



Welcome to Eurospeak!

We hope you have an enjoyable time in Reading, and that you make many memories to take back with you. Reading is an exciting place to be, and there are lots of things to do. We hope you have a fun and safe time with us this summer. We have prepared the following guide to make sure that your time at Eurospeak and in Reading is one of the happiest and safest.

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### **Student Rules**

Please remember the following 'golden rules' to help us not to worry too much about you when you are having fun!

1. Phone Eurospeak if you know you are going to be late to school on **+44 (0) 1189 589 599** and always phone your guardian/parents if you know you are going to get home late.
2. Keep your mobile phones fully charged and turned on. Always make it easy for your parents or guardian to call you.
3. When going out always travel with friends, and always let your parents/guardian know where you are going and what time you expect to be back home.
4. Whenever you leave the school building let your teacher and our admin/reception team know where you are going, and what time you expect to be back.
5. If you are taking a taxi, always call a taxi company instead of just catching a taxi from the other side of the road. Let your parents or guardian know where you are getting the taxi from and to, and what time you expect to be back.
6. If you're taking a bus after in the evening, travel in the front of the bus near the driver and arrange for someone to meet you at the bus stop.
7. Have fun and take care of your friends!

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### **Information for Guardians**

We are keen to make summer school a fun experience for all students and we are very interested in their safety. We take responsibility of the student's safety while they are with the school and hope that you'll help us. If a student is late for class, we will call them to make sure that they are okay and will call you to confirm that they are okay. Please let us know if they are getting home later than by one hour late.

The school phone number: **+44 (0) 1189 599 599**

### **How to Contact Us**

We are available 24 hours in case of emergencies.

At school, students can talk to Gaurav, Andrew, Renata, Jana and Caroline with any questions or worries. Andrew and Gaurav are also our designated first aiders, if you have any health issues or injuries please let us know.

If you need to contact a doctor please **call 111**.

For all emergencies please call **999**.

Your emergency contact is Gaurav Vahi, our Principal and Safeguarding Officer.

Contact number: **+44 (0) 7931 805 819**



<b>Gaurav Vahi</b> <i>Designated Safeguarding Officer</i> <i>Safeguarding Officer Level 3</i> <i>First Aid Officer</i> <a href="mailto:gaurav.vahi@eurospeak.org.uk">gaurav.vahi@eurospeak.org.uk</a> <b>+44 (0) 7931 805 819</b>		<b>Andrew Stapleton</b> <i>Level 3 Safeguarding Officer</i> <i>First Aid Officer</i> <a href="mailto:international@eurospeak.org.uk">international@eurospeak.org.uk</a> <b>+44 (0) 1189 599 599</b>	
<b>Jana Nehasilova</b> <i>Administrative Officer</i> <i>Student Welfare Support</i> <a href="mailto:info@eurospeak.org.uk">info@eurospeak.org.uk</a> <b>+44 (0) 7465 992 258</b>	<b>Renata Kondorossy</b> <i>Administrative Officer</i> <i>Student Welfare Support</i> <a href="mailto:info@eurospeak.org.uk">info@eurospeak.org.uk</a> <b>+44 (0) 1189 599 599</b>	<b>Caroline Nakamura</b> <i>Administrative Officer</i> <i>Student Welfare Support</i> <a href="mailto:info@eurospeak.org.uk">info@eurospeak.org.uk</a> <b>+44 (0) 1189 599 599</b>	

We hope you have a very happy and healthy summer!

The Eurospeak Team

### **Your Contact Details**

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#### **Guardians/Parents**

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_ (24 hours)

Address (in the UK): \_\_\_\_\_

Relationship to the student: \_\_\_\_\_

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#### **Student**

Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Any known disabilities: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

**(Student must always leave mobile on when not with local guardian)**

Address in the UK: \_\_\_\_\_

**Pick up and Drop arrangements to and from the school:**