

Welcome to Eurospeak!

We hope you have an enjoyable time in Southampton, and that you make many memories to take back with you. Southampton 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 Southampton 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) 2380 636 494 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 for 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 more than one hour late.

The school phone number: +44 (0) 2380 636 494

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### **How to Contact Us**

We are available 24 hours in case of emergencies. At school, students can talk to Gaurav or David with any questions or worries. Gaurav is our designated first aider, 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 Lead.

Contact number: +44 (0) 7931 805 819

Designated Safeguarding Lead	Other Staff	
<p><b>Gaurav Vahi</b>  <b>(School Director) Designated Safeguarding Lead Child Protection Officer</b>  <i>Trained to Safeguarding Level 3</i></p> <p><a href="mailto:gaurav.vahi@eurospeak.org.uk">gaurav.vahi@eurospeak.org.uk</a>            02380 636 494            07931 805 819</p> <ul style="list-style-type: none"> <li>• Reporting any allegations or concerns to LADO and relevant agencies</li> <li>• Keeping records of any allegations and concerns               <ul style="list-style-type: none"> <li>• Providing level 1 and 2 training</li> <li>• Reviewing policy annually and signing off</li> <li>• Overseeing implementation of policy</li> </ul> </li> </ul>	<p><b>Chris Scott Manuel</b>  <b>(ADoS/Social Organiser)</b>  <i>Trained to Safeguarding Level 1</i></p> <ul style="list-style-type: none"> <li>• Preparing risk assessments</li> </ul> <p><b>Teachers Designated Safeguarding Staff</b> <i>Trained to Safeguarding Level 1</i></p> <ul style="list-style-type: none"> <li>• General duty of care and informing reception of under 18 lateness/absences</li> <li>• Reporting any allegation or concerns to DSL or to DSP or directly to LADO and relevant agencies</li> </ul>	

Either the DSL or the DSP (both with Advanced Level 3 Safeguarding) will have the emergency contact phone at all times. They can be contacted out of office hours on +44 7427 175 708.

We hope you have a very happy and healthy summer!

**The Eurospeak Team**

**Your Contact Details**

**Guardians/Parents**

Name:	
Address (in the UK):	
Telephone number: (24 hours)	
Relationship to the student:	

**Student**

Name:	
Date of birth:	
Nationality:	
Any known disabilities:	
Mobile phone number: <b>(Student must always leave mobile on when not with local guardian)</b>	
Address in the UK:	

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