

Supervision Policy

The Leeds School of English accepts adults and young adults (aged 16 years or older) for year-round courses. Children aged between 12 and 17 years are accepted to Summer School programmes. The maximum number of students in any class at The Leeds School of English is 14.

Supervision during lesson times

Teachers are expected to supervise students in the classroom during lesson times. Should a teacher need to leave the classroom where a student under the age of 18 is present during lesson time, they must notify the teacher working in a neighbouring classroom, or another member of staff available.

Supervision during break times

Teachers and other members of staff are available in the school at break times, and it is their joint responsibility to provide supervision for students under the age of 18.

Supervision during social activities

The staff: student ratio at social activities complies with the National Guidance of OEAP, and requires at least one member of staff for every 15 students during social activities.

For summer school activities which students under the age of 16 attend, the staff: student ratio complies with the Safe Network suggestions, and requires at least one member of staff for every 10 students.

A member of staff who is First Aid qualified will be present at all social activities.

Special rules for the Junior Summer School programme

Students attending the Junior Summer School will be supervised during lessons and organised free time activities. They may not be fully supervised during their free time; however, they must remain on the school premises, where a suitable number of trained staff will always be on duty. Students must observe all meeting and curfew times.

Attendance is checked seven times every day: in the morning, at the beginning of each lesson or activity, and in the evening. Students under 16 who arrive without a group leader will have a daily welfare meeting with the Welfare Officer or another designated member of staff.

Unless specifically requested otherwise by the parent/guardian, students will be allowed up to two hours of unsupervised free time during excursions. They will be shown a meeting point, and provided with a map and emergency contact number(s). Students must stay in groups of minimum three.