

The Role of the Group Leaders

- Student discipline is the responsibility of the group leaders at all times.
- Leaders must accompany students on all organized excursions and after-school activities, assisting LanguageUK staff where appropriate.
- All Leaders must be present to supervise student behaviour during breaks and lunches (refer to the schedule for times). Please ensure that they leave the canteen area clean and tidy.
- Leaders are required to ensure that Abbey School's no smoking policy is observed. Smoking is strictly prohibited anywhere on school property, including the roads leading up to the premises, and near the foot-bridge.
- In the case of student sickness, LanguageUK should be informed at the earliest possible opportunity. If a student has to remain at home due to sickness and an adult member of their host family is unable to stay with them, it is the responsibility of the group leaders to ensure that the student is not left alone.
- If a student has an ongoing medical condition, the group leader has the responsibility of ensuring that said condition is properly taken care of. LanguageUK and its host families will not be able to take any liability.
- LanguageUK must be able to account for the students' whereabouts at all times. LanguageUK should be notified if groups intend to organise their own activities (the organisation of such activities is strongly discouraged as students will be busy at all times and this will interrupt the programme). The group leaders and agent representatives are responsible for the safety and well-being of the students during any activities arranged by themselves and not part of the LanguageUK programme.
 - **We work very closely with the families and we take into account all the students comments on their host families. We only move students if we feel the circumstances are correct and is an emergency. Students or Leaders cannot decide for themselves that they want to be re housed.**
 - In both Broadstairs and Faversham we have designated welfare officers who are in charge of any accommodation moving and any welfare issues.
- Leaders are strongly encouraged to communicate with students in English during the programme.

Group Name:

Date:

LanguageUK:

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Group Leader:

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Group Leader:

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Revised September 2017

Review date September 2018