tell their host or Welfare Officer if they feel sick or unwell.