

## Declaration of Guardianship

Dear Sir/Madam,

I, \_\_\_\_\_ confirm that I will be responsible for the student:  
\_\_\_\_\_ during his stay in Reading and duration of his  
studies in Eurospeak Language School from \_\_\_\_\_ until \_\_\_\_\_.

I confirm that I have made suitable arrangements with the student, to travel to and from school every day. The student is staying at my home address for the duration of the course, and I will be responsible for his safeguarding, welfare, and wellbeing outside the school for the whole period of the course.

Please see the address below:

---

---

---

---

Yours faithfully,

Signed: \_\_\_\_\_

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

## **Student Pastoral Guide for Under 18s**

We want to make sure that our students feel secure and happy while they are studying with us. This is even more important for students under the age of 18 years old. All our staff are happy to help each student with any issues of any kind.

We strongly advise our students under the age of 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. Tamilya Ragimova - Pastoral Care Support Officer
3. Nidhi Juneja - Pastoral Care Support Officer

Please make sure you let us know in advance if you think the student will be late for class.

**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**

School Number: **01189 589599** (8:30am – 20:00pm, Monday to Friday)

Emergency Number: **07931 805819** (24 hours a day – Gaurav Vahi, School Principal) Eurospeak Language Schools, Ltd., 29a Chain Street, Reading, Berkshire, RG1 2HX +44 (0) 1189 589599  
info@eurospeak.org.uk

## Student Rules

Reading is a fun place to be, and there are lots of exciting activities to do, and we hope you enjoy your time here. Please remember the following 'golden rules' to help us ensure you are safe when you are having fun!

1. Phone Eurospeak if you know you are going to be late to school (0118 958 9599) and always phone your guardian/parents if you know you are going to be late home.
2. Keep your mobile phone fully charged and turned on. Always make it easy for your parents or guardian to call you.
3. If you go out somewhere, travel with friends where you can, and always let your parents/guardian know where you are going and what time you expect to arrive back.
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 using a taxi, always dial the company, and don't just catch a taxi from the 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 using a bus after dark, travel in the front of the bus, near the driver and arrange for someone to meet you at the stop.
7. Avoid Oxford Road, Whitley Wood and Cemetery Junction areas after 7pm
8. Have fun and look out for your friends!

### Information for Guardians

Our aim is to deliver a high-quality learning and cultural experience for all students, and as such we are also highly focused on student safety.

For this reason, we take responsibility of students' safety while they are in 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.

### How to Contact Us

Our main school phone number is 01189 589 599.

Eurospeak's emergency phone number is 07931 805 819.

We are available 24 hours a day, seven days a week for any emergency. You can contact Gaurav Vahi, our School Principal and Designated Lead Safeguarding Officer.

At school, students can talk to Gaurav or Tamilya with any questions or worries.

Gaurav is also our designated first aider, so he is the person to go to with any minor injuries or health concerns.

If you need to contact a doctor, please telephone 111.

For all emergencies please call 999.

### Eurospeak Contacts

<p><b>Gaurav Vahi</b></p> <p><i>Designated Safeguarding Officer</i>  <i>Safeguarding Officer Level 3</i></p> <p><i>First Aid Officer</i></p> <p>gaurav.vahi@eurospeak.org.uk</p> <p><b>07931 805 819</b></p>	<p><b>Tamilya Ragimova</b></p> <p><i>Pastoral Care Officer</i>  <i>Safeguarding Officer Level 3</i></p> <p><i>First Aid Officer</i></p> <p>info@eurospeak.ac.uk</p> <p><b>0118 958 9599</b></p>	<p><b>Nidhi Juneja</b></p> <p><i>Pastoral Care Officer</i>  <i>First Aid Officer</i></p> <p>infi@eurospeak.ac.uk</p> <p><b>0118 958 9599</b></p>
--	---	--