

Declaration of Guardianship

Dear Sir/Madam,

I, _____ confirm that I will be responsible for the student:
_____ during his/her stay in Southampton and duration
of his/her 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
2. **Palak Mahajan** - *Student welfare officer, Safeguarding Officer for Children & Vulnerable Adults and First Aider*
3. **Komal Aftab** - *Student Welfare Officer, Safeguarding Officer for Children & Vulnerable Adults*

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: **02380 636 494** (9.00am – 6.00pm, Monday to Friday)

Emergency Number: **07931 805819** (24 hours a day – Gaurav Vahi, School Principal) Eurospeak Language Schools, Ltd., 10 Cumberland Place, Southampton, Hampshire, SO15 2BH +44 (0)2380 636 494 hello@eurospeak.ac.uk

Student Rules

Southampton 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 (02380 636 494) 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 St Mary's, Millbrook and Common Park (including the cemetery) 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 02380 636 494.

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, Komal or Palak with any questions or worries.

Komal and Palak are also our designated first aiders, so they are the people 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

Gaurav Vahi	Palak Mahajan	Komal Aftab
<i>Designated Safeguarding Officer</i>	<i>Student welfare officer</i>	<i>Student Welfare Officer</i>
<i>Safeguarding Officer Level 3</i>	<i>Safeguarding Officer for Children & Vulnerable Adults</i>	<i>Safeguarding Officer for Children & Vulnerable Adults</i>
<i>First Aid Officer</i>	<i>First Aider</i>	
gaurav.vahi@eurospeak.ac.uk	hello@eurospeak.ac.uk	hello@eurospeak.ac.uk
07931 805 819	02380 636 494	02380 636 494