



Information for Visiting Teachers

Welcome!

Our main aim is to ensure your students enjoy an educational and cultural experience during their stay here with us. To achieve this we do require some help in the supervising and looking after of your students.

For the majority of the day the English Today staff is responsible for the well-being of the students. We would however like your assistance during the following times:

1. **During meal times**

To encourage good behaviour and to make sure they are eating a balanced diet.

2. **On excursions**

e.g. when counting numbers and walking in a big group and inside certain attractions.

3. **Full supervision during Diary**

We do require you to be with the students in their classrooms during diary time.

4. **Supervision in the evenings**

When the evening activities finish, the English Today staff are no longer on duty. A member of the English Today Staff will hand over to you at the end of the day.

Please check the Timetable to confirm the times when you should be present in the house.

There should always be a member of your staff present should an emergency occur.

Please could you ensure that the students are in their rooms by 21:00 and that they are keeping the noise level down. The 'Lights Out' rule is 21:30-22:00 (this can be changed) and it would be helpful if you could ensure that your pupils get to bed and go to sleep. (Girls and boys must keep their curtains closed in the evenings.)

Medication

All medicines are kept in a locked cabinet located in the staff room. You will be notified of where the key is.

Should you need to administer first aid or any drugs it must be recorded in our medical file. You will be shown the right procedure on the first day of your visit.

Students are not allowed to possess any painkillers or drugs. Therefore any medicine that they carry must be handed to you and stored in a safe place. Should a student be on a prescribed medicine then this should be handed over to you and then administered at the appropriate intervals.

Telephone System

Please feel free to use the staff room telephone to call your school to inform them of your safe arrival or any other information you need to tell them. If for any reason you need to call your school for work related incidents (i.e. English Today) or a parent because of unforeseen problems etc, then again, please use the staff room phone.

Please refrain from using the phone for personal calls. You can be reached on the staff room telephone and therefore your family and friends can call here if they so wish.

The direct number they must dial from abroad is: **0044 1284 385522 (Staff Room)**

Emergency Numbers	Police/ Ambulance/ Fire = 999
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School address: English Today, Culford School, Culford, Bury St. Edmunds, Suffolk, IP28 6TX, UK.

Should you require any immediate assistance or need any medical help then I am on call 24hrs a day. Please do not hesitate to contact me should an emergency arise. (If I am away for the weekend I will notify you and then inform you of a contactable person.)

John Endean: Mobile: 07887 851177 Office: 01284 385516

Many thanks for your assistance.

I hope you and your group have a very enjoyable stay here with us at Culford School.