

# Norwich Steiner School

## Visiting Students in Upper School Policy

Revised April 2014

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### The purpose of this policy

Norwich Steiner School is a young (opened in 2005) and friendly school, which offers a full Waldorf Curriculum, uncompromised by GCSE's or A Levels. It is located close to the centre of Norwich, an attractive city situated in Norfolk, in the East of England. The city is culturally rich, hosting a vibrant music and arts life. The surrounding area is recognised for its natural beauty. Norwich has its own airport and good rail and bus links to London.

Norwich Steiner School welcomes visiting students of all ages and any parent who is interested in sending their child to the school, should contact us by email, phone or through the website.

This policy is specifically aimed at supporting older pupils (age 14-17) who may wish to spend time at this school but who do not have their parents with them. The school is not registered as a boarding school but can act as an intermediary to help find accommodation with one of our pool of host families, who are normally either teachers or parents of the school, as well as providing *in loco parentis* care.

In order to be flexible and to fit the needs and wishes of visiting students and their families, we offer educational visits for pupils 14-17 years of age, from three weeks to one year, although the recommended minimum is six weeks.

### Essential legal information for parents of children under 16

For pupils under 16 years of age living with someone who is not their parent for 28 days or more, it is a legal requirement for a private foster care arrangement to be established between the host family and the parents of the child. The school can facilitate this process by contacting Norfolk Social care (ideally 4-6 weeks before the visit takes place) and notifying them of the pupil details and the host family details. Norfolk Social Care will then carry out checks on the host family to ensure their home is a suitable and safe place for the child to stay. Norfolk Social Care will also visit the child during their stay in the UK to make sure they are being properly cared for.

Norwich Steiner School undertakes to collect references and carry out DBS checks on the host parents of any family offering accommodation to students falling outside of Norfolk Social Care's remit. That is, pupils 16 years and over, as well as those who are under 16 years of age but who are staying for less than 28 days.

### Money matters

- An administration fee of £50 (sterling) is due once the student has been offered a place and before we put parents in touch with hosting families or make any other arrangements.
- School fees for visiting students are the same as for our regular students and are currently set at £170.00 per week for the remainder of academic year 2013-14. From September 2014- July 2015, the fees are £6,325 per year or £175 per week.
- Board and lodging in the home of an approved\* family is currently set £150.00 per week.
- Pocket money is the parent's responsibility, and it should be agreed beforehand with the host family as to how and when pocket money is to be provided.

- Pupils flying into Stansted (the nearest international airport to Norwich) can usually be collected by either the host parents or a member of staff; however, as this still involves a 160-mile round trip, there is an additional charge for this service of £60 for each journey. Alternatively there is a bus from Stansted airport to Norwich, which costs around £25 for a return journey.
- The costs of class trips are not included in the school fees. Once we know a pupil's proposed dates, the school will notify parents of any planned class trips or activities, and their associated costs.

\* Approved host family – Norfolk Social Care carry out full checks on all families where the visiting student is under 16 years of age and is staying in the UK for 28 days or more. However, Norwich Steiner School will undertake to collect references and carry out DBS checks on the host parents of any family offering accommodation to pupils falling outside of Norfolk Social Care's remit.

## The Application Process

1. Please first get in touch with us by expressing your interest. We will discuss with you the needs of your child, including your preferred dates and any special requirements. If you wish to pursue an application after this initial contact, we will send you an application form to complete.

- Phone +44 603 611175
- Email [sandie@norwichsteinerschool.co.uk](mailto:sandie@norwichsteinerschool.co.uk)
- In writing: Norwich Steiner School, Hospital Lane, Norwich, NR1 2HW, UK
- Via the website contact page: <http://norwichsteinerschool.co.uk/contact/>

2. Alternatively, you can download an application form direct from our website. Please make sure that if your child has any special requirements, including health, social or learning, it is important that you let us know as early as possible. We may phone or email you at this stage. We may also request direct contact with your child's regular teacher.

3. Once we have the relevant information, teachers and the upper school guardians will take a decision as to whether the school can offer a place to your child, subject to their needs and to there being a suitable host family available to accommodate them during their visit.

4. If you would like to accept this place, we will need you to transfer 50GBP sterling to the school, which is an administration fee to coordinate your child's visit to and whilst in the UK. We will put you in touch with the potential host family. If your child is under 16 we will contact Norfolk Social Services and support the process for a private foster care arrangement to be put in place between yourself and the host family. The School will undertake to collect references and carry out DBS checks on the host parents of any family offering accommodation to pupils falling outside of Norfolk Social Care's remit.

5. In advance of your child's arrival in the UK, fees and accommodation costs must be paid. This can be by direct transfer to the school's bank account. If for any reason your child's visit ends early, we will refund in full any unused funds. So for example, if you pay for a 12 week visit (School and accommodation fees) but your child returns home after only 6 weeks, the school will refund the 6 unused weeks of funds paid for accommodation and school fees.

## APPENDIX 1      Responsibilities of the Host Parent

All host families and potential host families must read the Norwich Steiner School Host Family Agreement and Guidelines (below) and have access to The National Minimum Standards Inspection Regulations (Section 87C (1) of the Children Act 1989) as amended by The Care Standards Act 2000. A copy of this is held in the Upper School Office.

### 1. Host parents act *in loco parentis* during the entire duration of the student's visit.

- The host parents are required to arrange collection from and return to the airport or railway station on arrival and departure.
- The host parents are required to take responsibility for consenting to school and class trips and outings.
- The host parents are expected to report any welfare concerns to the school or teachers when and where appropriate.
- The host parents are expected to attend parent's evenings for the appropriate class once a term.

### 2. Accommodation

- The host parents should ensure that the student has their own bedroom at all times, with adequate facilities for private study.
- The host parents should ensure that the student has reasonable space for storage of clothes, possessions and school equipment.
- The host parents should ensure that the student is offered breakfast, a packed lunch, a snack after school and a cooked meal each day.
- The host parents should ensure that the student's clothes are washed when necessary and/or that the student is offered the use of laundry facilities.
- The host parents should ensure that the student is included in family outings where appropriate and is assisted and encouraged to explore the local area on their own.
- The host parents should ensure that the student – as part of the household – shares with basic household chores and has access to basic household facilities.
- House rules should be discussed and agreed at the beginning of the visit and adhered to throughout.

### 3. DBS checks & Social Care visits

- The host parents should be prepared for visits to their home from Norfolk Social Care before and during the student's stay
- The host parents should be aware that Norfolk Social Care will require all adults in the household to have DBS checks carried out.
- The host parents should be prepared for the School to collect references and carry out DBS checks on them in situations where students visiting fall outside of Norfolk Social Care's remit. Norfolk Social Care's remit is to carry out full checks on all families where the visiting student is under 16 years of age and is staying in the UK for 28 days or more.

### 4. Money Matters

- Accommodation costs are set by the school and should be paid by the student's parents to the host family in a mutually agreed way, or through the school if preferred.
- The amount of pocket money given to the student should be agreed with the parents and provided by the parents.
- The cost of local telephone calls and reasonable internet use should be met by the host parents. Long distance or international calls must be paid for by the student. Students must ask permission before using the house phone or computer.

- The host parents should ensure that transport to and from school is provided. (It is reasonable to expect the student to walk or cycle to school if staying locally). Any extra transport costs involved should be met by the student's parents.

## APPENDIX 2 Responsibilities of Visiting Students

- To observe the school rules at all times, the main ones of which are listed in Appendix 4 below.
- All visiting Students are expected to behave in a responsible and respectful way at all times whilst in the care of host families.
- In the UK it is illegal to smoke or purchase tobacco products under the age of 18. It is also illegal to purchase alcohol or go to night clubs selling alcohol under the age of 18. Host families are generally 'no smoking' families.
- You must give the school at least two weeks notice if you intend to leave the arranged host family home. Your attendance at the school will be automatically reviewed if a request to leave the arranged host family home is received.
- Any overnight stay away from your host family home will need to be sanctioned by your host family who are legally your 'parents' whilst in the UK.
- You must always ask before using the host family's telephone or computer.
- You should not help yourself to food or refreshments at the host family home unless pre-arranged with you host parent.
- You must be back at your host family home by 8.00 p.m. unless by prior arrangement. If you do not intend to be at your host family home in time for a meal you must inform them beforehand.
- Admission charges for tourist attractions, museums, galleries etc and public transport should be paid by you or your parents by prior arrangement with your host parents.
- It is important that you have your own source of income for any of the above and other unexpected expenditure.
- In case of emergency, you should carry your host parent's telephone number with you at all times.

## APPENDIX 3 Responsibilities of the School

### To Host Parents

- To provide the host parents with a copy of the Parents Handbook.
- To provide the host parents access to any documents relating to the Norwich Steiner school Visiting Student policy.
- To provide the host parents access to the National Minimum Standards Inspection. Regulations (Children Act 1989) where appropriate.
- To provide host parents with the name(s) of staff members that they can discuss any issues or concerns that they may have arising from their responsibilities as host parent.
- To facilitate and support communication

### To Visiting Students

- Norwich Steiner School undertakes to collect references and carry out DBS checks on the host parents of any family offering accommodation to students falling outside of Norfolk Social Cares remit. Norfolk Social Care carry out full checks on all families where the visiting student is under 16 years of age and is staying in the UK for 28 days or more.
- To provide an induction process for visiting students.
- To provide visiting students with copies of relevant timetables and school rules.
- To provide appropriate pastoral care to the student whilst in school, supporting them in social integration and participation in lessons
- To provide visiting students with the name(s) of staff members responsible for their pastoral care.

- Where helpful to the individual, teachers to provide differentiated tasks to the visiting student modified appropriately to the circumstances.
- To provide visiting students with a 'buddy' (peer colleague) to help the students settle into the class.
- Where appropriate or necessary, to consider providing visiting students with regular lesson with a qualified ESOL teacher.

## APPENDIX 4      School Rules

- School starts at 9am and finishes at 3.30pm. Pupils should arrive at least 5 minutes before the school day commences so they are ready to start at 9am.
- Pupils may not leave school during the school day without permission from an upper school guardian.
- Pupils may not smoke in school, on the school grounds or in the vicinity of the school.
- We trust pupils to switch off and put away out of sight all electronic devices (phones, tablets, etc) during the school day. However, if this trust is breached, pupils will in future be required to hand in any electronic equipment at the start of each day.
- Alcohol and banned substances (drugs of any kind) are not to be brought into school. Anyone found in possession or using such substances at or near the school may be expelled and required to return home with immediate effect. The school may also be required to inform the police.
- All clothing should be clean at the beginning of each day, in good repair and appropriate to the season and activity.
- Nothing should be worn that causes unnecessary distraction or gives offence to members of staff or fellow students. This includes the need for pupils to ensure they do not expose excessive amounts of bare skin.
- Underwear should not be visible.
- Extremes of fashion should not be worn.
- Facial piercing, body piercing and tattoos may not be displayed.
- Students should wear smart clothing on festival days.
- Upper School pupils will always be expected to spend some time outside each break time in order to get exercise and fresh air. However, upper school pupils also have more freedom than lower school pupils and are entrusted to spend part of break times unsupervised in their classrooms, at the discretion of the upper school guardians and subject always to good behaviour.
- Food and drink should only be consumed indoors except with special permission.
- The school has a 'no football' policy and all pupils are expected to respect this.

## APPENDIX 5      Essential Equipment List for visiting students

The school will provide most of the stationery needed by the student during their visit. However, the following items, which are more personal to the individual must be supplied by the parents where appropriate:

- A Fountain pen
- Appropriate dictionary (Pupils mother tongue language translation with English)
- A rucksack type bag for carrying books and equipment
- A flute/recorder (if pupil has one) or other instrument
- Basic games kit, including shoes/plimsolls suitable for running, shorts or tracksuit bottom, games tee-shirt and sweatshirt
- Appropriate outdoor wear for the season (footwear, coat, raincoat)