

**Family-run International Summer School**

**Specialists in young learners and teenagers since 1970**

**Residential English Language Courses for ages 8 – 17yr olds at Hurst College**

**GL (Group Leader) Handbook**

Dear GL (Group Leader),

Welcome to our Manor Courses (MC) Summer School at Hurst College. We have been welcoming groups and GLs since 1970. This year we have a dedicated team of 3 Directors, 4 Academic Managers, 2 Activity Managers, 22+ EFL teachers, 12 Activity Leaders, Welfare/House Coordinators, 12 House Managers and 2 Assistants, 2 First Aiders, a Front Office Manager, a Photographer, a Welfare Manager and night-time Security.

Our Mission Statement: *At **Manor Courses** residential summer school, we aim to be recognised as an unrivalled provider of a first rate English language education and holiday experience in the UK. We strongly believe in the delivery of superior education and a premiere activity & social programme combined with highly personal pastoral care for our students and staff alike. Our ‘open door’ ethos ensures that everyone feels part of our large, caring and fun-loving family.*

In addition to signing our **GL Check-in Form** and attending our short **GL Induction** on your second day, please read the following, all in this Handbook:

- **GL Roles & Restrictions ‘Please Do....’ & ‘Please Do Not ....’**  
Guidelines to help make sure everyone is happy and the summer school runs smoothly
- **What to Expect at Manor Courses**  
These notes should help you understand our provision, how we operate, what to expect and how you can co-operate
- **Welfare Guidelines and Conditions**  
More information about how we can work together to keep everyone safe and comfortable
- **Rules and Discipline**  
Help us run a successful summer school by making sure all students follow the rules
- **Complaints Procedure**  
If you, or your students or parents are not satisfied or not happy with our service, you/they can complain
- **Facilities**  
A description and list of facilities at Hurst College.

Please also read the **Student Handbook** and all other **Policies** we give you.

We sincerely hope that you and your students will enjoy and benefit from your stay with *Manor Courses* this summer.

Yours sincerely,

The Directors:

Nick Barnard (Managing Director, Designated Safeguarding Person, Health & Safety Coordinator),  
Su Barnard (Logistics Manager, Designated Safeguarding Lead, & Recruitment Coordinator),  
Jon Barnard (Course Director & Recruitment Officer)

**Manor Courses Residential English Language Courses (Family-run International Summer School since 1970)**

**Address in Summer only: Hurst College, College Lane, Hurstpierpoint, West Sussex, BN6 9JS, England**

**Tel Summer only: (44) 01273 836958    Mobile: (44) 07973131982**

**Web: www.manorcourses.co.uk    Email: info@manorcourses.co.uk**

# GL Roles & Restrictions = 'Please Do...' and 'Please Do Not...'



## Please DO .....

### Welcome:

- Ensure students read the **Student Welcome Book**.
- Translate the **Rules & Discipline**. Encourage **respect** for our rules. Promote **good conduct**.
- Help with any **discipline** when students break rules.

### Registers:

- Register students **before activities** - 3pm, 5.15pm, 8pm. Always use the **same location** to meet and register your group. Record their activity or free-time choice.
- Stay in your **residential house** - 10.00-11.30pm.
- Supervise your group during activity and house registration. Ensure they understand all messages.

### Day 2:

- Attend **assembly** at approx. 9 am and GL meeting approx. 9.45am.
- Attend **orientation** at 2pm in your students' house.

### Accommodation / Campus:

- Inform the duty staff when you enter a house you do not live in and ensure they record this on their duty sheet.
- Show your students your regular meeting point for registrations.
- Tell your students about traffic safety in UK and the safe places to cross the road at Hurst, and the out-of-bounds areas where they must not go (see map).

### Bank:

- Keep your group's **passports & money** in the office.
- Collect **students' money** before break time – 10.45am, not 11am during break.
- Return it after break – 11.10am, not during break.
- Operate **students' bank** away from busy corridors and the office – 11.00-11.30am.

### During Lessons:

- Check at the office for names of any students **absent from lessons** - 9.55am & 11.55am.
- Check **where** students are and **why** they are absent. Complete the **absence form**.
- Stay with any **ill students** who cannot go to lessons.

### During meals / break-times:

- Eat meals **where the students eat** (not where the staff eat).
- Encourage students to try a **variety of food**.
- Supervise **students at break-times** in the garden.

### Off-campus:

- Cooperate with **our staff** on excursions. GL cooperation is essential for **health and safety**. There are rules for the coach journey and rules for when we arrive.
- Stay with children aged and 12 years and under.
- Accompany students if they **visit the hospital or doctor**.

### Formalities:

- Join the GL induction after Welcome Assembly.
- Feedback **comments/complaints** only to the Directors or Welfare Manager, during GL meetings only (this is the most effective way for us to take on suggestions and deal with problems).
- Attend all **GL Meetings** about: *(exact times and location of meetings will be confirmed)*  
**Welfare** issues – with Shirley (the Welfare Manager), **Excursions** schedules – with Su, Nick or Jon (the Directors), **English** lessons – with Aaron (the DOS), **Houses** – with Tom or Zoe (House Coordinators), **Activities** – with Matt or Sean (Activity Managers), **Office** services – with Lujza (Front Office Manager).

## Please DO NOT .....



### Schedule:

- Do Not Hold **meetings** with students during lessons or registrations or after 10pm
- Do Not Change the MC **programme/schedule**.

### Accommodation:

- Do Not Enter **houses** of the opposite gender. Please arrange with the House Manager **before visiting** student rooms of the opposite gender.
- Do Not Change students' **bedrooms or houses**. Please consult the House Manager.

### Formalities:

- Do Not Feedback your **judgement** on the summer school operation to MC or Hurst staff. Please bring your **comments** to the Directors or Welfare Manager if you wish us to react and resolve any issues. Please use these channels to help improve our summer school. MC staff will take their directions from the Directors to help resolve problems.
- Do Not Discipline or **punish** your students without informing the Directors or Welfare Manager.
- Do Not Enter **classrooms** without DOS permission and without the teachers' prior knowledge.

### GL free-time:

- Do Not Leave the **campus** without informing a Director. Students may need your help.
- Do Not Socialise during evenings except for during **8.30pm-9.30pm** (some staff social activities are sometime organised, eg. swim, dance. Please ask Activity Leaders about these events). Students or MC staff may need your help during **house registration & bedtime**. The staff common room is open to GLs after 11.30pm only.
- Do Not Smoke on campus. We have a designated **smoking area** for adults only (not students).
- Do Not Use the **staff common room** during the day. GLs can use it after 11.30pm only.
- Do Not Use the **students' computer room** if there is a lesson taking place.
- Do Not Use the **activity facilities** if there are students using it. All facilities have been risk assessed for children's use under the supervision of MC staff. You can join non-competitive activities and non-contact sports, but please ask an Activity Leader first.

# What to Expect at Manor Courses

## **Group Check-in:**

### MC provision

- We have a tight procedure to check-in big groups and settle them into the college as quick as possible.
- Staff are available in the office all day to help with any queries.
- When students arrive they:
  1. go to the office and queue in 2 lines (boys and girls)
  2. give the staff their name
  3. collect a house card
  4. leave the office
  5. find a teacher with the same house name on a big card
  6. collect their luggage and go with the teacher to their house
  7. meet the House Manager
  8. tour the house to see toilets, showers, fire exits etc., common room, and their bedroom
  9. return to the garden for activities or to meet their group or GL, or return to the Office for help.

### GL co-operation

- Help the above procedure run as smoothly as possible.
- Translate information when needed.
- Meet the Directors for brief introductions and questions.
- Collect money and passports. Give to the Directors to keep in the safe.
- Arrange a time and place to meet your group after they have found their rooms.

## **Your Students' Welfare & Accommodation:**

### MC provision

- House Managers supervise houses during mornings, afternoons and evenings.
- House Managers or other staff are 'on duty' at nights until 6am to respond to emergencies.
- Staff use iPads and walkie-talkie radios to communicate with the houses, First Aider, Security & Office.
- Accommodation is one part of the programme that is organised in advance and we cannot always be flexible in the first few days. We cannot risk disrupting the house registers or security/emergency procedures, or upsetting other students and staff.
- We make every effort to provide your group with their sharing requests, but we cannot guarantee 100% of requests are possible. Where possible we make the effort to accommodate them as per their request.

### GL co-operation

- Ensure students remain in their allocated room and house for the first night.
- Ensure they not change rooms - this will confuse the system for other students' room arrangements.
- Only change rooms between students in your group. First speak to the House Manager.
- Do not change the rooms of other students.
- The House Manager must speak to Nick, the Director, in the office to ask to move the room of a student from another group.
- Do not change students' house. House Managers may agree house changes after Day 2.
- Ask the House Manager (or other duty staff) if you want to enter and visit students in a different house (where you do not live). This ensures that we maintain our Health & Safety and Child Protection Policies and also to respect the privacy of other residents.
- If you have any questions you can communicate via the House Manager's iPad or walkie-talkie.
- Encourage students to try all the food on offer at meals times. There is fresh fruit every day and a good variety of choices. If there is something they do not like, we are confident they will find something else they can eat, if they are encouraged to try new things.

## Your Students' English Lessons:

### MC provision

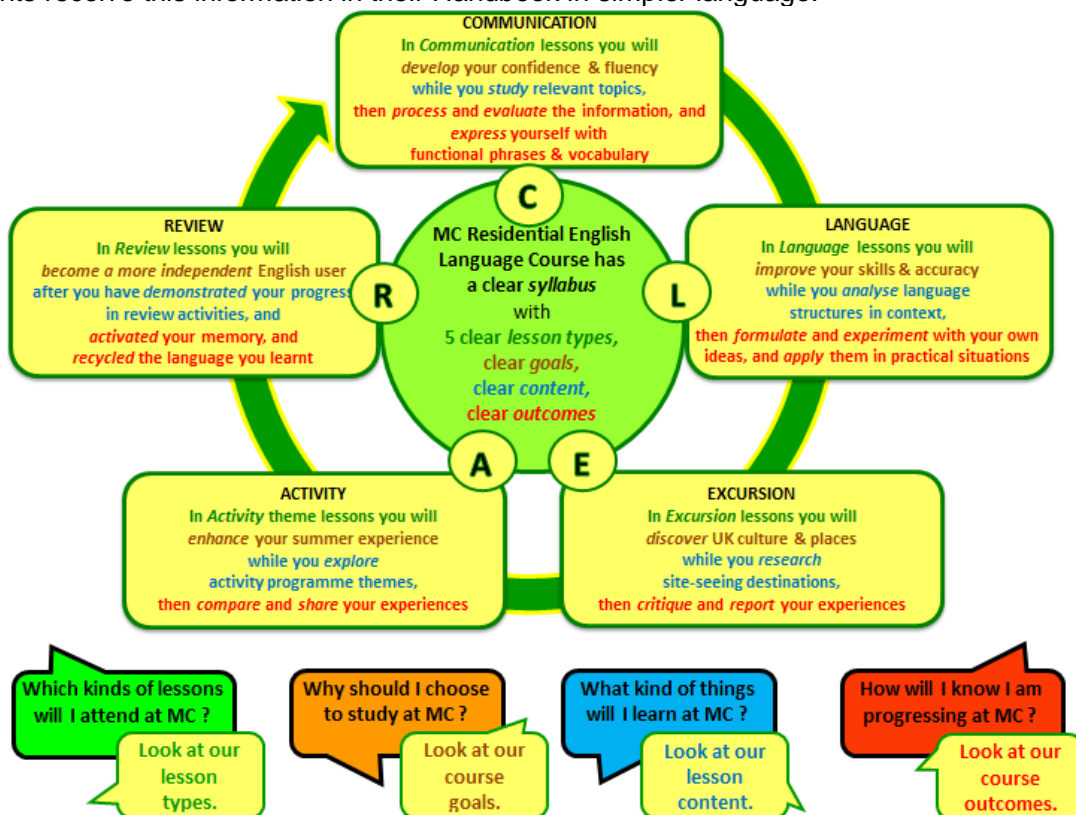
- Our English Course has clear **goals**: see the image below.
- Our English Course has clear **content**: see the image below.
- Our English Course has clear **outcomes**: see the image below.
- Our English Course has 5 Lesson **types** to make the above possible: 1 Communication lesson *and* 1 Language lesson in the mornings; *plus* 1 Excursion lesson *or* 1 Activity lesson *or* 1 Review lesson in the afternoons.
- Lessons are only 5 morning and 3 afternoons per week. There are no lessons on 2 days per week. Students can rest or do activities in the morning if they remain at Hurst on an arrivals / departures day.
- If a student feels they are in the wrong class, they must speak to their teacher. The teacher is in the best position to recognise if a student needs to move. Students who want to move to a higher level must demonstrate their ability in Lessons. The teacher will adjust the level of the activities in Lessons to suit the level of their students. It is normal that every class group will naturally have stronger students and weaker students, however, this does not necessarily mean that they need to change class group. Students will only be moved when there are places available in the other classes.
- In some cases, *only* departing after lesson 2 on the last day of the course provides a full complement of 18 hours per week English tuition.
- Although we provide all levels from beginner to advanced with groups separated by age-group, in week 5 of summer the number of classes provided and range of levels may be less.

### GL co-operation

- Encourage your students to attend Lessons on time - 9.30am, 11.30am, 2pm.
- Check absent students. Go to the office at 9.55am & 11.55am every day to check if any of your students are absent from Lesson. You must make sure you know where your students are and why they are absent.
- If students are ill they must see the First Aider before you allow them to be absent in Lessons.
- It may be possible in certain circumstances to observe a Lesson, for up to a maximum of 10 or 15 minutes. This must be agreed by the DOS in advance – a Lesson will then be allocated when it is convenient. This may not be a Lesson that you have students in. If no prior agreement is made, the teacher is not obliged to let you stay. You must also inform the DOS if you will take photos/videos.

### Our CLEAR English Syllabus

- Students receive this information in their Handbook in simpler language:



## Your Students' Activity Sessions:

### MC provision

Choosing and registering.....

- When it is good weather afternoon registration will take place at the garden Meeting Point (quad/garden map reference 2), in rainy/bad weather this will be in the Dining Room in the afternoon or Sports Hall in the evening.
- Every group has a set meeting place in the Meeting Point. Please always use the same location and ensure students who where to find you.
- Activity staff ask students to choose activities on a daily basis.
- GL have a daily menu to see and show students what is available that day.
- All students meet at 3pm, 5.15pm and 8pm for afternoon registration in the garden.
- Students *must register* with their GLs and tell the GL their choice before each afternoon and evening session – this is *compulsory*.
- GL can write a code for each activity choice on their registers.
- The paper registers are for each week, with a column for each session in the day. GL can find the registers in the quad before registration periods begin.
- Students aged 13+ can also *choose* 1 free-time session each day as their activity choice (they *can go* to the activity centre, house or gardens, or watch activities).
- If they choose free-time, GLs must give them a sticker/bracelet, and when they exit the Meeting Point they give the sticker to a House Manager who records them as they leave.

Joining the activity.....

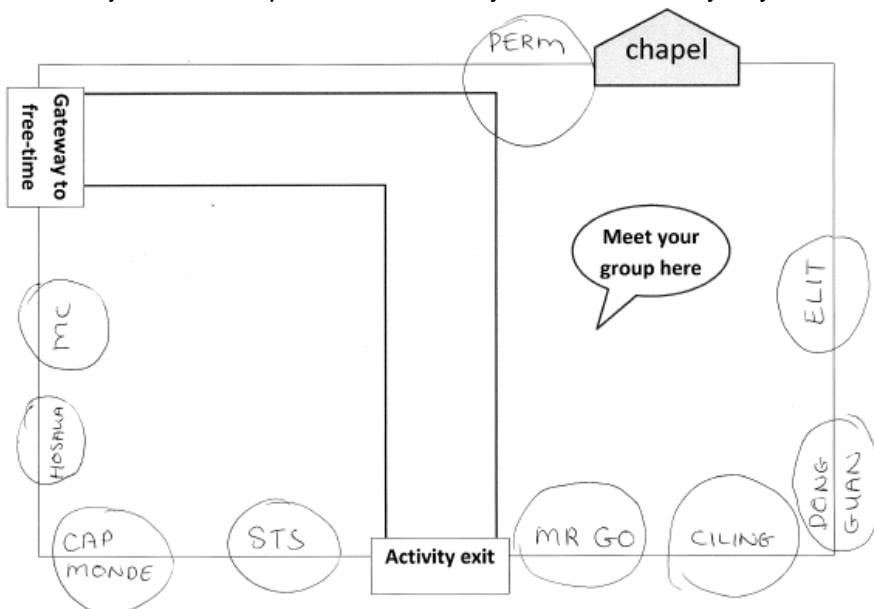
- After registrations the Activity staff introduce all the activities and take students to the activity location.
- Students *should join* an organised Activity and *stay* for the full session – this is *optional*.
- If students *leave* their chosen activity they *must tell* the staff. Then they *can* have free-time.
- They *can go* to the activity centre, their house or relax in the gardens.
- If students *join* an activity late, after free-time, they *must tell* the staff.

### GL co-operation

- Register students in their group and keep records of this register in the office.
- Encourage your students to join in scheduled activities and check the notice boards.
- Encourage your students to mix freely with all other students.

### The Quad

- This is just an example of the Quad layout. We will tell you your meeting point after Assembly.



## **Your Students' Excursions:**

### MC provision

- All excursions include a packed lunch and an attraction entrance time and ticketed organised and paid.
- The nights before students are told their coach number in the house registration.
- Students meet in the Meeting Point (quad/garden) at their coach number.
- Staff identify your group by their group name or group number that GL have written on their lanyard/map.
- We all collect lunches and take them to the car park to get on coaches.
- We follow legal regulations about seatbelts.
- When we arrive students stay in groups and follow the route on the map into town.
- The site-seeing schedule may be early in the trip or later. Each group is given a time to meet.
- Students can have free-time for shopping etc. We recommend 1 hour periods of free-time.
- Students aged 12 years old and under cannot have free-time without a GL/adult.
- We can provide an extra member of MC staff to help, or the GL can do the duty this alone.

### For GL

- In 2016 we provide lessons for GL at 2-3pm on Saturdays and Mondays about the next day's excursions. A teacher will tell you about the places we visit and you can learn and discuss the culture and attractions of the UK that you will visit with your students.
- We will tell you about the locations at your meetings.

### GL cooperation

#### *Before the excursion.....*

- GL must research destinations before we go.
- GL must tell MC their expectations of each excursion and how much MC staff support they need.
- GL will prepare lanyards and ensure students wear it around their neck with the map and contact information.

#### *During the journey.....*

- Help our staff and coach drivers as much as possible. Cooperation on excursions is essential to the health and safety of everyone. Try not to sleep on the journey.
- Check all students wear their seatbelt and keep the coach clean, especially if they eat packed lunches.
- Continually check this during the journey and be a role model by helping clear up.
- Translate all information. Ensure students know:
  - traffic safety information in town,
  - meeting locations and times,
  - ID lanyards and map must stay around their neck at all times,
  - what to do in emergencies,
  - the important rules, including: stay with friends; don't go off the map area; don't buy alcohol/drugs/tobacco or DVD/games with age restrictions.

#### *At the destination.....*

- Count your students every time we cross roads.
- Communicate with MC staff and decide if you will lead or follow the MC staff.
- You will be responsible for students during their 'free time' even if you do not accompany them every moment. You must let the Directors know at the start of the course if you require MC staff.
- You cannot give students 12 years old and under free-time without a GL/adult.

#### *When we return.....*

- Check all students wear their seatbelt and keep the coach clean.
- Check lost property at the end.
- Distribute water on the return journey.
- Collect lanyards at the end of an excursion when we arrive at Hurst.

## Welfare Guidelines and Conditions

### Doctor & Medical:

- We employ 2 trained First Aiders and a medical department providing students with basic medicines, remedies and first response emergency supplies – there is no charge for these.
- It is also free for EU students (up to the age of 16) to visit the local doctor and get medicines - there is no charge for this, except for taxi fares.
- EU students over 16 years have to pay for medical prescriptions and taxi fares, if they visit the doctor.
- Other non-EU students may have to pay full costs and taxi fares.
- GLs should advise the directors about any health conditions students suffer from or any other medical information.
- GLs must introduce these students to the First Aiders as soon as possible.
- If students come into contact with any infectious diseases within one month of attending Hurst, GLs should let the Directors know.
- For special dietary requirements, GLs should introduce students to the kitchen staff as soon as possible.

### Absences Policy:

- Students must attend every Lesson. Students must be punctual and arrive on time. Lessons begin at 9.30am, 11.30am and 2pm.
- Teachers check attendance in every class twice a morning, 5 minutes after each Lesson has begun.
- If students are not in class, their names are written on an 'Absence Form'. The 'Form' is brought to the office.
- GLs and the First Aiders must visit the office twice daily, at 9.55am and 11.55am.
- If they find any 'Forms', GLs must check the students' house/room.
- If the student is ill, the First Aider must assess their health. If the student is asleep they must be sent to Lessons. If they are ill the GL must stay with them.
- If a student arrives at Lessons *later* than 5 minutes it will already be considered *absent*.
- Every student that is *late* or *absent* is recorded. Lateness/absence is also reported in their Progress Report.

### Valuables & Personal Items:

- Students do not receive a key to their room as this compromises health and safety.
- For this reason we advise students to keep valuable items locked in their suitcases or in the Office.
- GLs should take care of all students' pocket money and keep it locked in the Office.
- MC cannot accept responsibility for items left unattended, lost or stolen.

### Safety & Security in Free-time and Activity sessions:

- Students *must register* with their GLs before each afternoon and evening session – this is *compulsory*.
- GL *must record* the activity or free-time choice of each student.
- Students *should join* an organised Activity and *stay* for the full session – this is *optional*.
- If students *leave* their chosen activity they *must tell* the staff and sign out. Then they *can* have free-time.
- Reasons for this include: if they do *not like* the activity, *cannot* do the activity, have *chosen* a shorter session that they need to *join later* (eg. 45minute swimming session), *need to return* to their house, *meet* their GL, *contact* their parents etc.
- If students *join* an activity late, after free-time, they *must tell* the staff.
- Reasons for this include: if they have *finished* a shorter activity session, *needed to return* to their house, *meet* their GL, *contact* their parents etc.
- Students can also *choose* 1 free-time session each day as their activity choice (they *can go* to the activity centre, house or gardens, or watch activities).
- In free-time they *can go* to the activity centre, their house or relax in the gardens or watch activities. They cannot go off-campus.
- Students aged 12 years or under cannot have free-time unless a GL supervises them.
- House Managers patrol the gardens and supervise every house, every afternoon and evening. A professional security guard patrols the campus during the evenings.
- House Managers register names when students enter and exit their house.

### Traffic Safety:

- MC give students some information about crossing road safely in UK in English. This is on excursion maps and on the Hurst College campus map.
- GLs should translate safety information and advise students to follow all traffic safety advice given by MC.

### Off-Campus:

Students only leave campus –

- **On excursions** - students are accompanied by staff but will be given unsupervised free-time for shopping. 8-12 year old students must not be given unsupervised free-time for shopping and must stay with their GL. If Agents / GLs disagree with this policy they must consult the Directors.
- **During a normal day** - only if the Directors have permission from GL in writing.
- **Overnight** - only if the Directors have permission from GL in writing.

## Rules and Discipline

### Rules & Conduct:

- All students must read, understand and follow the rules. They must use a dictionary if they do not understand.
- It is the responsibility of the Agents / GLs to show each student the rules.

### Discipline:

- The Directors will judge when a student has broken the rules and will take seriously any act that has a damaging/serious/negative impact on: their own personal health; the health and safety of other students; the timetable/schedule; Manor Courses property; Hurst College property; or staff carrying out their duties.
- GLs are expected to help in any disciplinary issues.

The punishment will depend on the seriousness of the behaviour. Here are some punishments the Directors may use:

- Ask the student to help a teacher
- Take away free time (ie: students miss one or more activity session/s)
- Change the student's bedroom or residential house
- Withhold the student's Attendance Certificate
- Contact the Agent
- Ask parents or Agent to pay for damages
- Send the student home
- Contact the police

Serious offences - We reserve the right to send home (without either a verbal or written warning) any student that:

- Disrupts the harmonious running of the summer school;
- Continues to break our rules;
- Commits a serious offence (especially one that involves the Police and includes theft, smoking in boarding houses, possession, purchase or consumption of alcohol or illegal drugs).

Serious punishments - Manor Courses will:

- Rearrange the student's flight to an earlier departure;
- Request the parents / Agent to pay the cost or request them to reimburse the company for the cost;
- Inform parents/guardians of the new flight details;
- Ask the GL to escort student to the airport;
- Ask the GL to assist with check-in.

Damage- our advice to parents/agents/students:

- All damage should be reported to the Directors as soon as possible.
- Students will be charged for wilful damage.
- Students will not be penalised or charged for accidental damage.

### GL co-operation:

- If students are given a punishment, a GL must be available to supervise and ensure it happens.

## Complaints Procedure

If you, or your students or parents are not satisfied or not happy with our service, you/they can complain. We have the following procedure:

### Students must:

- Speak to the GL when they first have a problem. Do this soon. Do not wait.
- Go to the Office as soon as possible.
- Speak to Nick/Jon (Directors) or Shirley (Welfare Manager).
- Say – “*can I speak to Nick/Jon/Shirley.*” + “*can I have a **Complaint Form** please.*”
- Write about the problem on the **Complaint Form**.
- It is possible to ask a parent/friend/teacher/GL to help.
- Give it to Nick/Jon/Shirley when they finish. Or ask somebody in the office to give it to them.
- Say - “*please give this to Nick, Jon or Shirley.*” + “*please make a copy of this **Complaints Form** for me to keep.*”

### Manor Courses will:

*We will make an appointment to talk about the problem within 24hrs. We will investigate the problem before the appointment. If the student is not happy with our response we will try to investigate more. We cannot investigate complaints before students write a **Complaint Form**. It may not be possible to investigate old problems.*

### Parents / Agents can:

- Email the Directors at any time [info@manorcourses.co.uk](mailto:info@manorcourses.co.uk).
- It is also possible to complain after summer.
- When the student gets home we can email a **Complaint Form** within 1 month.
- But it may not be possible to investigate old problems.
- If the student is still unhappy with our response within 6 months, it is possible to contact English UK [www.englishuk.com/en/students/english-in-the-uk/student-complaints-procedure](http://www.englishuk.com/en/students/english-in-the-uk/student-complaints-procedure)



## **Manor Courses Facilities at Hurst College**

Manor Courses is a residential summer school, all our staff and students live, study and work at Hurst College for the duration of the course. All facilities belong to Hurst College. During the summer Manor Courses has access to most of the college facilities.

Please also see the Student Handbook section 'Our Services and Support'.

### Accommodation

- Houses - 6 boarding houses for students + staff = 3 male + 3 female. The houses are all within 3 minutes' walk of each other and main facilities.
- Bedrooms - Students are accommodated in dorms, twin or single rooms. Staff are accommodated in single rooms, in houses where they have been allocated their residential supervision duties.
- Toilets – There are no toilets outside the houses, except for in the classroom. Staff and GL toilets are available outside the office for adults only.
- Laundry – This is done at least twice a week, and returned the same day. Laundry facilities are available for staff to use.

### The Office

- The Directors – We can often be found in the office 9am-11pm.
- First Aid Point / Medical Centre - There are 2 first aid staff. Students, GLs and staff should come to the office if they need medicine, have an accident or feel sick.
- Snack Shop - There is a shop in the office. We sell snacks, drinks, souvenirs and basic supplies.
- Prayer Room and Study Room - There is a quiet prayer room near the office. There is also a quiet classroom that students can borrow for their own private study during free-time. Ask the Front Office Manager.
- Safe Box - There is a safe box and bank in the office. We can keep money and valuables (eg. computer, camera, instruments etc.) in the office.

### The Campus

- The Map - Manor Courses have access to most recreation and educational facilities most days, but not all day every day.
- The Main Building – This includes 3 boarding houses, plus the office, dining room, staff room, and a chapel. The quad located in the centre.
- The Quad - The quad is the meeting and registration point for students before activities and excursions.
- Off-limits / out-of-bounds areas – There are some parts of the campus that students cannot go to. See 'Safety' below.

### Facilities

- Classrooms – There are 26 classrooms with Interactive White Boards.
- Leisure – Sports hall, dance studio, drama studio, theatre, indoor swimming pool, internet room, art room, 2 large astro-turf sports pitches, tennis courts, playing fields.
- Wi-Fi - There is Wi-Fi in most houses, rooms and gardens. There is also an internet room.
- Website access – We have rules about the websites students can use. If they/you cannot access a site, please write your request to unblock it at the Front Office. We will try, but it might be impossible.

### Safety

- Fire Safety - Fire evacuation assembly points are identified on separate maps (for staff). Students are shown these on a campus tour on day 2.
- Road Safety - There is road safety information in the office. The college map and college tour shows 2 safe road crossing points.
- Central College Area - The college map shows red lines. Students must not play or relax in those areas. Supervisors patrol the college area.

### Transport and surrounding area

- Taxis – We have phone numbers in the office. You can use the phone any time.
- Public Transport - Hassocks train station is more than 45 minute walk. The nearest bus stop is a 15 minute walk.
- Village shops - The campus is a 30 minute walk from the nearest shops.
- Tesco supermarket – This is also a minute walk, in a different direction to the village. If GL want to go with students, you must discuss this with the Directors.

## Social Media and Information for students and Group Leaders

Like us on Facebook



Follow on Twitter



Read our Blog



### Student Photos and Social Media permission

### Please translate and ask and explain to your students this information



#### Students

Are your students happy for MC to take their photo?

Are your students happy for MC to share or re-post/re-tweet their social media messages?

#### MC

MC might print, post, upload or share it. Other people may share or re-post it too.

MC might use it on our website, blog, Twitter, Facebook or Instagram.

MC might print it in a brochure or poster.

MC has special photographers but other staff or Group Leaders may take a photo/video of students.

The Directors and Christian Liprandi take photos for MC to use.

The Directors (and some House Managers and Coordinators) manage MC social media.

#### Action

If your students are not happy they must tell their GL their name.

If your students see somebody take their photo, they can ask them to stop.

If your students see a photo of them or a message they wrote in public and they do not want to show it in public, they can tell the GL and MC will try to delete it.

## Group Leader – Classroom Photography Request

Our Teachers need some warning if somebody is going to visit their class. Also some students have asked not to be photographed or videoed. Therefore, we ask GL to agree with our policy and fill in a form like the below, and give to the DOS (Director of Studies) before they visit classes. It is important for GLs to understand that MC has a Policy (found in our 'Safeguarding Children an Child Protection Policy') that considers why photos/videos are taken, what will be done with them, how long we keep them, who takes them and how we inform the students about them. Students are always given the opportunity to say 'no'.

Name of Group	Name of Group Leader	Class(es) you would like to photograph	Preferred date to photograph	Purpose of photographs (e.g. school website)	Signature of photographer (or Group Leader if the same)	<i>MC Office Use only: Name of accompanying staff member</i>	<i>MC Office Use only: Date &amp; time of visit</i>

To minimise disruption to classes, each photography session must be short (maximum 3 minutes per class). The date and time should be arranged in advance with the DOS and class(es) visited once only. The DOS will ask for consent from the teacher and students and will then confirm a date and time for the session to take place. Please note that students have the option to refuse to have their photograph taken in which case the session cannot take place. A member of MC staff will accompany the photographer during the session. By completing and signing this form, the Group Leader/Photographer agrees to these terms and conditions. Once completed, please give the form to the DOS for processing. Thank you for your co-operation.