



## RULES FOR BOARDERS IN HOST FAMILIES (ACADEMIC YEAR 2011/12)

### a) WITH REGARDS TO THE SCHOOL AND ITS FACILITIES:

1. Boarding students must be **respectful of all facilities and equipment**, both in the school and/or in the host family's house. You should not intentionally damage any property, as you will be responsible for any damage which occurs due to a wrongful use.
2. Students should maintain a spirit of **healthy co-operation** both with the school staff and with the rest of the family members. If boarders have any problems during their boarding period, they may always speak to the **Boarding Department staff**.
3. Students must respect the **timetable** agreed with the host family and the school. Therefore, students must follow the timetable they have been provided with and be punctual for all classes and activities.
4. Students **may not leave the school grounds** during the school day, except for Y13 students.
5. It is forbidden to **eat or drink on the buses**.
6. Smoking, drinking alcohol, taking or possessing drugs, alcohol or cigarettes as well as being illegal it is strictly forbidden. It is also absolutely unacceptable to attend lessons while under the effects of drugs or alcohol. Therefore, if any student is caught **in possession / consuming alcohol or any illegal substance**, or we suspect that they have done, either **on or off the school grounds**, he/she will be severely disciplined and dismissal will be considered. We reserve the right to test the student or check his/her belongings.



7. Students must dress in appropriate clothes and shoes every day in order to attend lessons and participate in physical education activities, etc. **Dress code** stated in the Boarding Information Booklet must be observed.
8. It is not allowed to **use mobile phones** during the school day – if boarding students' host families need to contact them, they will phone the school.
9. Students must be **contactable at all times** when they are not with their host families or in the school. Therefore, we strongly recommend boarders to bring their mobile phones with them, and buy a **Spanish SIM Card** for the family to contact them. (Host families will help them buy one).
10. Boarders should bring **some pocket money** with them in order to cover any extra expenses arisen during their stay at Caxton College (e. g., they might need to pay for a medical treatment not covered by their health insurance, or they may wish to buy some souvenirs, gifts, etc.).
11. If any student is **caught stealing** in a shop, at home or in the school, he/she will be expelled from the programme immediately.
12. Purchasing or playing with any kind of **dangerous articles** (e.g., toys or replica guns, knives with blades of any length, etc.) is absolutely forbidden. Failing to comply with this point will be a reason to dismiss a boarding student.
13. Boarding students may not make any **“life-changing” decisions** while on the programme (including tattoos, piercing, etc.).
14. Students should make an **effort to improve their language skills**, both in English and in Spanish.
15. Boarding students need to be **mature** and **make responsible decisions** for themselves. They have to be honest, take responsibility for their words and actions.
16. Students should try to **make the most of their boarding period** in Spain, both academically and personally.



## **b) REGARDING THE HOST FAMILY FACILITIES:**

1. The student's **bedroom** is where study and rest are to take place. Thus, the student should respect his/her own rest time as well as that of others and not play music or speak loudly if that bothers others.
2. The student shall not have **any visitors without permission** from the host family.
3. The student must keep his/her **room and wardrobe tidy**.
4. The student must **respect the property of others** and do not take anything which is not the student's.
5. The host family's **living room** is an area to be used by everyone, so personal items should be removed.

## **c) RELATIONSHIP WITH THE HOST FAMILY:**

1. Students must **respect and obey all adults both in the school and in the host family**, as well as whatever decisions they make, since they are made in the student's best interests. Therefore, boarders shall avoid all forms of aggression, whether verbal, physical or by actions.
2. The student should maintain a spirit of **healthy co-operation** with the rest of the family members, just as if he/she were another member of the family. Boarding students are expected to help with some chores around the house, such as making their own bed in the mornings, setting the table, etc.
3. Boarding students shall **respect the family's wishes**, just as the other children in the family do, with regards to:
  - Going out and returning home.
  - Timetables.
  - Meals, etc.
  - Family routine and customs.



4. **Established timetables** are to be observed.

- Getting up and personal hygiene
- Breakfast
- Leaving for school
- Leaving for home
- Dinner
- Going to bed
- **Timetables for going out in the afternoon and at weekends.** The school establishes a timetable depending on the pupils' age:

➤ **Boarding students under 14:**

- The latest time for arriving home is 9 p.m.
- They may only go out in the area (town/neighbourhood) in which their host family live
- They will always ask the host family for permission beforehand, and will be contactable at all times.

➤ **Boarding students aged between 14 and 16:**

- The latest time for arriving home is 9 p.m. during the week days and 11 p.m. at weekends (Fridays and Saturdays).
- They may not go out at nights and/or arrive later than 11 p.m.
- They will be allowed to go to Valencia without the supervision of an adult if their host families think they are responsible enough and their parents send a general written authorisation.
- They will always ask the host family for permission beforehand, and will be contactable at all times.

➤ **Boarding students over the age of 16:**

- The latest time for arriving home is 9 p.m. during week days.
- The curfew to be followed at weekends will be 2 a.m., unless parents do not agree with this point.
- Once per term, they will be allowed to go out at night until 4 a.m., provided that their behaviour at school is impeccable and their parents agree. For special occasions (birthday parties,



Fallas, bank holidays, etc.), the students will need permission from the school and the host family prior to the event.

- Students will always inform the host family beforehand, and will be contactable at all times.

5. Students should inform their host families in advance **when they want to go out, where they are going, who with and the time they will return.** Additionally, they **must be contactable** at all times, so that they shall bring their mobile phones with them.

6. **Students under 16** will not be allowed to stay alone at home.

7. **Permissions:**

If students need a **special permission** that is not established (e.g., to spend a night away from the host family's house), **written and signed** note will have to be sent by their parents to the school a minimum of **48 hours before**.

8. **Food:**

Boarders should **adapt to the usual mealtime hours** in Spain **and to local customs**.

- Students will eat the usual meals that the family eats; however, if there is a specific query about food it should be discussed with the Boarding Department.

9. If during the boarder's stay the **family's circumstances** vary (arrival of another boarder, presence of a pet, etc.), both the student and his/her parents will be informed beforehand.

10. For Years 11, 12 and 13 students, there will be a period in May and June called '**Study Leave**', when they will have revision sessions and study. Boarding students will be asked to come to school to attend these revision lessons and have lunch. They can study in the areas fitted out for that purpose, including the library. The school might made exceptions - subject to agreement between the School Management and the host family.



**d) HOST FAMILY'S DUTIES:**

1. The family will treat the student as another **member of the family**.
2. The family will wash and iron **the student's clothes**.
3. The family will clean **the student's bedroom**.
4. The family will provide the student with breakfast, morning snack, afternoon snack and dinner during **school days** and also lunch at weekends.
5. On **weekends** the student will stay with their host family, unless the school and their parents have given express written permission by fax or e-mail.
6. The host family will provide students with **over-the-counter medications** such as aspirin, in the case that their parents have previously given written permission for them to take these medicines.
7. Students will be allowed to place local **calls** (being careful not to abuse this right), but not international or long-distance. They should use their own mobile telephones/Skype whenever possible.
8. The family will take them to and from the station or Valencia **airport** (if possible).

**e) THE FAMILY DOES NOT HAVE THE OBLIGATION OF:**

1. Paying for the student's **weekend expenses**: visits, trips, shows, etc.
2. Paying for **medical treatment** (this should be covered by medical insurance), if required.
3. Buying **personal hygiene products** for the student (although they will provide them with shower gel, shampoo, etc.).
4. Paying for **dry-cleaning services**.
5. Buying **snack foods** that are not part of the normal meal, e.g. chips, chocolates, ice-cream, etc.



6. Give the student a **set of house keys**. The boarder should earn this privilege by their good behaviour.

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If the boarding student **breaks any of the previous rules**, he/she will be disciplined by the school. If it is a serious infraction, or if it is a repeat incident, the student shall be expelled and his/her parents will be responsible for all associated expenses.

Any queries about interpretation of these rules will be resolved by the Boarding Supervisor.

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**I have read and understood the rules set above, and will endeavour to make sure they are complied with.**

**Student's Name:** .....

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Signature of Parent / Legal Guardian

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Date

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Signature of Boarding Student

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Date