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**PACT** INTERNATIONAL  
HANDBOOK

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## INTRODUCTION

The purpose of this handbook is to outline the main responsibilities of those parties involved when foreign pupils attend any of the PACT schools. It is not an exhaustive guide but is meant to provide general guidelines covering various expectations and protocols. Nuria Font and Isabel Abad are currently the designated PACT International employees who are responsible for all foreign pupil arrangements.

## PACT INTERNATIONAL RESPONSIBILITIES

### HOST FAMILY CHECKS

Host families will either be known to PACT as members of the school community (e.g. current or past parents, staff etc.), or will be recommended by someone known to the school. Any background checks will be carried out as deemed necessary.

### HOME VISITS

PACT International will carry out a home visit before any foreign pupil is allocated to a host family, with a review every two years. PACT International will ensure that sleeping and hygiene arrangements in the house are adequate.

### CONTACTS

PACT International will ensure that both host family and parents are provided with key contact details (e.g. main school number and email address, home telephone numbers, etc.), and that both are informed about any relevant information regarding the host family or the student.

### LINKS WITH SCHOOLS

PACT International will contact the relevant school to check that places are available prior to offering any placements. They will also liaise with the school as soon as a placement has been confirmed so that the place can be reserved (preferably at least a term in advance). PACT International representatives will visit the schools on a regular basis to talk with the pupils and their tutors.

### DISCUSSION WITH PARENTS

PACT International will ensure that parents are aware of the host school's aims and ethos, and other information as provided on their website (e.g. term dates, key policies which would also apply to foreign pupils, etc.). Other matters to discuss include details about host families, provision of pocket money, school uniform and sports kit needed, travel arrangements, etc.

### PRIVATE FOSTERING

When a foreign student is staying with a host family for more than 28 days, it is legally classified as a private fostering arrangement (Children Act 1989: [www.gov.uk/government/publications/children-act-1989-private-fostering](http://www.gov.uk/government/publications/children-act-1989-private-fostering)) and the local Council must be notified. PACT International will take responsibility for dealing with the Council and will need to provide the contact details of both the host family and the international student's family. Some other information might be requested by the Council, and in some cases additional forms will need to be completed. A social worker will carry out a visit to the host family's home and speak with the host parents and with the student. Further visits might be carried out either to the host family home or to the student's PACT school.

## INTERNATIONAL FAMILY'S RESPONSIBILITIES

### CONTRACT WITH PACT

The parents of international students are asked to sign a contract with PACT Educational Trust.

### INFORMATION FROM PARENTS

Parents will be asked to complete various forms about their child's health, medical, and dietary needs, and this will be passed onto the host family. PACT International will ensure that parents provide any specific medication needed. Parents will also need to complete a 'consent' form regarding off-site trips and visits, use of photographs, etc.

**Pupils will need to bring their EHC (European Insurance Health Card),** or, if not in the EU, then health insurance must be provided by the parents.

### TRAVELLING TO ENGLAND

**Parents of international students would be asked to arrange the flights to and from Gatwick airport.** Host families are expected to pick up the international students at the airport when arriving in London (that would not be the case if they travel with their family), and take them to the airport at the end of the term when returning to their country. PACT International will organise pickups and drops offs to the airport only if the host family is unavailable due to special circumstances.

### THE HOST FAMILY

If an international student changes families in the middle of the term (whether requested by the international family or by the host family), no compensation will be given to either party unless exceptional circumstances apply. Any refund due to the international family will be determined on a case by case basis if the student is sent back to their country of origin earlier than expected (for example due to illness, extreme behaviour, unexpected or unforeseen circumstances, etc.).

### THE SCHOOL

All international students' parents should read the Parents' Handbook that can be found on the school website.

The Parents' Handbook contains all the information about PACT and the school. It also contains the school rules and policies that all students must follow.

Pupils are expected to abide by the pupil code of conduct as written in the Parents' Handbook.

**Oliver House School Handbook** [www.oliverhouse.org.uk/parents-handbook](http://www.oliverhouse.org.uk/parents-handbook)

**Oakwood School Handbook** [www.oakwoodschool.org.uk/parents-handbook](http://www.oakwoodschool.org.uk/parents-handbook)

**The Cedars School Handbook** [www.thecedarsschool.org.uk/parents-handbook](http://www.thecedarsschool.org.uk/parents-handbook)

**The Laurels School Handbook** [www.thelaurelsschool.org.uk/parents-handbook](http://www.thelaurelsschool.org.uk/parents-handbook)

### HALF TERM HOLIDAY PERIODS

All international students are asked to stay in England during the half term holiday period. Host families arrange their activities during this period considering the student stays with them.

### ELECTRONIC DEVICES

International students are not allowed to bring any electronic devices such as tablets, smart phones, iPods and portable computers when coming to England. This will ensure that they are not hindered from socialising with the members of the host family due to time spent on these devices. A simple phone, without internet access, and which can only be used for calls and messages should be enough during their stay in England.

## TRAVELLING TO SCHOOL

PACT International will provide a travel card valid for the relevant school term. If a student loses the travel card PACT International will apply for a replacement which has a penalty of £20 to be paid by the student. The new travel card may take a few days to arrive and the student will need to pay for the travel cost during this period.

## POCKET MONEY

International students might need to bring some pocket money for their own small expenses, £8 to £10 a week should be sufficient.

## HOST FAMILY'S RESPONSIBILITIES

1. Families that host an international student are entering into a private fostering arrangement and must abide by the rules and policies of their Local Council.
2. Host Families must allow the social worker to visit their homes and speak with the international student when reasonably requested. They might be asked to fill in some forms and give some information that the Council considers to be relevant.
3. Host families will register the international student with their local GP, if possible, as requested by the Local Council.
4. All members of the household aged 18 and above need to obtain an Enhanced DBS Check (including a barred list check) with a satisfactory outcome prior to the placement starting. The date of the DBS certificate must be such that at the end of the student staying the certificate is not older than 3 years. Consideration will be given as to what checks are required for nannies and other carers, but they will all have a List 99 check done. No specific checks will be carried out on children aged under 18 years. Regular host families are encouraged to sign up to the DBS update service so that checks can be carried out online. List 99 checks will be renewed each time, prior to a child staying with a host family.
5. Host families are expected to pick up the international students at the airport when they arrive in London and take them to the airport at the end of the term when returning home.
6. Host Families must provide the means and find the time to allow the international student to contact his/her family when requested by the student or by his/her parents.
7. All international students are asked to stay in England during the half term holiday period. Host families must arrange their activities during this period considering the student stays with them.
8. General matters, such as attending family activities and free time, laundry provision, where they can store their possessions including valuables, who to speak to if they need something translated, policy on use of email and computers, access to social media, whether the host family uses babysitters or have regular visitors, and any other house rule, should be clarified and communicated to the child.
9. Host families are responsible for supervision of students if they are unwell, and for providing access to medical and dental services as appropriate.
10. PACT schools are committed to safeguarding and promoting the welfare of all children and young people in our care, and expect host families to share this commitment. The host family should be familiar with the relevant school's safeguarding arrangements by reading their 'Child Protection and Safeguarding' Policy which is published on each school's website.
11. Host families are responsible for health and safety within the household, including hygiene, what to do in the event of a fire, first aid and security., etc.
12. Pupils are not permitted to smoke or drink alcohol.
13. The privacy and confidentiality of all parties will be respected.

## SCHOOL'S RESPONSIBILITIES

### PUPIL INDUCTION AND SUPPORT

Upon arriving at the school, the form teacher or Head of Section will meet with the pupils to discuss the main school procedures (e.g. who the Designated Safeguarding Leads (DSLs) are and what to do if they have a concern or need personal guidance; behaviour expectations including rewards and sanctions; code of pupil responsibility; school ethos; etc.). The form teacher will allocate a class 'buddy' who can help them integrate into school life. The pupil will receive a Homework Diary.

### PERSONAL TUTOR

Each international student is assigned a personal tutor who guides them on their personal growth in character while also tracking their academic results. The tutor will contact the parents regularly to discuss the student progress.

### REPORTING TO PARENTS

If foreign pupils stay at the school during a reporting period, they will receive the same reports as current school pupils. These will be sent to parents either by post or by mail.

### TRIPS AND CLUBS

Trips organised by the schools are included in the fees except for the residential trips. These are not compulsory and may be paid separately.

Most of the extracurricular clubs held at the schools are free and voluntary (e.g. maths club, football club, history club, etc.). There are a few (e.g. drama, piano, etc.) that are not included in the school fees.

### UNIFORM

The boys that go to The Cedars can wear the school uniform of their school of origin but they must wear long trousers, tie, and blazer. They can also bring their PE kit, but they will need to buy the games kit (rugby for the first term, football for the second term, and cricket for the third), that are sold at the school.

The girls that go to The Laurels need to buy the full uniform and sports kit. If staying for only one term, they might be able to rent it from the uniform bank that PACT International organises.

All uniform can be purchased online from Stevensons. Website: [www.stevensons.co.uk](http://www.stevensons.co.uk)

### TEXT BOOKS

The school provides all students with the text books and notebooks they need. Students only need to bring a pencil case with the usual basic equipment (see Parents' Handbook) and a calculator.

### DESIGNATED PERSON

Each school will nominate a member of staff to oversee the care of foreign pupils and monitor their host arrangements, usually a Deputy or Assistant Head. They will be responsible for liaising with PACT International if there are any particular issues.

### RAISING CONCERNS

Pupils will be encouraged to contact their class teacher, tutor, or one of the DSLs, if they have any concerns at school or if they need help with a personal problem. They can also contact one of the PACT International employees directly – the telephone number will be provided to pupils. A record will be kept by the school of all discussions and visits.

### MONITORING ISSUES AND RAISING CONCERNS

The Head will monitor any issues raised, identify particular patterns or trends, decide if changes in welfare practices are needed, and take action as appropriate by informing the CEO.

ANY CONCERNS OR COMPLAINTS ABOUT HOST FAMILY AND FOREIGN PUPIL ARRANGEMENTS SHOULD BE MADE TO:  
Matthew Sherwood CEO, PACT Educational Trust. Telephone: 020 8667 2297 Email: [matthew.sherwood@pactschools.org.uk](mailto:matthew.sherwood@pactschools.org.uk)