



31 St David's Hill, Exeter, Devon, England, EX4 4DA
Telephone: +44 1392 271036 Fax: +44 1392 427559
E-mail: study@GlobeEnglish.co.uk www.GlobeEnglish.co.uk



GROUP LEADER HANDBOOK 2019

Accredited by the
BRITISH COUNCIL
for the teaching
of English in the UK



TRINITY
COLLEGE LONDON
Registered Exam Centre 56897

ENGLISHUK 
south west

CONTENTS

Dear Group leader	2
Introduction and the Globe team	3
Your role as a group leader	4
Useful information	5
English course	7
Lessons and activities	8
Sample programmes	9
Welfare and safeguarding	11
Going home times and opening hours	14
School rules	15
Things to do in Exeter	16

Dear Group leader,

Welcome to the Globe English Centre. Thank you for choosing us.

This handbook will provide you with some information about the Globe, the programme, what your students can expect, your role and what to bring with you.

We appreciate the responsibility you have and understand that being a group leader isn't always an easy job. That's why we do everything we can to make it as enjoyable as possible. We will work closely with you from start to finish to make sure your students are safe, well-looked after and are getting the very best out of the experience.

Many group leaders return to the Globe year after year, not only because we make their jobs easier and try to ensure that it's as stress-free as possible, but because they feel part of the team and know how we operate.

When you come to the Globe as a group leader we make sure that:

- you are introduced to the staff team and know who does what
- you know what we expect from you and what you can expect from us
- you have regular meetings with our management team
- you can contact us at any time of day or night 24/7
- you feel relaxed and happy
- you will want to come back again and again!

We are always trying to improve our service, both for you and your students, so if you have any suggestions, please tell us!



Anton Borgen Davis
Director



Chrissi Florides
Director of Studies



Paul Carr
ADOS Juniors

INTRODUCTION

The Globe English Centre was founded in 1978 by Catherine Borgen. It started life originally as a language school for young learners. The age range was mainly 11 – 18 and students came with their schools for short intensive English Courses during the academic year. In the early 90s the school expanded to incorporate an Adult Centre and a Junior Centre both open all year round.

The Adult school is housed in 31 St.David's Hill and takes students from age 17 (18 in summer) upwards from all over the world. Courses on offer include General and Business English, Exam preparation (KET, PET, FCE, CAE, CPE, BEC, IELTS, TOEFL, TOEIC and IELTS), English for Academic Purposes, English for Specific Purposes and Methodology courses for non-native teachers of English.

With a maximum of 6 students per class, we aim to offer an intimate, stimulating, relaxing yet serious learning environment where students' individual needs can be properly addressed and where they are encouraged to work together to develop not only their linguistic skills but also an understanding of other cultures and other learning styles.

The Junior school is housed in 33 St.David's Hill. We welcome students from all over the world both in closed groups (ie those that come with their schools) and as individuals.

Courses on offer include Discovery (11 – 18 year olds), Explorer (7 – 10 year olds), Exam preparation, Future Careers and Curriculum courses as well as English plus for students hoping to join mainstream schools in Britain. Occasionally we have students outside these age brackets. For example Future Careers students come in a closed group with their college/university and are generally aged 18 – 24.

English lessons are usually supplemented with a full leisure programme and students are encouraged to mix with others to develop tolerance and understanding as well as to improve their ability in English and general knowledge.

THE GLOBE TEAM

ADMINISTRATION AND WELFARE

Catherine Borgen	Director
Anton Borgen Davis	Director
Karin Hunter	Group Registrar
Sarah Howell	Activities Co-ordinator
Julie Marriott	Accommodation Officer
Julie Ferguson	Accounts Manager
Laura Evans	Individual Registrar
Emily Laugharne	Individual Registrar
Sarah Haydon	Reception Manager
Nicki Shokar	Marketing Co-ordinator
Cassie Jolly	Adult Social Programme Manager
Alan Worth	Head Caretaker
Maya Fleming	Assistant Caretaker

ACADEMIC MANAGEMENT

Chrissi Florides	Director of Studies (DOS)
Cathy Sharpe	Assistant Director of Studies (ADOS) in the Adult School
Paul Carr	Assistant Director of Studies (ADOS) in the Junior School

If you would like to speak to one of our staff, please come to reception to arrange this.

YOUR ROLE AS A GROUP LEADER

- **Make sure that all your students have and understand our School Rules before they arrive (see page 15)**
- **Make sure students have programmes with them at all times**
- **Check they know their way to and from school**
- **Check they know what to do in an emergency outside school hours**
- **Make sure we are informed of any learning difficulties**
- **Make sure we are informed of any medical conditions and whether students take medicine or self-medicate**
- **Please keep a copy of your students` emergency contact details with you at all times**

MEETINGS

All group leaders are invited to a meeting in the Junior staff room with the DOS and/or Junior ADOS on **Tuesdays at 10.00 (September to June) / Tuesdays at 14.00 (Summer school)**

You must attend these to get information on classes, activities, welfare policy, safeguarding and Prevent. For any urgent matters on your first day in school or any other issues please come to Reception and speak to the Group Registrar.

Between September to June, group leaders are all invited to a light lunch with the Director, DOS, Junior ADOS, Group Registrar and the Junior teachers on **Mondays at 12.30/13.00 in the Junior School staff room.**

For leaders bringing Explorer students, there will be a meeting **every Monday at 10.30** in the junior staff room. You are also invited to a meeting with the Director on your **last day in school**. Please see him to arrange a time.

BREAK TIMES

We would like to stress that the students need to be supervised during their breaks and we appreciate your help. It is also helpful to have you here in case students have any problems.

ACTIVITIES

It is your duty to make sure all the students attend lessons and take part in activities. **Please make sure that you and your students arrive at the meeting point in time in order to avoid any delays!** Your help is also required on activities. In the event of an accident or emergency we need a leader who speaks the students' language. It also enhances the group atmosphere and gives you the opportunity to get to know our teachers and our beautiful region better.

LONDON

In summer Discovery students staying for 4 weeks or more can go to London. Students staying for less than 4 weeks may be able to go if they pay a supplement and this is subject to availability. Explorers do not go to London. London trips for all groups must be booked in advance. Please inform us at the time of booking if you want your group to go to London.

EXTRA ACTIVITIES

Our team is happy to arrange extra excursions for you, but please advise us on a Monday should you like any excursions that week. Please note that payment for extra excursions must be made before the trip.

TAKING EXPLORERS (7-10 year old) OUT OF SCHOOL

Please always inform the staff in charge and complete the sign in/out form.

LEADER LESSONS

We offer free tuition to group leaders in our adult school if there is a space available at your level. Please ask our DOS.

ACCOMMODATION ISSUES

Staying in a host family gives students a fantastic opportunity to familiarise themselves with British culture, practise their English and also to make new friends. However, the first couple of days may be difficult. It may feel awkward to stay in someone else`s home, the food may be different from what they are used to and students may be homesick. If a student has any concerns please report it immediately but be aware it may take a couple of days to settle in.

SELF-CATERING ACCOMMODATION

If you have chosen to stay in one of our apartments please note that these are on a self-catering basis, however a few items will be provided for your first breakfast. Bedding and towels will be provided.

GROUP LEADER FEEDBACK FORM

To help us improve, please give us feedback at the end of your stay. There is a feedback form in your leader pack.

USEFUL INFORMATION

Emergency Numbers

Globe English Centre	+44 (0)1392 271036 (between 08.30-17.30 Monday-Friday)
Emergency 1	+44 (0)7813 818516
Emergency 2	+44 (0)7813 817811

STUDENT WELFARE OFFICERS

Paul, Caitlin and Francesca are your Welfare Officers in the Junior school, so if you have any problems or worries during your stay here, please see either of them immediately and they will do their best to help you.

SICK STUDENTS

Students under the age of 16 cannot stay at their homestay unsupervised. For older students, please consult with the Globe. Students should use the sick room at the Globe. We would appreciate your help checking on them on a regular basis.

HEALTH EMERGENCIES (TEL 999)

In emergency, either ring 999 for an ambulance or take the person to Accident & Emergency (A & E), Royal Devon and Exeter Hospital, Barrack Road, Wonford.

HEALTHCARE

Medical treatment is free under the National Health Service if you are:

- Studying for longer than 6 months
- A citizen of an EU country
- Have been living in the UK for more than 12 months
- From a country with a reciprocal health agreement with the UK
- Prescription medicine is free for under 16s or 16-18 year olds in full-time education

If you are not entitled to free treatment, you are strongly recommended to buy private health insurance. You will have to pay for the medical treatment first and apply for a refund later.

DOCTORS AND HEALTH CENTRES

If you are staying in the UK for a long time, it is advisable to register with a doctor as soon as possible.

- **Barnfield Hill Doctors' Surgery** (a surgery we recommend)
12 Barnfield Hill, Exeter, Tel: (01392) 432761/429120
- **NHS 111**
A free telephone service for when you need medical help fast, but it is not an emergency.
- **Exeter Walk-In Centre** (no appointment required for medical advice)
Unit 4, 31 Sidwell Street, Exeter, Tel: (01392) 276892. Opening hours are Monday to Saturday 08.00 to 16.00, Sundays 10.00 to 16.00.
- **Royal Devon and Exeter Hospital**
Barrack Road, Exeter, Tel: (01392) 411611. Situated next to the Emergency department at the Royal Devon and Exeter Hospital. Open seven days a week from 07.00 to 22.00.

DENTISTS

Dentists do not offer a free service. Dental charges are high for both British people and foreign students alike.

- **Dental Access Centre**, Heavitree Hospital Tel: (01392) 823682

MEDICINES

Medication, other than common medicines, cannot be obtained without a prescription from a doctor. The prescription is taken to a chemist or a pharmacy to collect the medicine. If you pay for prescriptions, each item costs about £8.60

OPTICIANS

To get an eye test, glasses or other related treatment, you will need to see an optician. An eye test costs around £30 and the cost of frames is considerably more.

ASSISTANCE WITH ENGLISH

If any student would like any help with registering, making doctor's appointments, visiting dentists etc..., please talk to any member of staff or go to reception - we will be very happy to help you.

IMMIGRATION AND VISAS

Language schools are not permitted to give out any immigration advice, so if you need help or have any questions about visas or Immigration please go to the website below:

www.gov.uk/government/organisations/uk-visas-and-immigration

POLICE

The main police station in Exeter is on Heavitree Road. You should go there if you need to register or if you wish to speak to a police officer. If you need to call the police, the two telephone numbers you need are:

999 for all emergencies
101 for non-urgent situations

TAXIS

Exe Cars 01392 555555
 Apple Taxi 01392 666666

TRAINS

Exeter Central, Queen Street, Exeter EX4 3SB
 Exeter St David's, Bonhay Rd, Exeter EX4 4NT
 Train timetables: www.qjump.co.uk or www.thetrainline.com

SUPERMARKET & PHARMACY

Sainsbury's supermarket, Guildhall shopping centre Exeter EX4 3HH
 (08.00-19.00 Mon-Fri, Sat 07.30-19.00, Sun 11.00-17.00)
Co-op, 37-39 Queen St, Exeter EX4 3SR, (07.00-22.00 every day)

LAUNDERETTE Opposite the Globe

A FEW IMPORTANT LAWS ...**Alcohol**

- You must be 18 to buy alcohol

Cigarettes

- You must be 18 or over to buy tobacco or cigarettes

Driving

- You must be 17 or over to drive a car and hold a license
- 16 for a motorcycle of 150cc and hold a license
- You must be at least 18 to hire a car and hold a license

Drink Driving

- Drink driving in the UK is a serious offense. The punishment is being banned for a year and fined up to £5000. Don't risk it!

Drugs

- All recreational drugs are illegal

ENGLISH COURSE

ARRIVAL DAY

You and your students will be met on arrival in Exeter by a Globe team member who will hand out the programme, a map of Exeter, bus passes where required and will make sure the students go with the right families. Group leaders staying in one of our self-catering apartments will be accompanied to their apartment.

FIRST DAY AT THE GLOBE

You and your group will be greeted by a member of staff who will allocate your students to the classrooms. We will take a register and follow up absentees with host families.

Work Experience students will have an orientation meeting in our Junior school at 09.00 with our Work Placement Co-ordinator. Please read the Work Placement information sheet and give a copy to your students before they come.

Explorers students go straight to class. Their teachers will meet them in room 1. Explorers must be signed in / out every day by parents / leaders or host families.

All other students have a welcome session when they watch the Police Video and answer a brief questionnaire. Our teachers check through answers with students and highlighting important facts:

Laws on sale of alcohol and cigarettes; Illegal substances / weapons; shopping in England; crossing the road; no go areas; behaviour in school, out of school, and in families; personal possessions, especially valuables.

After the video, teachers will check that all students have a programme and go over the following information:

Meeting room for different activity groups; Afternoon activities – times / equipment needed; Lunch in school – ground floor only please; Going home times; Emergency numbers; Host family name / address on programme; Evening and weekend activities. Staying safe / e safety.

In busy weeks we run 2 or 3 welcome sessions in one morning. If your students are not scheduled for the first one they will begin lessons until they are called for their slot.

CLASSES

Students on closed group courses are placed in classes according to the levels sent in advance and will begin lessons. **All other students** will be tested (1 hour grammar test, 5/10 minutes oral test, 45 minutes writing test)

If there are very few students to test, we may eliminate the writing test and complete testing in lessons 1 and 2 so students can go into classes in lessons 3 and 4.

With large groups we go straight into testing and do the welcome session at the end to give us time to mark tests. Class lists are not complete until the evening. Group leaders are informed of test results and class lists at their Tuesday meeting with Chrissi (DOS) or Paul (Junior ADOS).

If you feel a student has been wrongly placed, please tell the DOS or Junior ADOS, NOT the class teacher, as soon as possible. We do our best to ensure students are correctly placed but occasionally mistakes occur. Classes are regularly observed by the DOS / ADOS to ensure that all is well and that your students receive a high standard of teaching.

SYLLABUS

Our emphasis is on meaningful, communicative English – in spite of the classroom situation.

As a guide we aim for the fifteen hours on a one-week General English (Discovery) course to be shared between the four skills as follows: Speaking 50%; Listening 25%; Reading 15%; Writing 10%

MATERIALS

On short courses we use a variety of materials, both published EFL course books and supplementary books as well as authentic materials (for example video, newspapers, radio programmes etc.) and materials we have created ourselves. In Summer School, lessons 1 and 2 are course book based. Afternoons are projects created by our staff. If you have any questions about the materials we use, please see our DOS / ADOS.

CERTIFICATES

At the end of their stay, all students receive an attendance certificate.

Students on 1 week closed group courses are assessed class by class and copies of the assessments are given to group leaders. All other students receive a more detailed certificate with a report on their participation and language ability.

OBSERVATIONS

If you would like to observe classes please tell our DOS / ADOS at the group leader meetings. They will arrange an observation timetable for you. Please do not just go into the classroom or arrange an observation directly with a teacher.

LESSONS & ACTIVITIES

Students will generally get their programme on arrival. In summer Explorers will get their weekly programme on Mondays, Discovery students on Tuesdays.

LESSONS

Discovery Programme: 09.30-11.00, 11.30-13.00

Exam Preparation, Future Careers and Explorer programmes: 09.00-10.30 and 11.00-12.30

Afternoon lessons are 13.30-15.00 or 14.00-15.30 depending on the course.

Lessons 1 and 2: Focus on accuracy and language input

Lessons 3 and 4: Focus on fluency and language output

The main emphasis is on speaking and listening. We aim to activate students' passive knowledge and get them using their English. Lessons are creative, communicative, interactive and fun! Reading and writing form part of integrated skills work.

On specialist programmes such as Future Careers, Exam Preparation, Curriculum, the balance of skills may vary depending on individual groups' requirements.

EXPLORERS

Explorer students are not tested formally but teachers assess them on day 1 in order to put them into classes.

Explorer classes are theme based, creative and practical. Each week will focus on a different topic which links to some of the activities.

JUNIOR STUDENT ABSENCES

All Junior teachers take a register at the start of every class and every activity.

Any absent students are reported immediately to the DOS or ADOS and followed up straightaway.

1. If a student deliberately misses a class/activity, they will be spoken to by the DOS or ADOS and their group leader will be informed.
2. If a student deliberately misses a class/activity again, they will be spoken to by the DOS and their group leader and parents will be informed. Sanctions may be imposed (for example withdrawal of permission to go out in the evening)
3. If a student is deliberately absent for a 3rd time, they will be spoken to by the Director - it is his decision if a student stays or is asked to leave the Globe.

ACTIVITIES

All activities are compulsory and included in the course fee as featured on the Junior Programmes, including discos, evening activities and excursions. **Please do not give students permission to do something different.**

Students should be encouraged to attend – the leisure programme is an important part of learning and a chance for the teachers and students to get to know each other better in a less formal environment. This is for their own benefit and safety and to ensure that they get what their parents have paid for.

Your students are our responsibility throughout their stay. If an activity out of school finishes earlier than planned, students are only allowed to leave early if you give them permission. If not they return to school with the Globe leader. You must inform the ADOS or Reception if a student cannot attend an activity.

For closed groups, activity groups are decided according to student numbers. Each group is assigned a Globe activity leader.

In Summer, Discovery activity groups are decided according to class levels. Each group consists of 3 classes with 2 Globe teachers as their activity leaders. Our aim is for your students to get to know students from other countries and to enjoy activities with students of a similar age and ability. Activity groups cannot be changed and it is probable that your students will be dispersed in different groups. Please try to encourage students to be positive about this and to remind them that their English will improve even more if they are not constantly with students of the same nationality.

Even if you have booked a closed group or a made-to-measure programme, we are generally not able to send you a definitive version of your students' programme in advance. As the number of applicants is constantly changing, we have to review the programmes according to availability and suitability of certain activities for larger groups. You will be given the definitive programme at the beginning of each week.

FREE TIME

Discovery students may sometimes have free time as part of a visit. If a student prefers to stay with their Globe teacher this is absolutely fine. Teenagers are also allowed to leave the school at lunch times. If you do not want your students to do so please make sure they know.

Explorer students do not have any free time. They are supervised at breaks and lunch times and on all activities.

SAMPLE PROGRAMMES

TYPICAL DISCOVERY SUMMER PROGRAMME - WEEK 1

	09.30 - 11.00 Lessons		11.30 – 13.00 Lessons		Activities 14.00 – 16.00+ Lessons 14.00-15.30	Evenings
MONDAY	EXISTING STUDENTS Activity group A: Workshop on the media (recording / TV / radio) Activity group B: Day excursion to Bath with visit to Roman Baths and free time for shopping NEW STUDENTS Grammar test, speaking test, writing test, DVD on staying safe in the UK. Mystery trail in Exeter					
TUESDAY	Grammar & Accuracy Present Tenses Social English for getting to know you	B R E	Skills focus Listening - Directions Role-play – Going shopping	L U N	Project afternoon 1 Making a radio programme - Video work – The news Students plan & write their own radio news programme	Disco: private function
WEDNESDAY	Grammar & Accuracy Narrative tenses in stories Pronunciation - Past Simple	A K	Skills focus Listening - a Roald Dahl story. Speaking - students invent and tell their own stories	C H	Activity Group A: Visit to Castle Drogo Activity group B: Visit to Torre Abbey	
THURSDAY	Grammar & Accuracy Personality adjectives & appearance	B R E	Skills focus Introduction to Shakespeare & the Taming of the Shrew DVD - 10 Things I hate about you	L U N	Project afternoon 2 Radio programme continued Students record & listen to their news programmes Discussion on current affairs in the UK	Cinema
FRIDAY	Grammar & Accuracy Modal Verbs - ability & obligation Reading - laws and customs in Britain	A K	Skills focus Speaking - students prepare presentations on laws and customs in their countries	C H	Activity Group A: Water sports: choice of kayaking, windsurfing or sailing Activity group B: Bowling	
SATURDAY 09.30-17.30	Activity group A: day excursion to Bath with Visit to Roman Baths and free time for shopping Activity group B: day excursion to Tintagel and Boscastle, Cornwall with visit to Tintagel Castle the legendary home of King Arthur and the Knights of the Round Table					
SUNDAY	Free time to spend with your family and friends.					

TYPICAL EXPLORER PROGRAMME – WEEK 1

	09.00 - 10.30 Lessons		11.00 – 12.30 Lessons		13.30 – 15.30+ Activities	Evenings
MONDAY	Getting to know you activities Students find out about each other / teachers assess levels	B R E A K	"My Family" Vocabulary and Language for talking about your family	L U N C H	Mystery Trail around Exeter with your teacher	
TUESDAY	Describing insects Have got ... Can... Live Animal habitats		Mini beast hunt		Exeter exotics Learn all about snakes, lizards, newts, chameleons, spiders and cockroaches, and hold them if you dare!	Cinema
WEDNESDAY	Present Simple Likes & Dislikes / Hobbies / pets		Simple surveys		Excursion to the seaside town of Dawlish and pond dipping	
THURSDAY	Literature: The very hungry caterpillar	B R E A K	The life cycle of a butterfly	L U N C H	Craft afternoon Making insect masks	Drumming workshop
FRIDAY	Body parts Simon says		Describing Monsters Design and make a monster Pronunciation games		Visit to Prickly Ball hedgehog farm and hospital	
SATURDAY	Day excursion to Paignton Zoo					
SUNDAY	Free time to spend with your family and friends.					

TYPICAL 1 WEEK CLOSED GROUP DISCOVERY PROGRAMME

	09.30 - 11.00 Lessons		11.30 – 13.00 Lessons		14.00 – 16.00+ Activities	Evenings 19.15-21.30
MONDAY	Grammar & Accuracy Focus Getting to know you activities Present tenses Talking about habits and past experiences	B R E A K	Skills Focus Listening - Directions Role-play - Wandering tourists. Homework: Interview your host family	L U N C H	Mystery Trail around Exeter	
TUESDAY	Grammar & Accuracy Focus Revision Present tenses Job vocabulary Listening + Game: What's my job?		Skills focus Role-play: Job interviews		Visit to Exeter Cathedral with audio-visual presentation	Disco: private function
WEDNESDAY	Project Superheroes part 1		Project Superheroes part 2		Excursion to the seaside town of Exmouth by train	
THURSDAY	Grammar & Accuracy Focus Past Simple & Past Continuous Listening: Willy the Kid - gap fill missing verbs	B R E A K	Skills Focus Types of literature Matching story extracts Writing short stories Homework - Write a postcard home	L U N C H	Visit to Exeter Museum with a questionnaire	
FRIDAY	Grammar & Accuracy Focus Focus on qu. formation & survey in town		Skills focus Write up and Presentations of survey results		Ten Pin Bowling	
SATURDAY	Many closed groups choose to depart on a Saturday, if you are departing on a Sunday we would be happy to quote for a Saturday daytrip.					
SUNDAY	Free time to spend with your family and friends.					

WELFARE AND SAFEGUARDING

- We tell all students on day 1 to store the Globe emergency numbers in their phones under ICE
Emergency Numbers: 07813 818516 07813 817811
- The Globe has 3 Designated Safeguarding leads (DSLs): Anton Borgen Davis, Chrissi Florides and Paul Carr.
- The Globe has 7 Welfare Officers: Paul Carr, Caitlin Dawson, Francesca Potts, Cathy Sharpe, Phil Mitchell, Julie Marriott & Debbie Hooper.

HEALTH

If you or any of your students are ill, our Reception Manager can make an appointment for you to see a doctor or a dentist. If it is something more serious requiring hospital treatment, then we will make arrangements for you to go to the Accident and Emergency Department at the Royal Devon and Exeter Hospital.

Please note that although we have teachers who are qualified First Aiders, it is illegal for us to give any medication, (for example paracetamol, aspirin, cough syrup). Only you are able to do this as you are considered to be in loco parentis. It would therefore be very helpful if you were in school at break and at lunchtime to deal with such things. If you would like medical advice from a qualified nurse, you can attend a Walk-In Centre.

SAFETY IN SCHOOL

Identity

All visitors and group leaders will be given a pass badge. Please wear it in school to identify yourself to staff and other students and return it to us at the end of your stay.

Security

Each entrance to the building has a security code and only Globe staff, visiting leaders and students are given the code on arrival in school. Please do not give this code to anyone else. Do not leave handbags, purses or anything of value unattended and tell students the same. Please shut all doors and windows behind you. We have had break-ins in the past and most of them are committed by opportunists who see an open window or door. If you see anyone suspicious at any time, please inform a member of the Globe staff immediately.

E-Safety

- Be alert to students' online activity.
- Ask students questions about what they are doing online.
- Be alert if a student is spending a long time online, especially if they are alone in their room.
- Be alert to changes in a student's behaviour.

If you have any concerns please report to a member of the Globe welfare team immediately

Fire

There are fire notices throughout the school in all the classrooms which you are advised to read. In the event of a fire, please make your way to the nearest exit, leaving all your belongings where they are. If students are not in class, please lead them out with you. Once outside make your way to the front of the school and ask students to join their class teacher. Once there, the DOS will be checking names to see if anyone is missing.

ROAD SAFETY

Crossing roads

The greatest danger to students is crossing the road. All students are told on day 1 how and where to cross the roads safely. Please reinforce this by only using zebra and pelican crossings yourselves and by setting a good example.

In cars

Wearing a safety belt is compulsory for all passengers in UK

On coaches

- All passengers must remain seated and wear their safety belt
- Food and drinks are not permitted except for sweets and water
- Rubbish must be collected and the coach left in good order
- Passengers must not be noisy or behave irresponsibly
- Passengers must not distract the driver and must be considerate to others

ABUSIVE BEHAVIOUR AND DISCIPLINE**Abusive Behaviour**

The Globe finds all forms of abuse - bullying, racism and aggression, unacceptable from students, staff, group leaders or host families.

Here are some examples of actions that constitute the above:

- The use or threatened use of violence / physical action
- Social exclusion i.e. isolating individuals
- The use of disparaging or offensive names towards individuals / different nationalities
- Persistent and deliberately hurtful remarks, especially referring to race/ appearance/sexual orientation / gender
- Actively spreading gossip / hurtful remarks about individuals

Bullying or abuse should be reported in priority to any of the Welfare Officers.

Any abuse should be immediately reported in priority to the Designated Safeguarding leads.

Any problems with home stays should be reported to the Accommodation Officer or the Director.

Anyone found guilty of abusive behaviour will be banned and relevant bodies informed as appropriate.

If you suspect that anyone is a victim of any type of abuse:

- Inform the welfare officers immediately
- Try to find out more from the unhappy student and offer them our help and support

Discipline

Our aim is for all students to enjoy their time with us. However, sometimes certain students can be disruptive and spoil the visit for the others.

If a teacher is having problems with a particular student, the DOS will speak to the student. However we would welcome your support in this as it is good to put on a united front. Discipline problems are minimal but on the rare occasion that a student's behaviour is unacceptable, he/she may be asked to leave the class and be given alternative work to do.

In extreme situations we reserve the right to expel the student from the Globe without refund. The individual or their parents will be responsible for paying travel costs incurred.

ACCOMMODATION AND HOST FAMILIES

Host families have a copy of students' programmes and must ensure that students are able to reach the school on time. They are all within a maximum of 2.8km from the School or we give students a bus pass. Students under 11 year old are accompanied on school transfers. We ask hosts to provide students with:

- a warm, friendly atmosphere
- the opportunity to share meals and take part in family life. The majority of families eat between 17.00 and 19.00
- sufficient and varied food (packed-lunch Monday-Saturday and at least one hot meal each day)
- a comfortable room possibly sharing with 2 or 3 other students
- a change of bedding and towels every week if required

Families must also keep an eye on students' health and ensure they know the whereabouts of their students. The Globe is informed immediately if students arrive home late in the evening.

We ask group leaders not to contact host families directly. Our Accommodation Officer must deal with any problems or instructions relating to students at host families. If you have any problems or questions regarding accommodation, please do not hesitate to see the Accommodation Officer, Group Registrar, DOS or ADOS. If you wish to visit a student in his family, you must make an appointment with the accommodation Officer first.

It is best to address all problems immediately so that they can be resolved. Small problems will generally get worse and this can be avoided in most cases. We will try and resolve your issues as soon as possible.

EMERGENCY ACTION PLANS

In the event of a major incident e.g. fire, accident, bomb threat, the Globe emergency action plan will come into effect.

- Do your best to ensure the safety of the students where possible
- Call 999 as appropriate
- Call Globe emergency number and take advice

SAFEGUARDING AND WELFARE POLICIES

Please refer to separate safeguarding & welfare handbook for all our policies.

Health and Safety provisions

The Globe aims to provide a safe and nurturing environment where all staff and students can work and study in appropriate surroundings with all measures taken to ensure their health and safety. The Globe has a nominated Health and Safety Officer (Anton Borgen Davis) to ensure health and safety measures are met and to ensure they are reviewed and updated on a regular basis to safeguard the well-being and safety of all our students.

Child Protection Statement

The Globe recognises its moral and statutory responsibility to safeguard the welfare of all students and to maintain public trust in the teaching profession. We aim to provide a safe and nurturing environment where all students are respected and valued, and where they can learn and grow to enable all children to have the best outcomes. We are alert to signs of abuse and neglect and will follow procedures to ensure students receive appropriate support and protection.

Policy Principles

The safety and welfare of every student is paramount.

All students, regardless of age, gender, ability, culture, race, language, religious belief or sexual identity have the right to protection and to participate in the school's activities in a safe environment.

All staff members have an equal responsibility to act on any suspicion or disclosure that may suggest a student is at risk of harm.

Any allegations of misconduct will be treated seriously and will be investigated in an appropriate manner.

Students and staff involved in child protection issues will receive appropriate support.

Safeguarding Young People

Safeguarding is an umbrella term for everything we do to keep children safe.

It affects all areas of school life, both in and out of school.

It is everyone's responsibility to look out for and respond to suspected or alleged abuse.

All staff have a "duty of care".

Abuse and neglect are forms of maltreatment. A person may abuse or neglect a child by inflicting harm or by failing to act to prevent harm.

Prevent

The Preventing Radicalisation Policy is part of our ongoing commitment to keeping all students safe. The Globe understands and undertakes its responsibilities, under the Counter Terrorism and Security Act 2015, to prevent people of all ages being radicalised or drawn into terrorist or extremist groups. This policy outlines what we are doing

GOING HOME TIMES/ OPENING HOURS

The School Reception is open between 08.30-17.30.

The Junior School is open until 17.00 for Discovery students. Explorer Students are looked after in school by a Globe member until they are picked up by their host families, parents or group leaders by 17.30.

The following "**Going Home Times**" have been set in accordance with British Council requirements and in order to ensure the safety of your students. **They cannot be changed.**

Should you would like to take your students out for an evening, you must inform us at least 24 hours in advance so that we can prepare a note to the host families informing them of the change for that evening. You are then responsible for making sure that your students get home safely.

- **EXPLORERS UNDER 11 YEAR OLD MUST BE ACCOMPANIED AT ALL TIMES**

Families must bring them to and from school everyday and take them to and from all evening and weekend activities.

- **STUDENTS 11–13: MUST BE HOME BY 18.00 (October to May), BY 18.30 (June to late September)**

Families must bring and collect them for all evening activities and from Saturday day trips that are time-tabled to arrive after 17.30 (October to May) and after 18.00 (June to late September).

- **STUDENTS 14-15: MUST BE HOME BY 20.30 (October to May), BY 22.00 (June to late September)**

Families must collect them from evening activities and day trips that are time-tabled to finish after 20.00 (21.30 June to late September)

- **STUDENTS 16+: MUST BE HOME BY 22.30 (October to May), BY 23.00 (June to late September)**

Students can walk home after an evening activity

- **ADULTS STUDENTS**

Students are asked to arrange with their Host families a time for their return home that is acceptable to both.

SCHOOL RULES

We recommend that each student and his/her parents are given these rules before coming to the Globe

What we ask our students:

- remain seated, wear the safety belts and follow the driver's instructions when in a vehicle
- do not eat or drink on coaches except for sweets and water
- do not get off a private coach on arrival until your name is called by a Globe representative

With your host families:

- Communicate as much as possible, be polite, keep your bedroom and bathroom tidy; be on time for meals (the majority of families eat between 17.00 and 19.00)
- Tell your host family where you are going and at what time you will be home
- Return home by 18.00 (18.30 June-late September) if you are aged 11-13, by 20.30 (22.00 June-late September) if you are aged 14 or 15, by 22.30 (23.00 June- late September) if you aged 16+.
- For a better experience, phone less! Parents can call at reasonable local times (+44 1392+ 6 digit or +44+10 for mobiles). Always ask for permission to use the family phone and ask to be called back and offer to pay for your communications.

Children, walking to and from home or shopping, are not accompanied by Globe or their family except for Explorers. Students under 14 are not allowed to be home alone in UK. Before going home, make sure your family is there.

When at the Centre and with your English teachers

- Be polite towards your teachers and co-operate in lessons
- Treat other students, the equipment and premises with respect
- Do not go into the staff room, library and office unless you have been invited by a member of Globe staff
- The Globe is a non-smoking school. There is a designated smoking area outside for older students who smoke
- Do not obstruct the footpath outside school. Respect the neighbours and passers-by
- If you are an Explorer under 11, you must never leave the School unless accompanied by a designated adult

During your stay in general for their security

- always tell your teacher or family where you are going and at what time they will return
- do not carry large amounts of money
- do not congregate in large groups
- avoid the City centre at night or isolated and dark areas such as parks and the skate park
- do not draw attention to yourself by being loud, staring or pointing at people
- keep the programme and emergency card with you at all times
- save the Globe emergency numbers in your phone under ICE (in case of emergency)
- if they are worried about anything, speak to someone at the Globe - teacher, leader, family

Students must complain to Globe as soon as a problem arises or Globe will not accept responsibility.

All damage, whether intentional or accidental must be paid for straight away by either the person responsible or by their group leader. The management reserves the right to send home, at their parents' expense, any student guilty of gross misconduct.

What to bring with you:

- You must have all the necessary papers to leave your country and enter UK (passport, visa, parent authorisation)
- Appropriate clothing for the duration of your stay
- A waterproof coat, comfortable footwear for sport activities and excursions
- A towel and swimming costume
- Toiletries
- UK plug adaptor for electrical items
- Mobile phone charger
- Pens, pencils, notebook and dictionary
- Lockable suitcase or a small coded padlock
- Emergency contact details to pass on to the Group leader

THINGS TO DO IN EXETER

There are many things to do in Exeter as well as interesting and varied events throughout the year. Please collect leaflets from Reception for information and advice about what you can do in Exeter. Note however that pubs have become stricter and that most do not accept teenagers under 18. Therefore we suggest that you check before you arrange to meet your students aged under 18 in a pub.

In addition to the evening activities put on for you and your students, we also have a social programme for students in the Adult School which you are very welcome to attend. Please see the Social board in the Adult common room for further information. There is a charge for this.

NIGHTCLUBS

Timepiece, Little Castle Street	0044 1392 493096	www.timepiecenightclub.co.uk
Cavern Club, Queen Street	0044 1392 495370	www.exetercavern.com
Move, 4 The Quay Exeter	0044 7889 007737	www.move-exeter.co.uk
Bar Venezia, 61 Waterside, The Quay	0044 1392 423688	www.barvenezia.co.uk/salsa
Rosies, Mary Arches Street	0044 1392 271586	www.rosies-exeter.com/exeter

LOCAL PUBS, CAFES AND RESTAURANTS

The Dinosaur Café, Clock Tower	0044 1392 490951	
The Mulberry Tree, St David's Hill	0044 07957 195770	www.mulberrytreecafe.com
The City Gate (Pub Food), Lower North Street	0044 1392 495811	
The Gandhi (Indian), Clock Tower	0044 1392 272119	
The Conservatory , North Street	0044 1392 273858	
The Imperial, New North Road	0044 1392 434050	
Mill on the Exe (British), Bonhay Road	0044 1392 214464	

There are many more cafes and eating places in Gandhi Street, around the Cathedral Close, the Guildhall and the Princesshay shopping centres. There are also a few good places down Fore Street and South Street.

CINEMA AND THEATRE

Odeon Cinema, Sidwell Street	0044 871 224007	http://www.odeon.co.uk/cinemas/exeter
Picture House Cinema, Bartholomew Street	0044 1392 435522	www.picturehouses.com/cinema/Exeter
Vue Cinema, Cheeke Street	0044 7812 240240	www.myvue.com/cinema/exeter
Phoenix Arts Centre, Gandy Street	0044 1392 667060	www.exeterphoenix.org.uk
Northcott Theatre, Stocker Road	0044 1392 726363	www.exeternorthcott.co.uk
Bike Shed Theatre, Fore Street	0044 1392 434169	www.bikeshedtheatre.co.uk
Cygnets Theatre, Friars Gate	0044 1392 277189	www.cygnetsnewtheatre.com
The Corn Exchange, Market Street	0044 1392 665938	www.exetercornexchange.co.uk

Please do not hesitate to ask for our help. Have an enjoyable stay!