



## PASTORAL GUIDE FOR ALL U18 STUDENTS

We want to make sure that all our students under 18 years old feel secure and happy while they are staying with us. All our staff are happy to help each student with any issues of any kind.

We strongly advise all our students of the age under 18 to make sure that if they have any issues with any teacher, classmates or anyone in the school, then they should speak to one of our pastoral care team. Any information disclosed will be treated confidentially.

Our team members are:

1. **Gaurav Vahi** - Principal and Designated Safeguarding Officer
2. **Andrew Stapleton** – School Manager, Safeguarding and Pastoral Care Support Officer
3. **Jana Nehasilova** - Administrative Officer and Student Welfare Support
4. **Renata Kondorossy** - Administrative Officer and Student Welfare Support
5. **Caroline Nakamura** – Administrative Officer and Student Welfare Support

Please make sure you let us know in advance if you think the student will be late for any of our classes.

**The school administrative team will contact the home/guardian of students under the age of 18 who are more than 10 minutes late for their class, or if they have an unscheduled absence.**

The student's health, safety, welfare and wellbeing are very important to us. We are available to talk or listen to any issues or concerns you or the student may have at any time and any day.

Contact Numbers:

Eurospeak in Reading School Number: **+44 (0) 1189 589 599**  
(8:30am – 19:00pm, Monday to Friday)

Emergency Number: **+44 (0) 7931 805819**  
(24 hours a day – Gaurav Vahi, School Principal)

Name (Parent/Guardian):\_\_\_\_\_

Signature:\_\_\_\_\_

Date: \_\_\_\_\_