



LONG STAY INFORMATION PACK

For 3 month *or* 6 month *or* 1 year *or* 2 years stays at Huntington School in York/UK



We hope the following provides detailed information on key aspects of the stay for those students interested in applying and studying at Huntington School. Please remember that Huntington School is the second step in our provision. The first being the 14 day short stay and the last studying at St John University for 3 years completing a BA Business Degree.

We have students with us on all 3 steps:



THREE steps in **ONE** family!!!

Step 1 - Josi (right) Completing the first step 14 day short stay programme, to see if she is 'inspired' to return to Huntington School for one year.

Step 2 - Lisi (middle) Completing the 1 or 2 year programme at Huntington School, after she was 'inspired' by the 14 day short stay programme!

Step 3 - Johannes (left) who is completing the 3 year BA Degree Business programme at St John University



Introduction:

Huntington School is a state school operating on 'good faith' and 'flexibility'.

We are not a 'large commercial' organisation. We are NOT agents who charge agent fees, or require upfront payments and we do not deal in any form of contract.

Our intention is to provide the relevant information for ALL the different aspects of a stay and to keep things as simple as possible.

We feel our programme is the best and certainly the cheapest available in the UK and helped contribute to Huntington School being awarded 'Outstanding' Status in 2017 by Government School Inspectors. As such, the school is in the top 5% of top performing schools in England and is in the top 1% of Sixth Form academic achievement in the whole of the UK.

We do not operate for any commercial gain and only recruit between 15-20 top performing German students each year. The impact the German students have on Huntington School cannot be underestimated as they provide a European dimension that increases the awareness and depth for domestic students.

Please take your time to digest the contents carefully and only apply (see appendix 3) if you are confident in our provision.

How to apply:

Please complete the following and email all four attachments to:

j.tomlinson@huntington-school.uk ambassador@huntington-school.uk

- 1: Application Form (Appendix 3)
- 2: A two sided A4 essay on why you want to apply to Huntington School.
- 3: The latest subject report (scanned) from your School.
- 4: A written testimony from your school supporting your application. This must give an accurate account of attitude to work and personality. Please ensure it is written in English.

If you do apply and are successful in being offered an 'unconditional place' at Huntington School, we will then email to you:

1. *A confirmation letter and details of our yearly 'July Induction Programme' at Huntington School (successful students and at least one parent **must** attend the July Induction).* Please ensure you bring your own printed 'Information Pack' for the 'July Induction' as it will be used as a key reference document. The Induction is a key part of the process as German parents and students will visit Huntington School and meet host families and visit their house. The Induction will also deal with all the mechanics of the stay such as



arrival times, insurance, payment methods etc. You will also meet all the students who will be attending Huntington School for one year, two year or six or three months.

During the preceding spring before the July Induction we will email you:

1. *Details of your host family with contact details. We encourage you to start cultivating a relationship before you meet at the July Induction.*

Application criteria for those students considering applying to Huntington School for a one or two year exchange.

1: European Union (EU) Students who are 16 or 17 on or before August 31st for the following academic year - Sept 1st to June/July. (1 or 2 years stay)

**These students normally defer starting their Abitur by a year.*

2: European Union (EU) Students who are 18 on or before August 31st for the following academic year – Sept 1st to June / July.

**These students have normally completed their Abitur. (1 year stay only)*

Please note: Funding for EU students guarantees NO tuition fees for students aged between 16-19 at Huntington School. If you are under 16 at the start of the academic year then Huntington School cannot apply for the funding and tuition fees are no longer free for students. We do consider 1 year applications from 15 year old students but as these students do not currently qualify for EU funding then these tuition fees will have to be paid for by the parents of the student.

Neither can the school claim for funding for any student who turns 20 in an academic year of study. Therefore the free funding **ONLY** applies to any EU student who is between 16 - 19 during their time at Huntington School. A student who is 18 at the start of the academic year will therefore have the first year of study free but if they wish to stay for a second year, they will have to pay £5000 tuition fees, unless they are from one of our 'Partner Schools*' where Huntington School will pay for all second year tuition fees.

Points 1 and 2 are the minimum and maximum age ranges for study at Huntington School, which means any student within this age DOES qualify for funding and tuition fees which are therefore FREE. Therefore a 17 year old can apply to study for a 1 year or 2 year programme.

**At the point of writing this document the BREXIT negotiations have started but it is unclear as to the outcome in terms of 'Free Tuition' Fees for the future. 'Free Tuition' will were still available in Sept 2018 but we cannot guarantee this for Sept 2019 or thereafter.*

PLEASE NOTE: Tuition Fees are £5000 per year.

We have addressed this issue and now have '**Partnership**' arrangements with many of our German schools which ensures significant subsidy and sponsorship for their interested



German students. For example, if 'Tuition Fees' do have to be paid for in the future by German parents, Huntington School will sponsor the student from our partner school for £2000 in year one and cover ALL Tuition fees in Year 2. This means IF Tuition Fees are no longer free in 2019, the £5000 Tuition fees have to be paid for by German but this will cover both 1 and 2 year stays. Host Family costs (£650) are also subsidised by £200 per calendar month for Partner School students.

For non partner schools the cost is £5000 per year IF Tuition Fees are no longer available in 2019 and host family costs are £850.

Who are our German Partner Schools?

Please visit the Huntington School website for details of our Partner Schools in Germany.

<https://huntingtonschool.co.uk/sixth-form/embrace-england/>

Application criteria for those students considering applying to Huntington School for 6 month or 3 month stays:

Six and three month stays are available but only at a full tuition basis. These stays do not qualify for free tuition fees that are currently applicable for one year EU students aged between 16-19.

3 month options:

Option 1: Sept- Christmas - £2000

Option 2: Christmas- Easter- £2000

Option 3: Easter – July - £1000

6 month options:

Option 1: Sept – Easter - £4000

Option 2: Jan to summer - £3000

Please note, as the time frame for a 3 month stay is so short, we need to have full assurance that the student can adapt to the demands of the curriculum very quickly. Unlike the 6 and 10 month stay, the student does not have the same settling in period to adjust to the level of English required.

Consequently, for ALL 3 month options, we do insist the student completes an 'Embrace England' short course, so we can assess suitability. It is also important that the German



school gives their support that the student's English level is to the high standard required for a 3 month stay.

We do appreciate the 3/ 6 month stays have appeal for students who are at a G8 school and do not want to miss a year, but the feedback we receive is the 10 month stays are far more beneficial to the students. They have become totally fluent, lose any trace of a German accent and critically can write to a high level in English.

About York:

York is a wonderful and safe city of approx. 200,000 people. It is surrounded by a medieval wall and is full of old streets and is one of England's premier cities for tourism. All the city facilities are within walking distance and the centre is always 'buzzing' with a modern day feel. York has two Universities and has a vibrant student culture. People who visit York are impressed by its tradition, beauty and heritage. It is the UK's second most visited city after London.

About Huntington School:

www.huntingtonschool.co.uk Huntington Rd, York, YO32 9WT. Tel: 0044 (0)1904 752100

Huntington is a state school for 11-19 year olds and has 1500 students, of which 200 are in the Sixth Form. The Sixth Form has its own, modern and purpose-built centre, which is separate from the other buildings on the school site.

Mr Tomsett (Head Teacher) believes passionately in encouraging foreign students to come and study at Huntington School. He appreciates that the English students benefit considerably from the influence of our European neighbours! We encourage students to apply for the short term 'Embrace England' short courses (for 13-18yr old students) and so use that experience as a 'stepping stone' for the long term stay. Although, this is not mandatory for the one year stay, the benefits are significant, as the student becomes familiar with York and living with host families and of course, is introduced to Huntington School.

The coordinator of the 'Embrace England short courses' is Jim Tomlinson (ambassador@huntington-school.uk or/alternatively jim@embraceengalnd.co.uk) and he is also responsible for guiding students through the application process of the 'Long Term Stay.' All applications need to be emailed directly to him.

The Director of Huntington School Sixth Form is Mr. Chris Hardwell (c.hardwell@huntington-ed.org.uk) who is in overall charge of curriculum, staff and pastoral care for all the students' enrolled. Mr. Hardwell works very closely with Mr. Jim Tomlinson and considers all applications.

The teaching pedagogy is broad and the students experience skilled differentiation and assessment for learning strategies, by highly motivated teachers. The School is extremely advanced in digital teaching and is an academy for training young teachers. It consistently receives excellent feedback from School Inspections so students will receive a high level of



teaching. The feedback that the International Students give the teachers and the School is consistently excellent.

Huntington School was judged to be 'Outstanding' by Government Inspectors and is generally regarded as one of the best state schools in the UK.

The School's core purpose is to:

'Inspire confident learners who will thrive in a changing world'

Frequently asked questions by German students about Huntington School:

Q: Can I apply if I am under 16 on Sept 1st for the academic year and still receive 'Free Tuition'?

No. You must be 16 no later than August 31st for the following academic year to qualify for free tuition (£5000 per year). As Germany and the UK are members of the European Union, it means Huntington School receives Government funding in exactly the same way as it does for British students. This funding pays for the teachers, books and classrooms etc. This is why there are NO tuition fees for German and other EU students to study at Huntington School.

If you are under 16 at the start of the academic year then Huntington School cannot apply for the funding and tuition fees are no longer free for students. Neither can the school claim for funding to any student who turns 20 in an academic year of study. Therefore the funding ONLY applies to any EU student who is between 16-19 years of age during their time at Huntington School.

Some students do decide to complete their Abitur in Germany before considering a one year exchange. It is possible to do this but only if the student is 18 on or before August 31st for the following academic year. However, these students can only study for one year as they move out of the 16-19 funding range in Year 2. If they wish to study for a second year they can, but tuition fees will be charged at a cost of £5k per year or if they are a student from one of our 'Partner Schools' the second year tuition fees are still free.

Please note: 1. Students outside the 16-19 years of age do not qualify for funding.

2. Non-EU students do not qualify for the funding.

We do consider students who are 15 for the full academic year but as they are younger, we do insist these students complete our short stay, in order for us to assess suitability.



Q: Do I have to do the short term stay to be considered for the 10 month long term stay?

No. We do consider applications from students who have not completed the short term stay BUT pending application numbers, priority may be given to those students who have completed the short stay or who are from our partner schools in the areas of Hamburg, Schleswig-Holstein, Nordrhein-Westfalen, Hessen and Bayern.

Q: What English report grades do I need to apply?

English is a very easy language to speak compared to many other languages, but it is very hard to write to the level which is necessary for A levels. Remember the German language has approximately five thousand words, but English has approximately fifteen thousand words, so extending your vocabulary is important and necessary. Speaking the English language is never a problem for German students, but writing essays requires more effort and aptitude, particularly in the construction of essays in exam conditions.

Consequently, we prefer German students to have a German Report Grade of 1 or 2 in English in the last report that they send to us as part of the application. We do accept students with a Grade 3, but we have found students who have this grade can struggle in their studies. If this happens, the student becomes overwhelmed and quickly falls behind and it can result in the student returning to Germany, as they have not been able to study at a level to at least achieve a Grade E in their respective A levels.

Having said that, we have had level 3 students in English, who have achieved excellent A level grades!! This has happened because they have been prepared to work incredibly hard. The dedication and work ethic therefore required, needs to be fully supported in the **reference provided by the German school**. The reference needs the German school to state you are a conscientious worker who is prepared to work very hard to achieve good grades. If it does not, then the likelihood of being successful in the application is less, compared to a student with a Report Grade in English of a 1 or 2. The reference also needs to make it very clear whether the student has the personality and capability to adapt to new environments and to be able to mix and make positive relationships. Experience has told us these traits are needed before arrival to England and the German school should not consider the experience as an opportunity to develop them if they are not already evident. Please note, we do not accept students who have a Report Grade 4 in their English grade, as the support they need can be so extensive that the pressure on teachers to support those students is too time consuming and to the detriment of other students in the class. The chances of a level 4 student achieving a Grade E or above are very small and this can result in Huntington School losing the funding for that student which provides the FREE tuition.

We have over 100 applications each year and we usually make unconditional offers to 15-20 students. So, your application needs to be as good as it can be and as you can no doubt appreciate, your English Report grade is an important criteria for Huntington School.

Q: Can I change my courses if I think I have made a mistake in my application?



The courses you have applied for are: A levels in a range of subjects

You may be able to 'switch' your A Levels at the 'July Induction' or within the first few weeks of study...if you feel you have made a mistake. Please see Mr. Hardwell (Director of Sixth Form) if you think you wish to change – but please do it quickly as you will have to catch up with the work!

Please note: *Huntington School reserves the right to cancel any of its courses if the student numbers are too low to justify the course running. We ask students to be aware of this and to note they may have to change course options if a course is cancelled. This may be relatively late notice in the summer, as full enrolment is not known before then.*

Q. Who is the Pastoral Officer?

Mandy Tomlinson is the Pastoral Coordinator and will meet you every week during the first weeks of term and is available to make an appointment or to simply just drop in to see her for a coffee and a catch up.

All International Students have 'highs' and 'lows' in the School but Mandy is there to help you when you need support or advice. She also works very closely with Mr. Chris Hardwell, Director of Sixth Form (c.hardwell@huntington-ed.org.uk) to ensure you get the most from your stay.

Q. How difficult is the work? Will I have much homework?

The A levels are challenging subjects and you will be expected to work hard. You will be timetabled for approx. 25 hours (classroom contact with teachers) per week.

The A levels give more freedom of subject choice and means you do not have to study in areas in which you do not feel confident. Students have more time to study around the subjects, pending how many A levels you have chosen.

During non-classroom time for A levels, you are expected to work in the Learning Resource Centre in the School during school hours and at home to complete homework.

Weekly homework is set for A levels and it must be handed in on time and completed to a good standard.

PLEASE NOTE: Although A levels do not have any educational weight with German Universities, the expectation to work and prepare and sit all exams is set by Huntington School. If a number of German students fail the end of year exams, the school is significantly compromised as exam results are a key measure of the School's success. Each school in England is rigorously inspected and results are a factor for any UK state school. If a student fails to take an A level exam then the parents will be charged the examination fee and £2.5k (half the value of the tuition fees) as the school will not be able to claim the full funding as the exam has not been taken. We strongly recommend that parents and students are aware of this charge as it does underpin the importance of the academic aspect of the school and the importance of study during the stay.

The curriculum and associated study should be the key purpose for any student wishing to study at Huntington School. We ask this to be a key determining factor in a student's decision to apply. The School will supply termly reports combined with a pastoral update via



Mandy Tomlinson. This information will be emailed to parents and we would appreciate it if parents can reply to Mandy confirming they have read the email or have any particular points they wish to make.

This process of communication is very important as we feel the experience should be shared with all parties and not just the student. We may ask for parents to support any issues that may arise, both in the School and in a Pastoral context. For example, ensuring work/revision is completed or making sure rooms are kept tidy etc.

Q. I am staying for one year but can I stay for two years?

Yes! Most of the German students stay for one year but we encourage you to consider staying for two years to complete your full A level qualifications. You do not have to commit to a second year until the end of the first year and it will depend upon satisfactory results. We do understand most German students have made a conscious decision to defer studying the 'Abitur' and will more than likely return to Germany after one year. However, this is not always the case and some students do stay for 2 years. If a student does decide to stay for 2 years, please be aware we cannot guarantee the same host will be available for the second year. We have one student called Julius, who came with 'Embrace England' short language course as a 13 year old and returned 3 times. He was inspired to apply to Huntington School and completed both years, before being accepted at OXFORD UNIVERSITY! This was and is a remarkable achievement but does reflect what is possible if you decide to come to study at Huntington School for the two years of A levels.



'Julius is an inspiration! He first came as a 13 year old shy German boy with 'Embrace England' but now leaves Huntington School a confident German man with a place to study science at OXFORD UNIVERSITY!'

John Tomsett – Head Teacher of Huntington School

Pictured with Julius at Huntington School are (L to R)
Mr. Chris Hardwell (Director: Huntington School VI Form)
Mr. John Tomsett (Head Teacher: Huntington School)
Mr. Jim Tomlinson (Ambassador of Huntington School and Head of Embrace England)



Q. Do I have to take exams in the subjects I have chosen even though they do not count in Germany?

Possibly! Huntington School have provided some further guidance regarding possible A level subject choices and whether or not you will be required to take an exam in that subject (see Guidance on choosing Advanced Level Courses: Commencing Sept 2020-21)

If you select a subject in which you are required to take an exam, this will be an important aspect of the stay for Huntington School, as the academic results are critical to funding and allow you to have FREE TUITION FEES.

Every student who attends Huntington School for a year must achieve between a Grade E – Grade A. This then guarantees the funding for EU students. If a student does not achieve at least an E then the School does not receive the funding necessary that pays for teaching and all resources. We do not charge retrospectively for tuition fees if a student does achieve less than an E, but as stated previously we expect students to have worked hard, completed all revision and be ready to complete exams or coursework (for those non-examined subjects).

Therefore the academic emphasis of the year cannot be over emphasised. We often joke in our presentations in Germany that if a student wants to have sun but not work very hard then consider Australia or the USA! It's far more expensive than York but students will get a sun tan!!

Guidance on choosing Advanced Level Courses: Commencing Sept 2020-21

Course Structure:

A Levels are designed to reflect the strengths of the student choosing the subjects. Huntington School delivers the A-level qualification which is a two year course. It is examined at the end of the second year, so if an international student only stays in the UK for one year, they won't be able to sit the full A level exam.

However, there are AS exams which are examined at the end of the first year. They test half the content of the A-level. A Levels are used for entry to English Universities and generally cannot be used as an alternative for the Abitur in order to apply for German Universities.

All 1 year International students aged between 16-19 MUST complete at least **one** AS level exam, in order for the school to receive funding and ensure FREE TUITION FEES (if they are still FREE in 2020. At this point we are still unsure of the funding consequences of BREXIT).



The subjects that are marked with an * are those that have the possibility of sitting an AS exam and 1 year 16-19 year old students must select at least one of these subjects.

Please note: 6 month / 3 month and full paying students are free to choose whatever options they wish from P Q R or S as they do not qualify for free tuition fees that are currently available.

Please indicate on your application form which subjects you wish to study and return the completed 'Application Form' and return to Mr Tomlinson at j.tomlinson@huntington-school.uk or jim@embracengland.co.uk with your other completed documents.

We are very much aware some of these subjects are subjects you have not had the opportunity to study in the German curriculum before so after you have started at Huntington School it may be possible to change your selection after discussing with Mr. Chris Hardwell (Director of Sixth Form) when you start your studies.

Below are the proposed option blocks for Year 12 starting in September 2020.
Please note: In the rare circumstance an option has insufficient enrolments it may not run. If this does happen students will be informed and asked to choose an alternative option.

For all German students, please select 4 subjects. We will monitor if you can manage four when you start at Huntington School. If you find four subjects to difficult you will be able to drop your fourth choice and concentrate on the other three subjects.

P	Q	R	S
Psychology* Politics* German (<i>not available for German students</i>) Maths* Geography Media Drama Business Art* Biology* Physics* Sociology* Spanish	Psychology* PE Music French* History* Geography Textiles Food Tech Chemistry* Physics* Sociology* Product Design	Religious Studies* Psychology* PE Maths* Health & Social Care* English Language English Literature Economics* Business Studies* Applied Business Biology* Product Design	Psychology* ICT* Maths* Health & Social Care * History* English Language English Literature Economics* Applied Science Biology* Chemistry* Politics*



Q. What happens if I can't come to school due to illness?

Attendance at school is a very important aspect of school life. If you are so ill that you cannot come to school, you will still be expected to catch up on any work that you have missed. School will be sympathetic towards genuine illness, but occasional days off due to minor ailments are not acceptable.

If your attendance falls below 92%, you may be placed on attendance report. Arriving late to school or lessons is also not acceptable and will result in an intervention from the Pastoral Officer. Attendance levels are reported to German parents in our progression reports that are sent by our Pastoral Coordinator.

If attendance becomes a key issue as a result of illness or indeed the student has returned home to Germany to seek further medical attention or recover from illness then Huntington School reserves the right in assessing and deciding whether the level of absence is at a level where continuing to study at Huntington School is no longer possible.

If this course of action occurs, the Pastoral officer will inform parents that the student will be withdrawn from Huntington School and the student will return to Germany. Please note this is the least desirable outcome and we will work as closely as we can with parents to try and prevent a withdrawal.

Q. How easy is it to make friends with other students?

We always stress to the International Students that the English students have already established friendship groups. They also realise your stay is for a short duration and their existing friends will still be there after your return to Germany. It would be exactly the same if an English student came to study at your school. Saying that, the German students are regarded as celebrities as the English students greatly admire that they have come to England to study. They will ask a 100 questions, so talking to the English students is very easy! The feedback all the German students give at the end of the year is how friendly the English are!

So to increase friendship groups, please try to mix by joining clubs, getting involved with sports teams etc. and introducing yourselves to the English students. With a little effort and perseverance you will make new lifelong friends. We always stress to German students to try and resist staying together as a group and speaking in German, especially in the common room where all the students mix at break times.

Q. Does the school have 'extra-curricular activities/clubs?'

Many! Ranging from theatre, music, community activities, support for younger students and charity work. Students will be actively encouraged to join in as this is the best way to meet new friends. However, we also recommend you also join local clubs and societies to extend your range, expertise and experience, especially for sporting activities.



Q. Can I contact other German students to find out what the exchange is like?

Yes. We strongly encourage it, as the student perspective is all that really counts! Between 15-20 students study at Huntington each year. Due to data protection laws, we cannot give you access to all student emails. However, the students below have kindly given permission and they will be able to give you feedback on the school and their experience of host families, should you wish to contact them.

2014-2015 students:

(Manuel) mgersitz@outlook.de

2015-16 students:

(Lasse) lasse@paderborn.com

(Jan) jan@schuetzes.com

(Caroline) caroline.wermke@gmx.de

2016-17 students:

(Leonie) LEONIE-PENNEKAMP@WEB.DE

(Moritz) moritzschlummer.ms@gmail.com

(Olivia) olivia.minkwitz@gmx.net

2017-18 Students:

(Till) til.drey3@gmail.com

(Katharina) Katha@schwobadak.de

(Jan) jan.langbecker@gmail.com

(Lisi) Elisabeth.28.servatius@gmail.com

(Paula) pa.derietth@gmx.de

2018-19 Students

(Antonia) Antonia.burke@t-online.de

(Johan) seelinger.jc@t-online.de



Q. Can I work to support my study?

Yes!! Students can work as long as they are 16 or older. All you need to do is to apply and be interviewed for a National Insurance Number (NI) which you can do in York. It takes approximately 2-3 weeks to receive the NI number and then you can apply for a part-time job in the just the same manner as an English student. However, at the point of writing this we are still unsure as to the effects of BREXIT with regards to student employment.

We actively encourage you to seek work as it helps you meet new people and gives you some income to support you in your stay. However, you cannot work during the school day and it is important to understand undertaking too much work will affect your studies. Some of our students have undertaken Saturday jobs and can earn as much as £50-60 per day. This can make a considerable difference and it will not impact on your studies. Most English students will have a job at the weekends to give them some extra income. This is common practice with UK students.

To get an NI number you will need to contact York Jobcentre Plus direct:

- Call the Jobcentre Plus National Insurance Allocation Service on 0345 600 0643 and explain you are studying at 'Huntington School in York' for a year or two years and you wish to apply for a NI number.

You will be offered an interview in York and the purpose of the interview is to check your identity, your status as a student, and check that you have a legal right to work in the UK. You will be told what documents you need to bring with you to your appointment – these may include:

- Passport (If dual nationality, both passports, if possible)
- Confirmation of your address – Please ask your host for a utility bill that validates your address.
- Confirmation of study letter – this is supplied when you receive confirmation of acceptance at Huntington School. If you lose that then please see Mr. Hardwell (Director of Sixth Form) and he will provide another confirmation letter.
- If you have managed to get work but have not, as yet, got a NI number please provide name and contact details of employer and other evidence of employment, such as a letter from employer/contract/payslip.

Q. Will I receive reports and monitoring to show my progress?

Yes. Students will receive reports and monitoring grades which show how you are progressing on the course. Students can discuss the grades with their teachers. Mandy Tomlinson will formulate the curriculum/pastoral progress reports and they are emailed to the German parents and we kindly ask for acknowledgement of receipt and of course, any general parental feedback to Mandy is always welcomed. It is also very important that the



parents of the students are capable of speaking and reading English to a standard which makes communication with us productive.

Q: How does studying at Huntington School lead to going to St John University (SJU) to study a BA Degree?

As we are in collaboration with SJU, we can guarantee places for any students who complete a 2 year programme at Huntington School and achieve the entry criteria. Entry to SJU cannot be provided for German students that only complete one year study only. Going to St John University is the third step in our provision.

Q: Is the same 'Pastoral Support' provided for St John University (SJU) students as it is for Huntington School students?

YES! The accommodation we provide is cheaper than SJU and our Pastoral Coordinator will still supply all the necessary support for applicants throughout the stay, but this is on an 'optional' basis pending the students and parents wishes. We will organise all host family accommodation. However, as the students are enrolled at SJU we do not provide academic reports on academic progress.

About Host Families

Host Families are varied and do have different guidelines and attitudes towards students staying for a year or two years. For example, food, rules, family life and expectations of Host Families may differ from those of the student's and indeed their parents.

Our challenge is to work with students and parents to ensure needs and expectations are matched and understood between all parties, thus ensuring students are: **'HAPPY AND SAFE!'** However, we cannot guarantee a successful student/host relationship as this would be an unrealistic goal for us to achieve. The process is ultimately one built on human dynamics which does not fit into a fail proof formula. Experience has told us that a host/student relationship can fluctuate or be wonderful from day one! It is important to remember that staying with a host is certainly the best and cheapest way to integrate within a community but it should not be viewed as a replication of German family life but guarantees the following standards:

1. The house is clean. Towels are provided and all bedding is changed regularly.
2. The food is generous and provides a balanced diet of carbohydrates, fats, protein and vitamins and minerals.



3. The host is friendly and welcoming. They will try and engage the students in as much conversation as possible during their stay. Initially hosts will try and give the students time to unpack, settle and get used to the new house, culture and routine. But they will soon try to have longer conversations once they get to know the students and everybody feels comfortable.

At our July Induction we facilitate a discussion forum between hosts and students/parent's to discuss the following areas. We ask for each heading to have key notes and points of agreement to be stated. The following points are for guidance and the discussion can expand to reflect additional needs.

1. Diet – Expectations / preferences
Hosts aim to provide a balanced diet. Our expectation is a limitation of processed food and fried food and lots of fresh vegetables, fruit and salad to accompany stable carbohydrates (rice, pasta potatoes) and protein (meats eggs etc.)
2. Integration within the family – How much involvement with the family does the student want? Are they shy? Are they extrovert? Is integration or independence a key requirement of the stay for both host and student?
3. Family Routine (during the working week and weekends) including work patterns, meal times, preparing food, keeping students rooms tidy, laundry, quiet study time, getting up in the morning!
4. Access to the host house for the student / friends – use of key
5. Security expectations of personal belongings, money etc. How is that to be managed?
6. Contact – Use of mobile phone/ broadband. Remember: Happy and SAFE!
7. Reviews – Encouraging regular discussions between host and student/German parent. How to facilitate and how to feel comfortable to have these conversations.
8. Adult supervision within the home. What is expected by student/parent/host.
9. Trips/visits - hosts and Mandy will need an email from parents to confirm they agree to the trip, as we will no longer act in 'loco parentis'.

The above is an important part of the initial setting of getting the host family student/relationship right! It gives opportunity for host and student to establish an initial understanding and for German parents to be able to give input on key aspects of the stay. These key components are then reviewed via the host questionnaire (appendix 1) and through regular reviews by host and student.

We make every effort to ensure we do everything possible to make it an enjoyable experience for all concerned. It is important for students to realise that they need to make the same effort in adapting to a new life.....this is a key part of the requirement for a student considering a long term stay in any country.

Therefore the following provides initial guidance on:

- 1.** Support and service provided by our Pastoral Coordinator
- 2.** Selection of Host Families
- 3.** Support and service provided by Host Families



4. Personal Insurance
5. Methods of payment
6. Principles of stay

1. Support and Service provided by our Pastoral Coordinator

Introduction:

Mandy Tomlinson has worked at Huntington School for 27 years as a PE teacher. She fully understands the needs of students studying at Huntington School and the 'Pastoral Support' necessary for a supported but independent stay. She is married to Jim Tomlinson and has 3 children, Dan, Jack and Katie.

Mandy's Responsibilities:

1. To select appropriate 'Host Family' based on student preferences stated on the 'Huntington School Application Form.' Please note: We make every effort to satisfy requests but we cannot always guarantee personal choices.

Hosts are selected by Mandy only after careful inspection of the house and training has been given on the type of pastoral care each host is expected to provide.

Mandy will contact students and parents with details of host family placement in March before students start school in September. Mandy is available for contact by German parents if any additional issues arise, from then onwards.

At least one replacement host is guaranteed if, for whatever reason, the first host stay for has not been successful.

2. To establish via a 'presentation' at the July Induction the desired relationship between student and host. Mandy will explain that the emphasis of the stay is the relationship between host and student and will outline the balance for achieving the best experience that satisfies all parties. Mandy will mediate and support discussion forums between host and student to try and achieve this balance.

3. Liaise with students to check arrival details. Students usually travel together in groups (for arrival dates and times please see appendix 3). As we have students arriving from different German airports, we try to encourage students to organise a time when the various arrivals are close together. This usually defaults to an evening arrival time.

The students will then travel together on the train to York train station where they will be met by the hosts at the train station who will supply transport back to their respective houses. As flights can be delayed, we cannot always guarantee the train you will catch so if you pre-book/pay for a train ticket please ensure it has the flexibility to travel on any train. Alternatively, students can purchase the ticket on the train on the day of travel. Buying



train tickets is different in the UK than in Germany as no ID or credit cards are needed to accompany tickets.

Alternatively, students can travel independently to York or with their parents to their host families on the designated arrival day and can therefore choose a different flight or arrival airport in the UK. We sometimes find German parents prefer this flexibility. Whatever means of travel you select from Manchester Airport or indeed any other UK airport please work out your estimated arrival time at your hosts.

We will ask for confirmation of your travel intentions at the Induction Day in July.

Please note: For students wishing to return to Germany for a visit during any of the school holidays, a direct train from York to Manchester Airport is available. As most students have already completed their arrival train journey (Manchester Airport to York) on the arrival day, students are happy to complete this journey alone or with another student. Please note Huntington School will not sanction any returns to Germany during week day term time for holidays, birthday celebrations etc. This also applies to English students who are not allowed to take holidays or days off during week day term time for any recreational reasons. Obviously, this does not apply for any medical or personal issues which may require a return to Germany.

4. To be available for contact for students via Embrace England Facebook, text, WhatsApp and mobile on a 24 hour x 7 days a week basis. We have discovered this is the quickest and most effective way of communication as opposed to email, which students seem reluctant to use. However, it is still a medium of communication that is available if the student wishes.

5. To visit all students and hosts after the first half term, to check how students have settled. Visits from that point on to the host will be on a needs only basis.

6. To liaise and meet with Huntington Schools International Officer to provide termly academic reports (please see appendix 1). Academic performance is the key criteria for the stay and we try and keep parents informed of subject progress. This involvement means parents can support and be involved in the study programme at Huntington School in exactly the same way they are involved with schools in Germany. Please note parents will receive two progress reports, with teacher comment twice during the academic year. These are emailed to the German parents by Mandy and we kindly ask for acknowledgement of receipt.

7. Liaise with Hosts, who complete termly host family questionnaires which address key issues such as diet, integration etc. These 'closed' questions have a sliding scale of 1 - 5 and give a gauge of reference for parents. These questions cover important components of the stay such as health and diet. More 'open' comments are provided by both the host and Mandy which give general feedback at the bottom of the questionnaire. (see appendix 2) These comments are then used as a reference for the pastoral report, which is included in the progress report.



8. Arrange weekly '*Optional Drop In' sessions at Huntington School for ALL students to meet together. This gives opportunity for ALL students to share experiences and to have the opportunity to discuss any issues. Our intent is for students to be independent, as it is part of the challenge of adapting to life in a new environment but we do feel it is important they know Mandy is available if there are issues they cannot resolve. Of course, if a student needs to see Mandy urgently, she is available to meet at Huntington School at a mutually convenient time. This is by appointment only and please ring Mandy directly to organise the meeting at least one day before. Out of term time meetings are available, but again organised on a mutually convenient basis at a time to suit both Mandy and the student.

*We have discovered, it is best to keep the 'drop in' sessions optional. We find many of the students only feel the need to contact Mandy if they have a problem that the host has not been able to address/solve. However, we do encourage students to attend the 'drop ins' as it keeps all students connected, supported and cultivates relationships which improves communication and confidence. The 'drop in' sessions take place each Monday, at lunchtime, meeting at the Sixth Form Common Room.

9. Mandy has the closest connection to all stakeholders involved in the long stay including students, school, hosts and other agencies or institutions that may become involved in the stay. Therefore we respectfully ask that any recommendations that Mandy makes regarding the health, safety or wellbeing of the student is adhered to by all parties.

* Please be aware that Jim Tomlinson cannot provide the daily/weekly/monthly pastoral care required for a young student although he may have been your initial point of contact. His prime role with Huntington School is to promote the long stays and to guide students through the application process, including the Induction Day at Huntington School. Even so, he will keep in close contact with Mandy on student progress and will organise a social visit with the students in the year.

Mandy Tomlinson contact details are:

mandy@embraceenland.co.uk

Tel: 0044(0)1723 866188 (Land line) or 0044(0)7944622660 (Mobile)

2. Selection of Host Families

The underpinning requirement of any host family is that they are welcoming, supportive and the house is clean and tidy. These values apply to all our host families, whether they are a traditional two-parent, a single-parent family or a single host. Students can request different types of hosts depending on their preference on the 'Huntington School Application Form.' For some students who wish for more independence and less family interaction a 'single host' can be a popular choice. Other students may wish to opt for a more traditional family environment. We can put students together with the same host but with separate rooms or as a single student with a host. We do make every effort to satisfy choices but we cannot guarantee this, as our overriding concern is that the host has the



key values we previously stated. Sometimes we may feel these are of greater value than a preferred option made by the student.

Most of the families have been hosting for several years and have hosted most nationalities. They are used to different types of students and different types of needs.

All hosts are carefully selected by Mandy and checked to ensure safety and suitability via:

- Application criteria
- Registration Form and home visit and accompanying training.
- Continual self-assessment via the 'Pastoral Coordinator' and accompanying questionnaires as stated in: 1. Support and Service provided by our Pastoral Coordinator

3. Support and Service provided by Host Families

Frequently asked questions by students and parents about Host Families

Why do Host Families host?

Host families have different reasons for hosting. Many simply enjoy having International Students in the home as it brings breadth and range to their own families. However, for many host families, having International Students contributes to the monthly expenses of the household and therefore they may have other students staying in the house too.

What will my bedroom be like?

Students' rooms will have a single bed, a solid desk, a chair, a wardrobe to store clothes, adequate lighting and heating and storage areas for luggage. This room is the student's private space to relax in. Therefore we encourage students to make it as comfortable and welcoming as possible by bringing photos from home, iPod etc. Remember British houses are generally smaller than German houses, which could mean a smaller room.

There could be extra students living with the Host Family during school holidays or as part of short stay programmes with other companies. However, this will never mean a student is asked to share a room. It is the student's room for the whole year!

Students are encouraged to mix in the house and not to stay in their room. This may seem an obvious point to make, but hosts want the student to feel comfortable socialising and mixing. This means interacting and becoming comfortable in the house and not feeling they cannot come out of their room. This then becomes a habit and is hard to break, especially if the student feels uncomfortable and very quickly a student can stay in their room and not interact. Of course, there will be times when students simply want to be by themselves in their room working or relaxing. The hosts will make every effort to encourage interaction and ensure a happy environment, so we ask students to do the same. It's all part of the experience of the year.



Students are kindly asked to respect their bedroom and to keep it clean and tidy. Please note this is an expectation of all our hosts and is a key requirement of the stay.

What will I do for meals?

Three meals a day are provided as part of the homestay package.

Breakfast may consist of cereal, toast and juice or pastries.

A packed lunch is provided for school – Host Families will be grateful to hear about any likes and dislikes students have. Please note: Money is not provided by the host to have meals in the school. If a student wishes to eat at Huntington School then that is their prerogative but it will be at their own cost.

The evening meal will consist of a cooked family meal. The food served will vary – sometimes traditional English food but more likely a combination of European/world food. Again, likes and dislikes are welcomed from the student to the host. After the meal, there will always be an option of fruit or a sweet.

Some host families would be happy to have help preparing the evening meal, just as some families would prefer to prepare the meal alone. Hosts will explain if they would like help and students should be prepared to 'help' if asked. Most families would prefer that students didn't prepare their own meals or use the kitchen outside of meal times. This is for safety reasons and to help families keep the kitchen a safe and tidy environment which is particularly important if there are several students staying in the house. Some families will encourage and will want a daily sit down meal with family and the German student. This encourages interaction and helps with bonding. Whilst other families maybe more flexible in their eating habits. Again, it is important for hosts and students to talk about their expectations and to work around them. We strongly encourage student and parents to have these conversations before the stay commences, via the Induction or email before the stay commences.

Most Germans believe the English have beans and chips with everything! We promise this is not the case, but again if food is an issue, then discussion is very important between host and student. Food is a big part of anyone's' life and getting a happy balance is important to us and we really encourage conversations about food at the Induction, thus giving German parents the opportunity to have an input about diet.

Students are encouraged to ask if they want something in particular (a cup of tea, a biscuit) as the family will either get this or give direction for the student to help themselves.

Do I have to do household chores?

Students may or may not be asked to join in with household chores, such as setting the table, washing up and tidying their room. This is dependent on the Host Families preference. Some families are more independent and expect students to become an active member of the family. Again this is a discussion we encourage at the Induction.



What household facilities are provided?

Bathroom – Students will be required to share with all the family. Therefore students are expected to contribute to keeping it clean by mopping up water spills and to leave it tidy for the next person to use.

Washing Clothes – Weekly washing and ironing provided by the Host Family – they will tell students when to produce dirty clothes for washing.

Bed linen and towels– These will be provided and washed and changed weekly.

Internet – wireless broadband is typical in every home. Students are free to access and use when it is available. (Some families may turn the connection off when they retire to bed). Download movies or streaming is not permitted as it can block broadband access and corrupt hard drives. Skype is welcomed but informing the family of use is necessary as laptop access can be blocked for the duration of the call.

What's family life going to be like?

This varies in every family pending their structure, interests and attitude. Activities may include watching a film or TV with family members or other students. Evenings are normally the time to take a shower and relax and prepare for the next day. Remember some family members work during the day (or night) so consideration of their work patterns is important.

Weekends may bring occasional trips to shopping centres, cinema, bowling, swimming – these can't be guaranteed, after all, it's up to the individual family. However, students are always encouraged to make plans with friends and then they have the choice to join the family if they so wish.

Throughout the whole of this 'Information Pack' we encourage students and hosts to talk to each other and share their thoughts and opinions on how the stay is working. German parents may feel they want to talk to the hosts directly by email or phone if they have concerns or requests. This is a vital component of the stay and we encourage open lines of communication. Even though Mandy provides the overall support for the care and wellbeing of a student, she is not living with each student or host and many issues can and should be dealt with between the host and the students /parents concerned.

What if I have a problem?

In the first instance students should talk to the host family. This is an important part of the stay and hosts need to be aware of any issues/concerns they may have! We do not want students or hosts to 'suffer in silence!' but to speak freely to each other no matter 'how big or small' the issue is. Again experience has told us the German students can be fiercely determined to ignore issues or put up with them! Although such a trait is admirable...we don't encourage it! We want hosts and students to be able to speak freely and reach compromises.



If the issue persists then Mandy is available to act as a mediator for both host and student.

Ultimately host families have the right to ask for a student to leave their care and we ask students and German parents to be fully aware of this. This is a very rare circumstance, but is an option we must make available for a host family. The same right applies to each student. We guarantee to find one replacement host but it may not be immediate as our standards for host selection are high and we never simply relocate a student to another host if they do not match our standards.

Please **see 'What shall I do if I have a problem with my Host Family or the Host Family has a problem with me?!'** for more detail.

What if I need 'serious' medical attention?

The National Health Service provides treatments/operations in case of emergencies. (Please bring your European Health Insurance Card). However, due to the outcome of BREXIT, we can no longer guarantee free health care and the European Health Insurance Card maybe deemed no longer valid. Therefore, as opposed to previous years, we now encourage students to take out their personal health insurance for the entirety of the stay.

We cannot guarantee proper aftercare that may be needed for any planned major operation or any psychological issues. If we feel we cannot provide the proper care that may be needed, the student may have to return home to Germany to recover or to have the operation, if time and necessity allows, in Germany.

If an emergency operation does occur and we cannot provide the necessary after-care, German parents are kindly asked to fly to England to provide the support needed until the student is fit enough to return to Germany to make a full recovery.

If a student does have to return home for medical attention and is intending to return to the host, then host family payment continues.

What about other household members?

Host Families may have children of their own or other students in residence during your stay. Respect is a very important factor shared by all family members – a student's bedroom is their own space and the same applies to every other member of the household. Students must ask before entering another person's bedroom. Normally the students will visit each other in their rooms and talk – but only after permission is granted. We don't allow mixed gender visits to bedrooms.

There may be some rooms in the house that are not given access to, for example the host parent bedroom, offices etc.

Students are asked to try to speak English at all times so everyone can be involved.



How will I keep in touch with my family in Germany?

We encourage students to use mobile phones or Skype for all calls home. The Host Family will almost always have a traditional land line but it can be very expensive to call abroad. It can also be frustrating for the families when their home phones are regularly busy. We encourage German students and hosts to discuss the best methods of communication.

How will I keep in touch with my Host Family in England?

When students are out of the house, it is important to have mobile phones switched on. Host families may need to contact students (if they are late or if plans change, etc.) We ask students to respect this request and to ensure they have charge and credit on their phones before leaving the house. There is nothing worse or more worrying than a mobile phone not working for both parties!

Will I have my own key?

We generally provide a key on an initial trial basis, with a view that the key will be provided on a full time basis, if all parties (host, student and student parent) agree to this provision. Our requirements are that students under the age of 18 are not to be left alone in the property for any length of time, without an appropriate adult being present.

So the maturity and reliability of the student is critical when determining what is a reasonable length of time during the day (students are never left alone at night) and the issuing of a key. We have to consider possible emergency situations such as the safety of the house becoming compromised if a key is lost or an accident occurring in the house with no adults present.

However, if any incidents or issues compromise any health and safety issues the host reserves the right to ask for the key to be returned at any time. If this occurs then the host will guarantee an adult will be at home at the agreed times of return.

Can I go out in the evening? What time will I have to be home?

Every family will have different ideas about curfews – what is acceptable to one family, isn't to another! So we suggest the following as guidance, which allows freedom but guarantees safety to the student and peace of mind to the host family.

- Weekday (school days): 10pm.
- Weekends: 12 midnight (*this can be extended with prior arrangement in the case of parties etc.*)

Staying out later than planned without letting the Host Family know can be very distressing for the host family and we ask for students to be respectful of any agreed return times made with the hosts. York is a safe city, but a city, nevertheless!

Can I stay over at friends?

Yes. This is perfectly acceptable, providing permission from the other family is given. Host families will also need to know where students are staying and the time they can expect them back. However, this option does not extend to families or friends visiting from



Germany as it can compromise host insurance. We kindly ask visiting friends or families to book their own accommodation.

How do I get to and from school?

Host families are committed to transporting students to and from school on the first day if the trip involves a bus journey. York has a regular timetable to and from schools and the city centre and gaining familiarity with the bus routes promotes independence and mobility.

We encourage students to buy a (second-hand) bicycle, as York is flat and has excellent cycle routes with provision such as bike racks. It is also free! Previous students have bought or loaned a bicycle to allow them the added freedom of getting to and from school, the city and their friends' houses. Host families will help students find a bicycle and the necessary supporting equipment such as a helmet, high visibility jacket, lights and a lock. The cycle culture is different in the UK compared to Germany. Although there are cycle lanes, cyclists will find themselves integrating with traffic far more than they do in Germany. However, motorists do accommodate cyclists and after a small adjustment we find the German students adapt very quickly to the differences and enjoy the freedom a bike provides.

We make every effort to ensure hosts are within walking/biking distance of the school but we cannot always guarantee this, so please be aware there may be additional bus costs involved for the student.

Can I drink Alcohol?

In Britain, the legal age for consuming alcohol is 18, not 16 as in Germany. Therefore students are NOT permitted to purchase or drink any alcohol during their stay.

Can I smoke?

In Britain, the legal age to buy cigarettes/E-Vape is 18 and to smoke them is 16. Smoking is not permitted inside or outside any host family home.

What about Pets?

Many families have a pet which can range from a dog or cat to a goldfish or a parrot! If you have an allergy against any pets then please inform Mandy.

What shall I do if I have a problem with my Host Family or the Host Family has a problem with me?!

If problems arise and continue, then Mandy will investigate and try to find a solution. Misunderstandings sometimes occur because of language difficulties or cultural differences leading to both sides feeling frustrated.

If it is not possible to solve the problems, Mandy will look for another host family. She will always attempt to keep students in the same area. However, this is not always possible and students and parents should be prepared for this eventuality. Ample notice will be given and Mandy will liaise with all parties to ensure a smooth and supportive transition to a new host. A move may incur paying bus fares if one has not been paid previously.



We cannot guarantee a host's circumstances will remain the same for the whole year and this may mean we have to move a student to another host. For example, work patterns may change for a host which mean they cannot supply overnight care, or circumstances may mean the host has to move house or stop hosting because of health concerns or the students health. As we do not impose contracts for students or hosts (see point 6. Principles of stay) the possibility of a host change is something all parties need to be aware can happen. Of course, all hosts are firmly committed to providing care for the full year and any change of circumstances is entirely unforeseen.

As previously stated, we will guarantee finding one replacement host family. If an eventuality occurs where a second or third host family is needed then once again we will try and satisfy this requirement BUT prospective hosts may be put off by a student who has not settled in two previous homes. It is also much more difficult to secure a suitable host mid-year when host changes are most likely to occur.

We only use hosts that have satisfied our host criteria. It is never difficult to find a host, but we are extremely selective, as providing an unsuitable host may only lead to more problems and frustrations for all parties.

In the event that a second or third host has not been found by us, then Huntington School and Embrace England will reserve the right to withdraw the student from the long term programme and the student will return to Germany. Neither the school nor Embrace England endorse students finding their own independent accommodation as pastoral care can no longer be provided to the level we require.

What are my study expectations?

We expect students to take responsibility for doing homework and attending all lessons. If students have any issues with studying at home then inform the host family. Please note students are expected to work in the Schools Learning Centre if they are not in lessons or to relax in the Sixth Form Common room or participate in any extracurricular activities. This means students are not permitted to return home early (before the end of the school day unless agreed by the host family) as our policy is not to allow under 18's to be left alone in the host house for any time great length of time. During the exam period, study leave may be granted by the school. Pending the family's situation and desired preference, it may be the student has to complete their study leave in school. We do encourage this as all resources are available and teachers are at hand for any support that may be needed. However, some families are happy for students to remain at home during study leave but this is a negotiated process and may be determined by whether all parties are happy for a student to remain at home alone for a long period of time.



1. Do I need Personal Insurance?

The Insurance cultures of the UK and Germany are different. Generally speaking, English students do not have personal insurance policies as medical care is provided free of charge via the National Health Service. This has also applied to German students pre BREXIT but it is highly likely the EHIC card will no longer be valid so we please ask for German students take out their own personal health insurance for the entirety of their stay. Any hospital treatment will request details of insurance in order to claim back costs for treatment.

Other key aspects or concerns are usually covered via other more general Insurance Policies such as 'Household Insurance' or 'Liability Insurance' which are provided by other bodies. Although not mandatory for the stay, we have found many German parents do decide to take out Personal Insurance for their son or daughter as it does cover all eventualities that may be unforeseeable. **PLEASE NOTE:** Embrace England does not provide nor has Insurance that covers any long term stays and does not accept any responsibility for any eventualities that may lead to insurance or possible litigation.

2. Methods of payment

Payment for hosts is paid on a monthly basis. We deliberately do not ask for all host payment to be paid up front as part of a contract which is a common feature of big commercial organisations. We want to give assurance to German parents that, if for any reason, the student ceases the long term stay, parents are only charged for the time spent in the UK (plus one extra month that counts as a cancellation fee). However, parents often prefer a 'one off' payment, as it means only one bank transfer charge is made and we will support this request if made.

Monthly payments (irrespective of the duration of the month) of £650 (16-19 year old subsidised rates for Partner School students or £850 for non-partner schools) are to be transferred to 'Embrace England Hosts' bank account for an audit check that will be completed by Mandy Tomlinson on the 28th of each month. Please state student name in the transfer reference.

Obviously, exchange rates change, so we kindly ask for German parents to ensure ALL payment transfers accommodate any rate fluctuations. Prompt payment is essential as this ensures hosts can be paid on time. Your cooperation in meeting this monthly deadline is appreciated. To save on overland bank transfer costs, we recommend German students open an English bank account and the money is transferred via a domestic bank transfer. German parents simply transfer yearly monies into the UK bank account at the beginning of the stay and then students set up a direct debit transfer for the monthly host family payments to the 'Embrace England Host Account.' There are no transfer costs for domestic bank transfers and as it is sterling to sterling, there are no exchange rates to calculate. Mandy Tomlinson will provide help and support in opening a UK bank account in September, if parents wish to pursue this option.



Please note: We do not send out reminders of payment to students or German parents as the transfer should be set up as a standing order. We feel this is unnecessary and creates a money centred ethos. This is neither our intention nor wish. Mandy Tomlinson will only contact German parents with reference to monthly payment if there is an omission of payment, a recalculation of monthly payment or an incorrect payment.

Bank Details for host payment:

Bank: NatWest: Embrace England Hosts

IBAN: GB18NWBK56007039821706

Swift: NWBKGB2L

The first payment will be for Sept, plus one extra month which counts as a cancellation fee (see point 2 of payment details below for explanation). We ask for this to be transferred and be available for audit on the 28th day of each month. Our families are committed to hosting students from 1st Sept until 30th June. Exam schedules are not known by Huntington School until spring of the academic year and are immediately passed onto students by their form tutor. However, all exams will be completed by the end of June. If a student wants to leave after their exam but before the end of June they may do so, but host family payment will still be for the full month. We do not require a payment for June, however, as we simply use the extra month paid at the beginning of the year.

Please note: For health and safety and security reasons coupled with ease of audit we do not deal in any cash payments. Cash payments can mean students are carrying large sums of cash. This is an unnecessary risk and could compromise the security and wellbeing of the student. It is also difficult to audit.

If any damage in the house is a direct consequence of a student's actions then this leads to the charge being passed onto the German family. However, this will only amount to a maximum payment of £100. Any greater cost will be offset, if possible, against the 'Household insurance' that the host has. However, a £100 contribution will be required for payment by the German host to offset Insurance excess. If this does occur then the host will supply details of their bank accounts for transfer.

Starting Dates:

Student Arrival Date: Host families are available for students to arrive from 1st Sept



Huntington School Term Starts: Usually the beginning of September. You will be informed of the exact date at the Induction. If you access the following link you will be able to see Huntington School's calendar of term dates for your respective year on:

<https://huntingtonschool.co.uk/about/calendar/>

Payment Details:

(Partner School subsidised rates for 16-19 year olds are given as the example)

1. 1st Payment due: 28th August: £650 (Sept pro rata) + £650 (one extra month in case of a cancellation of stay) = £1300 per student (pending Sept pro rata payment amount)
 2. Payments for £650 thereafter paid on the 28th of the following months:
Oct, Nov, Dec 2018 / Jan, Feb, March, April, May, *June
- *No payment transfer is required for June as this is accounted for by the 'one extra month in case of a cancellation fee' payment made on 28th Aug.

Each month is a mandatory payment irrespective of whether the student is with the host or in Germany for the holidays or for medical reason and intends to return.

Sometimes students wish to stay in July and August, in which case Mandy will liaise with host families to assess if this is feasible. If this cannot be arranged, students must return to Germany by the 30th June.

PLEASE NOTE: *Some German parents opt to pay for the whole year as this reduces international transfer charges. If you would like to take this option it is £650 x 10 months =£6500.*

If a student cannot complete their studies and has to return to Germany, for whatever reason, the one extra month cancellation fee will be paid to the host family and any remaining monies will be reimbursed.

Principles of stay

We do not impose any "contracts" or "terms and conditions" as experience has told us the best way of securing a happy stay for is all parties to have mutual respect and flexibility. It is also virtually impossible to create a contract that covers all eventualities. Please remember the long term programme is NOT a profit making entity.



In respecting this philosophy, we have created the following core principles of stay:

- Students need to fully understand the information provided in the Long Stay Information about Huntington School and Host Families Pack and respect the rules and guidelines within it.
- Prompt Payment is made by the German parent via bank transfer to our referenced bank account on the 28th of each month. All months of stay are paid in full or on a prorated basis.
- Students can only remain at Huntington School if they stay with one of the Host Families provided by Mandy Tomlinson, as all of the Host Families are vetted and provide suitable and appropriate accommodation.
- A student is permitted to return to Germany during any of the school holidays if they wish. However, the Host Family has committed to the whole year and payments still need to be made during this absence. This is a standard requirement of any Host Family operating in England. We do politely request, a student gives at least 4 weeks' notice to the host and Mandy Tomlinson, if they intend to return to Germany. This does allow the host to plan accordingly for any periods of absence.
- If any medical or psychological condition occurs, which necessitates a return to Germany then this request will be made by ourselves and accepted by all parties.
- If a student withdraws from Huntington School and returns to Germany before the end of the academic year, the extra month's payment made at the beginning of the long stay will be retained as a cancellation fee, since the Host Family will not be able to find another student as a replacement during that academic year.
- We want students to always feel **'HAPPY AND SAFE!'** This is our 'mantra' and we make every effort to ensure this is at the core of everything we say or do.

Appendix 1:

Dear Host

We provide both academic and pastoral termly feedback to your student's parents, so they are fully involved in the experience. Obviously, the host plays a very important role in that process and your feedback will be emailed directly to each student family with progress grades from Huntington School.

The following questions are used as a guide during Mandy Tomlinson's 'Host Family' visit. This will take place after the student has been with you for the first half term.



1 – Excellent 2 – Good 3 -Satisfactory 4 -Poor 5 -Unacceptable

Students Name:

Host Name:

Q1: Settled and happy in the host environment?

1 – 2 – 3 – 4 – 5

Q2: Eating a balanced and nutritious diet?

1 – 2 – 3 – 4 – 5

Q3: Integrating themselves effectively with the host and other family members?

1 – 2 – 3 – 4 – 5

Q4: Treating their room and family common areas with respect, cleaning up
after themselves as needed?

1 – 2 – 3 – 4 – 5

Q5: Generally polite, respectful and courteous.

1 – 2 – 3 – 4 – 5

Q6: Reliable and punctual.

1 – 2 – 3 – 4 – 5

Q7: Invited to and participating in family activities

1 – 2 – 3 – 4 – 5



Host Comment:

Host Family Pastoral Coordinator Comment:

Appendix 2:

Huntington School First Academic Report

Student	Attendance/Lates	Subject	Attainment	Effort	Homework

Reporting Guidelines:



1. Attainment

Grades A to E are rewarded to reflect the student's current level of performance in each subject.

2. Effort

1. Excellent effort – committed to getting the most of all learning opportunities available
2. Good effort – a responsible and hardworking student, who tries their best all of the time.
3. Insufficient effort-a student who does most of what they are supposed to do but is failing to push themselves or make the most of the opportunities available.
4. Poor effort – a student who needs support or intervention

3. Attendance

1. Excellent
2. Good
3. Generally satisfactory-more lessons missed than might be expected but any work missed is caught up.
4. Unsatisfactory-absence is hindering progress
5. Unacceptable-student is unlikely to pass if this level continues

4. Homework

1. Excellent-meets all deadlines and shows a high level of commitment
2. Good-meets deadlines and generally works to a high standard
3. Satisfactory-usually meets deadlines although work would benefit from greater commitment
4. Unsatisfactory-more detail and time is needed, work is poorly presented and/or often late
5. Poor- work does not show the ability or organisation to meet the demands of the subject

Appendix 3:

Please save as a separate document. If you only have a PDF version of this then please email Jim Tomlinson j.tomlinson@huntington-school.uk and he will send you a word document version.

APPLICATION FORM FOR GERMAN STUDENTS FOR SEPTEMBER 2020 ENTRY

Please complete personal details below and then turn over to make course selections. This application form needs to also be accompanied by the following documents:

- A two sided A4 essay (in English) on why you wish to study and live in York. This helps us make an assessment of the student's level of English.
- A letter of support from your school (word processed and in English) Please note, the 'letter of support' should reflect a student with a strong academic profile coupled with a personality that is capable and willing to adapt quickly to the new challenges of living and studying in a new environment. This is a critical requirement for a successful stay in York



- A scanned copy of the student's last school report clearly showing grades for all subjects.

Please send **ALL FOUR** documents to: ambassador@huntington-school.uk or j.tomlinson@huntington-school.uk

Notification of the success of applications takes one week during term time.

By completing this application, parents are confirming the student is a confirmed German citizen. Completion of the application form also confirms the parents and students have read and understood all the contents and conditions of the 'Long Stay Information Pack'.

Please underline the desired duration of stay: 3 month (Sept-Dec) OR (Jan-Easter) OR (Easter-Summer)
6 month stay (Sep-Easter) or (Jan-Summer)
1 year stay (Sept-Summer) 2 year stay

Full students name (Please Include middle names):

Date of Birth of the student:

Students Email:

Student's Mobile number:

Parents Name:

Parents Email:

Parent's Mobile number:

Home Address:

Home Telephone number:

Present school name AND address in Germany:

School Telephone number:

*German School Contact/Position:

Email:

** We send academic and pastoral reports to the 'German School Contract' so the school is fully aware of progress and the well-being of the student during their time with Huntington School and host families.*

Please insert scanned
photograph ID of the
student.

Please note: The School reserves the right to cancel any A level option if there are not sufficient numbers to recruit. If this does occur then the school will liaise with the student to seek an alternative course option.

Advanced Level Courses – making the right choice

Please select four subjects, one from each of the four options column.

Please see: "Guidance for entry for Advanced level Courses" to help you make the right selection (Page 11)

If you access the Huntington School Website, you can read details of each course.

<http://www.huntingtonschool.co.uk/6th-form/subjects>

Please insert your chosen A Level Options:

P:

Q:



R:

S:

Diet consideration: Please insert comment if deemed significant.

Specific Dietary Needs E.g. Vegetarian / Wheat and gluten intolerant etc.	Allergies E.g.: Cats etc. that may affect host selection
None	None

***Host Family Preference: Please ✓ desired option**

Single host	Without children	With Children
No special wishes		
Dual Host	Without children	With children

Other considerations: Please insert comment if deemed significant.

Other considerations

*We make every effort to match above options with the most appropriate host. However we cannot guarantee all host preferences will be satisfied, particularly with late applications. We can/may put two students together with the same host but with separate rooms. Our chief concern is the host fits our criteria to help ensure a 'Happy and Safe' stay and this can be at the expense of desired preferences. Please be aware that host family circumstances can change and despite our greatest efforts to ensure successful matching and then confirmation, there are occasional times when their might be a change of host before the stay commences.

FINAL Application Check!

Have you completed the following?

- 1: An Application Form – saved as Word document with attached ID photograph
- 2: Written a 2 side essay on 'Why you want to study at Huntington School' – word processed
- 3: Provided a school testimony that supports your application – word processed and in English please.
- 4: A scanned copy of your last school report.



If you can completed all the above....then please send, via email, ALL the above documents as attachments to these email addresses.

ambassador@huntington-school.uk
j.tomlinson@huntington-school.uk

**MANY THANKS AND WE LOOK FORWARD TO
RECEIVING YOUR APPLICATION**