



**PACT** INTERNATIONAL  
HANDBOOK

UPDATED SEPTEMBER 2018

## INTRODUCTION

As an international student at a PACT school you will follow a broad and balanced curriculum in keeping with your year group and you will receive additional English Language support as deemed necessary. You will also benefit from the unique tutorial system offered to all pupils, focused on nurturing the whole person academically, spiritually, culturally and socially. You will be part of an inclusive culture and have the opportunity to take part in the rich cultural, sporting and artistic life of the school.

Our programmes are a fantastic way for your child to improve their fluency and studying at a PACT school offers a uniquely enriching and rewarding experience.

The purpose of this handbook is to outline the main points of the programme providing general guidelines covering expectations and protocols.

If you have any questions, please contact Nuria Font and Belen Vazquez who are currently the designated PACT International employees responsible for all foreign pupil arrangements.

[international@pactschools.org.uk](mailto:international@pactschools.org.uk)  
[belen.vazquez@pactschools.org.uk](mailto:belen.vazquez@pactschools.org.uk)

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 Belen Vazquez are currently the designated PACT International employees who are responsible for all foreign pupil arrangements.

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.

<b>Oliver House School Handbook</b>	<a href="http://www.oliverhouse.org.uk/parents-handbook">www.oliverhouse.org.uk/parents-handbook</a>
<b>Oakwood School Handbook</b>	<a href="http://www.oakwoodschoo.org.uk/parents-handbook">www.oakwoodschoo.org.uk/parents-handbook</a>
<b>The Cedars School Handbook</b>	<a href="http://www.thecedarsschoo.org.uk/parents-handbook">www.thecedarsschoo.org.uk/parents-handbook</a>
<b>The Laurels School Handbook</b>	<a href="http://www.thelaurelsschoo.org.uk/parents-handbook">www.thelaurelsschoo.org.uk/parents-handbook</a>

## TABLE OF CONTENTS

1. How Does the Programme Work ?
  - 1.1 Learning English in a PACT school
  - 1.2 Subjects
  - 1.3 Books
  - 1.4 Transport
  - 1.5 Pupil Induction and Support
  - 1.6 Uniform
  - 1.7 Half-term
  - 1.8 Trips and Clubs
2. Application Requirements
  - 2.1 Application Procedure
  - 2.2 Medical Insurance
3. Host Family Information
4. Tutors
5. Reporting to Parents
6. Weekends
7. Pocket Money
8. Cambridge English Language Exams
9. Electronic Devices
10. Term Dates
11. Price
12. Booking Flights
13. Checklist

## I. HOW DOES THE PROGRAMME WORK

### I.1 LEARNING ENGLISH AT A PACT SCHOOL

PACT International organises English programmes for school children aged from 10-18. They can choose to stay for a term or a year. We also have an option of staying for two years if joining the Sixth Form.

Students will be in classes with approximately 20 students of the same age. They will follow the UK curriculum and they will be treated in the same way as any other student in the school and are expected to behave accordingly.

### I.2 SUBJECTS

International students will do the same subjects as their UK classmates, including homework, projects and exams.

At secondary level, the only subject they will be exempt from doing will be the modern foreign language studied in their year (either Spanish or French). During this time they will be given additional English lessons or be expected to work on their English homework.

### I.3 BOOKS

Students will be provided with textbooks (on a loan basis) and notebooks. They must bring their own writing materials (pens, rulers, pencils etc.) and a calculator.

### I.4 TRANSPORT

Students will either walk to school, get a lift by car or take public transport (bus, tram, train) depending on where the host family live. PACT International will provide the student with an Oyster Card which will cover all their travel. If a student loses the travel card, PACT International will apply for a replacement which will incur a cost of £20, payable by the student. The new travel card may take a few days to arrive and the student will need to pay for his/her travel during this period.

### I.5 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.). PACT Schools have high standards of discipline and international students must abide by the school's rules at all times.

### I.6 UNIFORM

The Cedars – the boys can wear the school uniform from their school of origin as long as it includes long trousers, tie and a blazer. They can also bring their PE Kit but they will need to buy the games kit (rugby, football or cricket, depending on the term). The cost of this will be added to the invoice.

The Laurels – the girls need to wear the full school uniform and sports kit which can be purchased online from Stevensons. [www.stevensons.co.uk](http://www.stevensons.co.uk)

If they are staying for just one term they can rent it from the PACT International uniform bank at a cost of £80 per term. This will be added on to the invoice for the term.

Oakwood and Oliver house – any boys or girls joining either of our primary schools for a term will be required to wear the full school uniform which PACT International will provide.

### 1.7 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 taking into account that the student will be staying with them.

### 1.8 TRIPS AND CLUBS

Trips organised by the schools are included in the fees except for the residential trips. These are not compulsory and must be paid for separately. Most of the extracurricular clubs held at the schools are free although there are some (e.g. speech & drama, instrument tuition etc) which are not included in the school fees. The fees for these clubs will be invoiced separately, directly to parents by the peripatetic teacher giving the lesson.

## 2. APPLICATION REQUIREMENTS

### 2.1 APPLICATION PROCEDURE

All international students should send in their **application form** with their **latest report** and a **reference letter** from their headmaster/mistress, tutor or teacher. PACT International staff may contact the foreign student's current school for further references.

When the availability of a place at the school has been confirmed, based on the academic report and on the reference letter, a registration deposit of £1000 must be paid as soon as possible.

On receiving the registration deposit PACT International will look for a suitable host family. If PACT International is unable to find a host family, or the hosting arrangement needs to be cancelled, the deposit will be refunded. However, any additional costs incurred (e.g. flights) will not be refunded. If the student does not take up the place, the deposit will not be refunded unless there are extreme circumstances which will be determined on a case by case basis.

The family will need to send in a signed **Consent Form**, **Family Information Form**, a **photo of the student's passport** and another **passport like photo** (of the student against a white background) for their Travelcard.

### LIST OF ALL DOCUMENTS REQUIRED

Application Form (signed)

Last Academic Report

School Reference Letter

Consent Form (signed)

Family Information Form (photo included)

Photo of the student's passport

Photo of the student (head with a white background)

### 2.2 MEDICAL ISSUES AND INSURANCE

Parents will be asked to provide information about their child's health, medical and dietary need and this will be passed on to the host family.

All students must bring with them an EHIC (European Health Insurance Card). This covers any emergency treatment the students receive whilst in the UK or, if not in the EU, private health insurance cover must be provided.

### 3. HOST FAMILY INFORMATION

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. They are selected based on friendliness, trustworthiness and their moral values.

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 the environment in the home is comfortable, safe and clean. Students will be treated like another member of the family and are expected to behave accordingly. They must abide by the same rules as the child of their age.

Should the international student not stay for the length of the agreed period of study, no refund will be made, except under exceptional circumstances, which will be determined on a case by case basis.

### 4. 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 meets with the student once a fortnight. They will contact the parents regularly to discuss the student progress and are always available if there are any issues that need to be discussed.

A PACT International employee (Nuria or Belen) will also visit the children once a week at school where they will be encouraged to raise any concerns they may have and discuss anything they may need help with.

### 5. REPORTING TO PARENTS

International students will receive the same reports as current school pupils. This is usually a termly report, which will be sent to parents either by post or email at the end of term.

### 6. WEEKENDS

International students spend their weekends with their host family.

Once a month, PACT International will organise a full day excursion to a place of cultural interest (including galleries and museums) in London in addition to a termly outing to a West End musical. All of these trips are included in the termly fee.

### 7. POCKET MONEY

Students do not need much pocket money since everything is generally provided. We recommend an average of £10 - £15 per week.

### 8. CAMBRIDGE ENGLISH LANGUAGE EXAMS

International students attending The Cedars or The Laurels will have a language test when they arrive and will be entered into a Cambridge exam, suitable for their level, at the end of the term. The tuition costs are included in the PACT International fee but a £150 examination fee will be added to the students invoice. Students will be expected to keep up with any homework set during their additional language classes.

## 9. ELECTRONIC DEVICES

We strongly recommend that students do not bring any electronic devices such as tablets, smart phones, iPods and laptops when coming to England. This will ensure that they are not hindered from socialising and integrating with the host family. We do not guarantee that there will be internet access at the host family house and if there is, we advise our host families that they should limit internet access and supervise it at all times.

A simple phone, without internet access, which can only be used for calls and messages, should be sufficient for their stay in England.

If a student does bring an electronic device (including a smartphone) which does create a problem either for the school or the host family, or impedes the student's integration, we reserve the right to confiscate it until they return home.

## 10. TERM DATES

### Spring Term 2019

Tuesday 8 January – Friday 5 April (school finishes at 12:30pm)

### Half Term

Monday 18 February – Friday 22 February

### Summer Term 2019

Tuesday 23 April – Wednesday 10 July (school finishes at 12:30pm)

### Half Term

Monday 27 May – Friday 31 May

## 10. PRICE

For more information about fees, please contact Nuria Font or Belen Vazquez.

Nuria - [international@pactschools.org.uk](mailto:international@pactschools.org.uk)

Belen - [Belen.Vazquez@pactschools.org.uk](mailto:Belen.Vazquez@pactschools.org.uk)

(The fees will include everything except for flights, uniform costs, residential trip, extra curricular payable activities (ie. Speech & drama, instrument tuition) and Cambridge Exam entrance fee (if applicable).

A £1,000 deposit is payable in order to secure a place.

PACT International fees will be paid in full (**including any international transfer fees**) on or before the first day of term by transfer to the following account:

Account Name: PACT EDUCATIONAL TRUST LIMITED INTERNATIONAL

Account Type: Current Account

Sort Code: 200125

Account Number: 63450163

IBAN: GB70 BARC 2001 2563 4501 63

Swift Code: BARCGB22

## 11. BOOKING FLIGHTS

Parents are asked to arrange flights to and from Gatwick Airport. Host families will pick up the international students from the airport if they travel unaccompanied (this would not be the case if they travel with their family) and take them to the airport at the end of term.

International families should liaise with the host family beforehand to arrange a suitable day for arrival and departure of the student.

## 12. 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 COO.

ANY CONCERNS OR COMPLAINTS ABOUT HOST FAMILY AND FOREIGN PUPIL ARRANGEMENTS SHOULD BE MADE TO:

Bernadette Millington, PACT Educational Trust.

Telephone: 020 8185 7771 Email: [bernadette.millington@pactschools.org.uk](mailto:bernadette.millington@pactschools.org.uk)

## 13. CHECK LIST

- Warm coat/jacket or raincoat (depending on term)
- Boys : Black school shoes, school uniform, football boots (with studs), shin pads (for football), gum shield (for rugby)
- Girls : Black or navy school shoes, navy tights or knee length socks, plain silver studs, gold studs or small pearls if ears are pierced (no diamonds or other stones)
- Trainers
- School rucksack (plain navy or black)
- Swimming gear
- Clothes for weekend wear
- Pyjamas
- Toiletries
- Small rucksack
- Wallet/purse
- Pencil case with stationary for school (pens, pencils, calculator, compass, protractor etc)