



Sharing One Language
Charity Number : 1019182

Visiting Teachers Responsibility Booklet

Sharing One Language
2 Bridge Chambers
The Strand
Barnstaple
Devon
EX31 1HB
www.sol.org.uk
Email sol@sol.org.uk

THE PURPOSE

The purpose of this booklet is to help you enjoy your visit to SOL Devon as much as your students. You are a key part of the whole experience – not only because of the huge amount of organisation you will have put in to bringing your group to the UK, but also because you will also be fundamental to the learning and memory-making moments on the course.

To help you feel comfortable about what you can expect from us during your stay, and what we expect of you, we have collected some useful information for you in this booklet. If you have any questions when you are here, please feel free to talk to our teaching or office staff; we want to make sure your time with us is as good as it can be!

Our host families have all signed an agreement form based on their responsibilities. This will ensure that everyone gets the best experience possible, and importantly students are in a safe

SOL exists as much for you the teachers, as for the students, so we want you to enjoy and value your stay with us. In the classroom please feel welcome and join in as appropriate.

Have a wonderful stay.

Grenville Yeo

and the whole SOL team.

BEFORE ARRIVAL

- Please ensure all luggage has a **name label** for easy identification, and is of a **reasonable transportable size**. Host families have limited boot space in their cars.
- Registers for host family allocation will be sent to you a week before the course (please bear in mind that changes can happen right up to arrival days, due to host family illness or problems). Please inform SOL of any changes from your side . **NO changes to placements can be made on arrival in Devon.**
- You should have received a **Language Profile** request by this point. Please ensure you respond to it as quickly as possible, giving your students' levels and organising your students into their teaching groups. Please note, **Open Groups** are arranged into teaching groups on the first morning of the course, you can send us levels, but there is **no need** to organise the groups in advance.

FIRST MORNING

During the first class on the first morning the students need to be divided into groups of broadly similar size and language ability.

Full single nationality groups should do this using the table provided on the Language Profile you have already received. **Open groups** should arrange the teaching groups, according to language level and/or age in a collaboration with the other visiting teachers.

On the first morning, whilst the students are being briefed by one of the SOL teachers, the Course Manager or the Head of Teaching and Learning will meet with all the visiting teachers in to discuss the course, responsibilities and any matters of organisation that need clarifying.

If you are bringing any adults as part of your group who are not teachers, or “accompanying adults”, then we expect them to be here as students and taking part in classes. **Please make it clear on the Language Profile if this is the case**

DURING CLASS SESSIONS

- Please ensure that one teacher is present 15 minutes **before** all sessions start.
- At least one teacher should be in the building at all times to meet health and safety requirements.
- Please complete the attendance register each morning and afternoon. Let the SOL lead teacher know if there are any students /teachers not attending lessons.
- Please ensure students are not eating and drinking during lessons. They have regular breaks where drinks and snacks are permitted.
- **SOL teachers use the communicative method of teaching**, we encourage students to speak English spontaneously and therefore they will make mistakes.
- Our teachers are glad of any support, if you think students need help with instructions or a task. Please make notes of words or expressions that may be new to, or not understood by students . This can then be followed up in class later. Ensure you inform the class teacher. **This also applies on trips.**
- At the end of each class session, please make sure students take all their belongings and they leave the teaching rooms as you would expect to find them, clean and tidy. There may be another group using the rooms after.

DURING BREAKS

- Please supervise students during breaks, ensuring that the kitchen area and toilets are left clean and tidy.
- Note that complimentary tea, coffee and squash is available in the kitchen for students and visiting teachers .
- Make sure students respect that other people are working in the building especially below classrooms and limit the noise level accordingly.
- Bridge Chambers is a **NO SMOKING** building. Please ensure there is no one smoking inside, it is illegal but also the smoke detectors will set off the alarm.
- **Please do a final check of toilets and classrooms before leaving on trips and inform a member of the SOL team of any damage or breakages**

ON TRIPS

- For morning visits at least one teacher needs to be at departure point 15 minutes before the departure time.
- For afternoon visits, please ensure that the students are taken to the coach pick - up point if there is no guide at the Centre. In Barnstaple the guide may well have been on a morning visit with another group, so will not return to the centre.
- Please check numbers of students during visits and on leaving each place visited.
- Remind students to go straight to the coach pick - up point at the beginning of morning trips.
- Inform the guide of any missing students/teachers and they will be in contact with the SOL office.
- If there is an administrative or host family matter to deal with this can be done via the SOL mobile once on the coach so there is no delay to departure.
- Ensure students **remain seated** in the coach with seat belts on. **It is a legal requirement to wear seat belts whilst travelling.**
- **Students need to listen** to the guide for instructions and information that will be relevant to tasks set by the SOL teachers.

TRIPS CONTINUED

- Help with the supervision of students especially when visiting coastal areas. It is a legal requirement to have at least 1 adult with every 10 students.
- When walking in a group, at least one visiting teacher should remain at the front of the group and one at the back.
- Please pay attention to safety regulations at the beach particularly regarding high and low tide times.
- Keep students away from cliff edges.
- Ensure students do not walk through town in large groups.
- Pay attention when crossing roads.

**REMEMBER WE DRIVE ON THE LEFT
IN ENGLAND.**

Please be aware that for the health and safety of ALL participants there is a no alcohol policy in place on all SOL excursions.

HOST FAMILIES

- **Living as part of a family** is often the richest experience for students in the whole course. There will be different habits, customs and food to those students/teachers are used to. Please encourage them to embrace these, to try all the foods and, in many cases accept that pets are part of the family. ie inside the house.
- Some students may walk to and from school, although they will always be accompanied on the first day. Where walking is the normal option, students who are 14 and under will always be accompanied by a member of the host family.
- Students aged 15 or over can walk unaccompanied if you and the host family are happy to allow this.
- Any problems regarding host families/students must be referred to the Host Family Co-ordinator at the earliest opportunity. **Office hours are 9 am - 4 pm Monday to Friday.**
- Families will have the visiting teachers' host family contact number for any problems in the evenings so they can speak directly to you, please be aware of this.
- We expect students to remain with the Host family in the evenings and on Sundays as this is invaluable time for English conversation. Permission may be given to go out in the evening only on completion of an **official SOL** slip signed by you.
- Permission forms can be obtained from the SOL teachers or guide and must give families 24 hrs notice. No other paper notes will be accepted.

HOST FAMILY CONTINUED

- If evening permission is given then **YOU** (Lead teacher) are taking full responsibility for the safety and security of the students during this time. If you are in any doubt phone the host family.
- **It is not wise to give permission for students to be out on Friday and Saturday nights.**
- On departure day, please be at the coach departure point 15 minutes earlier and encourage your students to be there as well.
- As it is early in the morning ensure students pack all their belongings the evening before.
- **Ensure everyone has their ID cards and passports.**
- It is difficult and expensive to send things that are left behind by post and SOL can not take responsibility for items left behind.

**PLEASE MAKE NO PRIVATE
ARRANGEMENTS FOR THE GROUP OR
INDIVIDUALS WITHOUT CONSULTING SOL
IN ADVANCE**

Most importantly enjoy your time with SOL use your experience to spread the word about the great work we do, both in the UK and abroad and come back again soon !

