

sidmouth International School

CONTRACT FOR TEENAGERS & YOUNG ADULTS

Initials in these if understand and agree

We want you to have a great experience at the school. To help with this, please read the following and put your initials in the boxes on the right-hand side if you understand and agree with every section. Then, please sign and date at the bottom of page 4.

If you need help to understand what you are reading, please ask for assistance.



UK law

In the UK, you don't need to carry your passport, but you must have proof of where you are staying and the school you are attending. So, please remember to **always** carry your school ID card with you.

Students on Teenage or Young Adult courses at the school are **not** allowed to buy or drink alcohol, buy cigarettes (including e-cigarettes), or carry a weapon. **It is against the law to carry a knife.** You **must** be 16 years old and have a valid ID to buy energy drinks (School ID does not count)



School

Please be at school and ready for your lesson at the time shown on your timetable.

Show respect to everyone at the school, including other students.

Afternoon registration is at **13:30** at the Old Exchange **OR** Class for Intensive students *(Tue, Wed, Fri)*

You **must** attend the daytime social programme (evenings are optional), and excursions are compulsory.

Please use the internet safely.

If you have any problems, speak to a leader or someone in the General Office.

Please turn to the next page for our policy on abusive and unacceptable behaviour.



Homestay family

Please do not go home to your homestay family before **16:30**.

You **must** join your family for your evening meal at **18:00**.

Please **do not** use your mobile phone at mealtimes.

You **must** be home every day by **22:30**. Leaders will be patrolling Sidmouth at this time.



Check-in times

For your safety you have 5 check-in times. **If you are late or miss a check in time the school will be informed immediately.**

Check-in time 1: **09:00** - Please be at school for morning class registration

Check-in time 2: **11:00** - Please be back in class after break for registration

Check-in time 3: **13:30** - Registration at the Old Exchange. Students on an Intensive course will be checked in at their afternoon class *(Tue, Wed, Fri)*

Check-in time 4: **18:00** - Evening meal with your homestay family. All students **must** be with their homestay at this time

Check-in time 5: **22:30** - All students **must** be back at their homestay by this time

(Including on the last evening of your stay in Sidmouth)



Sidmouth

Please be respectful to the people of Sidmouth and behave well. **When walking home, keep quiet.**

Don't block pavements or drop litter.

Always be polite and friendly to everyone.

Be careful when crossing the roads. **Stop! Look! Listen!** We drive on the left-hand side.

Electric cars are extremely quiet.

The sea and cliffs are dangerous. **Don't take any risks.**

DO NOT swim in the sea unless a leader or a homestay family member is with you.

Do not use the skatepark, and avoid using the playparks, which are suited for younger children.

When at the Old Exchange (OE), be respectful to the houses and the church nearby by keeping the noise low. **Do not** kick footballs into gardens or make disturbances in the area.

Security Cameras are at the Old Exchange, both inside and outside.

Always stay in pairs during your stay here. This is **essential** for your own safety.

On coaches/buses, you MUST wear your seat belt AT ALL TIMES.

ABUSIVE AND UNACCEPTABLE BEHAVIOUR POLICY

Our aim is to create a safe environment for work and learning, free from any form of intimidation.

Violence, bullying, abuse (either verbal or physical), harassment, or any unacceptable behaviour will not be allowed. If this happens, we may contact your family or send you home immediately. Remember that such behaviour can happen in many ways, like in person, by phone, letter, email, or social media.

Unacceptable behaviour also includes anything that could lead to extreme views or actions, and anything that does not support the core British values: democracy, rule of law, individual liberty, and respect for different religions, beliefs, and sexual identity.

This policy is to protect our staff, students, homestay families, and anyone else working with the school from abusive and unacceptable behaviour. It is the responsibility of the management to make sure this policy is followed and understood by everyone.

It is very important that any unacceptable behaviour is reported to a member of the Management Team (*found in student handbook*) in the main office at May Cottage immediately. All complaints will be taken seriously and investigated carefully and privately. The school will make sure that the person who makes a complaint will not be treated unfairly because of it.

Anyone involved in violence, bullying, abuse, or harassment will be reported to the Management Team or, if necessary, the Managing Director. The complaint will be investigated, and if it is found to be true, action will be taken to stop the behaviour. The school's Disciplinary Procedures will be followed if needed.

Definitions

Violence: Any incident in which a person is physically abused, threatened or assaulted.

Harassment: Unwanted behaviour that you find offensive, or which makes you feel uncomfortable or intimidated.

Weapon: an object or tool designed or used for inflicting bodily harm or physical damage.



Unacceptable behaviour includes the following:

- *Intentional damage to property – (You will be made to pay for any intentional damage)*
- *Threatening or abusive language, including swearing*
- *Offensive remarks of a racial, sexual or other discriminatory nature*
- *Drinking alcohol, smoking/vaping, taking any drugs or carrying weapons*
- *Littering*
- *Theft (Security cameras are in constant use throughout Sidmouth, always)*
Anybody found to have stolen something will be sent home immediately
- *Rudeness to shopkeepers or members of the public*
- *Excessive noise*
- *Spitting or urinating in public*
- *Bullying*
- *Repeated lateness for check-in times*



(Please note, we are regularly informed by homestay families, shopkeepers, and the public if any bad behaviour occurs)

The above are only examples of unacceptable behaviour and don't cover everything

A member of the Management Team or Managing Director will handle any phone calls that staff find unpleasant or abusive. They will also deal with any students, clients, or members of the public who staff think are being unpleasant or abusive. All these incidents will be recorded, reported, and filed.



WHATSAPP GROUP, COMMUNICATIONS AND ACCEPTABLE USE AGREEMENT

Please read the following and put your initials in the boxes on the right-hand side if you understand and agree with every section.

If you need help to understand what you are reading, please ask for assistance.

WhatsApp Group Agreement

1. The WhatsApp group(s) you will join are for students and leaders of Sidmouth International School to communicate easily and safely. The groups will be set up by Brendan White, the Social Activities Organiser at the school, who will be the main administrator, but not a "moderator." Simon Blyth, the head of Safeguarding, will also be an administrator. Other school leaders will also be part of the admin team.
2. The group chats are meant to share information and allow members to communicate about **school-related issues only**.
3. At the end of every week, the active WhatsApp group will be deleted, and a new group will be created to follow our confidentiality rules. After you leave the school, your phone number will no longer be visible in any group chats.
4. The group chats are for informal communication, but these rules **must** be followed:
 - a) The group chats should not be used to talk about non-school related topics.
 - b) Joining the group is not required, and you can leave at any time.
 - c) **Be respectful and use polite language when communicating with others.**
 - d) **Do not share or comment on anything that could be upsetting, offensive, or inappropriate.**
 - e) Any opinions shared are from individual members. Group administrators are not responsible for comments made by members.
 - f) If you break the rules, an administrator can remove you from the group.
 - g) **Respect everyone's privacy. If you want to join the group, you must give permission first. This is because your phone number will be visible to everyone in the group.**
 - h) By joining and participating in the WhatsApp group, you agree to follow all the rules above.



Communications and Acceptable Use Agreement

1. **Do not** contact any staff member on social media or other messaging services, unless it is an emergency, and you have tried all other ways to communicate.
2. This includes not following, liking, commenting, sharing, or messaging any staff member on their personal social media accounts, **both while you are at the school and after**.
3. **Do not** share photos or videos with any staff members, either in person or online, unless you have received approval from a staff member in the office.



ONLINE SAFETY AGREEMENT

Please read the following and put your initials in the box on the right-hand side if you understand and agree with this section. Then, please sign and date at the bottom of this page.
If you need help to understand what you are reading, please ask for assistance.



(The above are only examples)

Online Safety Agreement

You will have access to the internet while at Sidmouth International School and at your homestay. It's important that all students use the internet responsibly and safely. Please read the agreement below and then sign and date it.

1. I will not do anything online that could risk:
 - My own safety
 - The safety of other users (students, staff, homestay)
 - The safety and security of the school's or other users' systems.
2. If I receive any unpleasant or inappropriate material or messages that make me feel upset, angry, or unhappy, I will tell a school staff member or my homestay family immediately.
3. I will only use my personal devices at the times allowed by the school rules. This includes mobile phones, tablets, laptops, and any other devices.
4. In my homestay, I will not spend too much time on my personal device. I will follow the rules and guidelines my homestay family gives me. I understand my homestay family will monitor how much time I spend on my device.
5. I will not create, download, upload, share, or store any illegal or inappropriate material during my stay in Sidmouth. This includes:
 - Gambling, pornography, age-restricted games or films
 - Sending or receiving words or pictures about sex
 - Websites or games showing violence, extremism, or being unkind to others (based on race, religion, disability, sexuality etc.)
 - **Accessing and not paying for protected music and films**
6. I will use the Firestick and TV at the Old Exchange responsibly.
7. I will be polite and kind when communicating with others online. I will not use bad or unkind language in texts, emails, or any other online messages.
8. I will not take, send, or share pictures or photos of other people on social media without their permission.



I understand everything I have read on pages 1 to 4. I know that if I don't follow the rules, I will be breaking the school's rules, and my parent/guardian will be contacted. If my actions are serious (for example, if I break UK law), I could be sent home. I also promise to read through all of the student handbook and have understood everything in today's induction.

Name:

Date:

Signature: