

# Exchange Programme

A "SISTER SCHOOL" programme  
between British and Spanish  
Schools specially designed for  
Independent and Public  
Schools



Sample  
Existing  
Five Week  
Programme



For more information,  
visit our website:

[www.kens.es](http://www.kens.es)

or contact us at [info@kens.es](mailto:info@kens.es)

 **ken's**  
EDUCATION GROUP

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# Exchange Programme

## "SISTER SCHOOLS"

### Greetings

Dear students and parents,

We at Ken's welcome you to this amazing project uniting two great countries.

The **"Sister Schools" Exchange Programme** aims to provide British students with an all-inclusive, safe and well-rounded view of the Spanish culture and language. The programme seeks to fulfill every want a British student or parent might have from an experience like this: advancement in Spanish as a second language, through immersion and classes; security and trust with the exchange partner and their family; an ever-available support team in both countries; regular and frequent contact with the students and families to ensure the student's comfort and wellbeing; and activities and excursions to enhance their overall experience of the Spanish culture and country, from little villages to big cities.

**Ken's was established in 2001, working alongside the international community to provide language trips abroad.** Since then, we have worked with school groups, individuals, teachers, and more to **provide numerous language study and work abroad** across UK, Ireland, States and Canada. All this experience has given us insight into how best run an exchange programme. We've realized that there is no better way to improve understanding – of both a language and a culture – than by being in a supportive family, with the added reinforcement of other British students in the vicinity and a bilingual support team on hand.

As you'll see throughout this manual, **this is a programme of language and culture.** This type of exchange opens students' minds to ways of seeing and experiencing the world that they'd never considered before. It increases their independence, confidence, and resourcefulness. Above all, it increases their global awareness and sensitivity the many cultures within it. In today's ever more connected world, the value of these qualities cannot be overstated.

This is an opportunity for students to get out into the world and see what it has to offer. Will you take it?

We hope so. Welcome to the Ken's Sister Schools Exchange Programme.

The Sister Schools Exchange Team











# The Exchange Programme



The **Sister School Exchange Programme** is an affordable means by which a student can spend time abroad learning a language in its natural environment. The homestay families promise to open their doors to an international exchange student the same duration that their child will spend abroad. The exchange will not take place at the same time, rather sequentially. In this way, the language enrichment is mutual, as both students will spend five weeks abroad with a student who will also spend **five weeks** in their home.

**The ultimate goal of this programme is total immersion in a foreign language while enjoying sociocultural activities with other Britons.** A significant part of this is accomplished by living with an exchange partner; another by the excursion and activities we plan. But the rest is up to you, the student – your effort, your dedication. The more you put in, the more you'll benefit.

## Sample Week in Spain

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9.30 - 12.30	REGULAR CLASSES	REGULAR CLASSES	REGULAR CLASSES	PHYSICAL EDUCATION	REGULAR CLASSES	FULL DAY EXCURSION OR FAMILY DAY	FAMILY DAY
13.00 - 14.00	STUDY HALL	STUDY HALL	STUDY HALL	ENGLISH	STUDY HALL		
14.00 - 16.00	LUNCH						
16.00 - 17.00	SPANISH CLASSES	FAMILY AFTERNOON	SPANISH CLASSES	FAMILY AFTERNOON	SPANISH CLASSES		
18.00 - 19.00	EXTRA-CURRICULAR		EXTRA CURRICULAR		EXTRA CURRICULAR		



# Zaragoza

Zaragoza is the capital of the autonomous community of Aragon. With a population around 700,000, it is the fifth largest city in the country. It is home to magnificent historical buildings like the Basilica del Pilar, La Seo Cathedral and the Aljaferia Palace, which along with other buildings in the community form part of the Mudéjar Architecture of Aragon, a UNESCO World Heritage Site.



The city gets its name from Caesaraugusta (from the Emperor Augustus), a Roman settlement established on the site of a Celtiberan village near the end of the 1st century BCE. The city has changed hands multiple times: the Visigoths, the Moors, the Aragonese and the French were all involved at various points in history.

Zaragoza is home to the Fiestas del Pilar, a week-long festival that commemorates the apparition of the Virgin Mary to St. James, which led to the construction of the aforementioned Basilica del Pilar. Tradition holds that the apparition occurred in the year 40 CE, though the festival wasn't established until much later.

## Why choose Zaragoza for a Spanish language and culture programme?

- It is a vibrant and historical city.
- For its many high quality schools.
- It has excellent intra-city transportation as well as high-speed train connections to other major Spanish cities.
- Despite its size, it maintains its Spanish cultural identity to a greater degree than cities of comparable size.

# The Schools

Most schools are bilingual – the students generally split their time between subjects taught fully in English and others fully in Spanish. Regardless of the language of instruction, the schools apply a high quality teaching philosophy and is certified to international quality standards which ensure proper professional development.

Teachers experienced in new technologies make great efforts to ensure that their students take full advantage of their stay and get the most out of their classes.



The exchange students may take part in 3 – 5 hours per day of classes alongside the rest of the students in the school. The subjects chosen will be adapted to each student's academic profile and requirements. In addition, the students will have three weekly classes of Spanish as a second language.

The school educational activities are reinforced with an array of extracurricular activities that will be offered to students upon arrival ranging from sports to cultural activities. See the following pages for details.

# Host Families

While the priority in the matching process is that the two students are a good pair, the family plays a significant role in the decision. We want the students to be comfortable and happy, and the families, both by nature and in knowing that their own child will receive similar care in the destination country, are welcoming and generous. We also guarantee no more than one international student per home, unless otherwise requested.



The family provides full pension (breakfast, lunch, and supper in UK, four meals in Spain) as well as laundry facilities and change of bed linens. They ensure a well-balanced diet, respecting the preferences of the students to the best of their ability and ensuring the safety of the student with regards to any allergies.



In almost all cases, students will have access to Wi-Fi in the home and may use the telephone to receive calls. They will have sheet and towel changes weekly as a minimum.

The hosts will accompany the student to the school or to the school bus stop on the first day to ensure that they know the way. One of the characteristics of the host families is the constant effort they put in to ensuring that the student feels welcome and integrated into the customs and language of Spain and their family. This is just an additional benefit for the student and their experience. An exchange is more than simply learning a new language and culture. It is about finding a place to call home abroad.

## The Matching Process

We at Ken's take our work very seriously and so we recognize that one of the most important aspects of the programme is the matching process. Our team puts together profiles of the different students based on everything ranging from their likes/dislikes to future aspirations and family settings. The match is not about finding the perfect match simply for each student, but for the family as well. Our years of experience allow us to find the appropriate pairings and also has taught us that preparation is the key to a successful exchange. Having said that, all families and students will receive a "home video" of their exchange partner and family.



These videos serve as our initial home inspections as well as an opportunity for you to know where you are going before hand and who will be living in the home with you. It is an excellent ice breaker and provides a level of comfort to many parents and guardians. Additionally, all students will communicate face to face online numerous times before the exchange takes place. The more you speak with another beforehand, the easier the transition is during the exchange. Often, we see students jump off the bus and run to hug their exchange partner, feeling as if they have known them forever.

# The Spanish Classes

Since some students will have a limited understanding of Spanish when they arrive in Spain, we have arranged for students to have three weekly Spanish as a second language classes. Classes can be tailored to different groups and different skill levels. They will also have access to computers where students can study their Spanish or connect with British teachers or online classes.



# Excursions and Activity Programme

Students will be able to enjoy popular and traditional extracurricular options and sociocultural activities in an immersion setting, often with their exchange partners.

The students will be able to join activities that suit their needs and interests, choosing from a list offered to them upon arrival. Example activities include soccer, skating, volleyball, dance, theater, music, and more.

They will also enjoy a group excursion to a nearby place of interest. An example is shown on the following page.

Beyond the programme excursion, many people and families of Spain have a tendency to take such weekend trips on their own to visit family, enjoy the beach, or simply to do something a bit different. In such cases, the exchange student will get a first-hand experience of a typical weekend getaway with a Spanish family.





## SAMPLE EXCURSION - EL MONASTERIO DE PIEDRA

The Monasterio de Piedra was consecrated in 1218, after being established on the site of an old Moorish fortress by the Aragonese royals and a group of Cistercian monks. The area is encompassed by a park, the natural beauty of which astounded the monks upon their arrival; while the landscape around is barren, the park was an oasis with the Piedra River running through.

Nowadays visitors can enjoy walking and hiking the park's paths along grottos and cave mouths, beside waterfalls, and on the shores of lakes. This, of course, is in addition to wandering among the ruins of the cloisters, church, refectory, and more, the dates of which range from relatively recent to centuries old. Furthermore, various exhibitions on the history of the area are available.

## SAMPLE EXCURSION - TERUEL

### The City

Teruel (where Ken's Education Group is based) is a small regional capital roughly an hour and a half from Castellón de la Plana. Its long history gives it a wealth of Mudejar art, a style born of the coexistence of three different cultures. This style is still seen throughout the old city center, with numerous works forming part of a UNESCO World Heritage designation.

Teruel is perhaps most famous for the tale of los Amantes (the Lovers), a Romeo-and-Juliet like tale that actually preceded the more famous play by centuries. Even today, visitors can enter the mausoleum where their tombs lay side by side, hands almost touching.

### Dinopolis

The main goal of the foundation which runs this superb leisure park set in the extinct world of dinosaurs is to promote the paleontological heritage of the region of Teruel. It also contains the **Paleontological Museum of Teruel**. In Dinópolis, incredible adventures await children and adults alike in a magical journey through time. This museum also allows students to see a paleontological lab at work.



### Albarracín

Located not far from Teruel is Albarracín, a village of great historical and cultural significance. It was declared a National Monument in 1961 – but its history goes back much further, evidenced not only by remnants of Moorish towers and medieval castles, but also by cave paintings dating back thousands of years earlier.

The modern village is prized as a medieval treasure, considered by many to be one of the most beautiful villages in the country. In fact, the village was one of only a handful visited by the then-Crown Prince Felipe and Princess Leticia on the Spanish part of their honeymoon. They have since become the King and Queen of Spain.

## SAMPLE ACTIVITIES

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### SOCIOCULTURAL ACTIVITIES

- Guided tour of the city
- Welcome day in school
- Football (soccer) match
- Horchata Factory
- Cooking classes
- Flamenco lessons
- Visit to the Bull Ring
- Tapas evening
- Ceramics factory
- Visit the medieval ruins of original city

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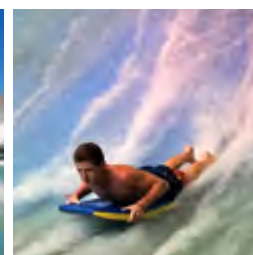
### AFTERSCHOOL ACTIVITIES

- Soccer
- Basketball
- Volleyball
- Winter sports (skiing available nearby)
- Modern dance
- Rhythmic gymnastics
- Skating
- Languages
- Theatre
- Music

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### TOURISTIC EXCURSIONS AND ACTIVITIES

- Huesca
- Valencia
- Teruel
- Aquarium of Zaragoza
- Dinopolis
- Oceanografic, Valencia
- Bioparc, Valencia
- The Pyrenees
- Columbrete Islands Natural Park





# Important Information

## Who can participate?

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*Students aged 13 to 17 who have, will or are studying Spanish have priority. All students must demonstrate good will and character in order to apply.*

## Programme Length

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For five weeks, the Spanish students will be in UK (late September through October). Likewise, the British students will be in Spain for five weeks. Either February-Mid March or March-Mid April (this will be finalized before the end of the application process. If students have a conflict of interest, we can attempt to adjust dates).

## Flights and Transfers

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The students will be accompanied at all times on flights by a monitor who will pick them up at the departure airport and will leave them with their families in the destination city. Upon return, a monitor will accompany the students back to the airport in UK, where their families will pick them up. Transfers are provided in the **destination country**, when necessary.

## Insurance (Medical and Flight)

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All participants are required to have insurance. Ken's offers an insurance that covers all of Spain for an additional cost should a student not have private insurance. There are 2 options for insurance, both will be provided to parents. The cost for the entire five weeks is 90€. For coverage details please contact us.

## What is included?

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- School registration, placement and tuition
- Regular classes at school
- 4.5 hours/week of Spanish as a second language (SSL) classes\*
- Host family recruitment, screening and placement (before you leave, you will get all the information and a welcome video of the family)
- Homestay, full pension (4 meals/day)
- Pre-departure orientation
- Sociocultural programme available
- 1 full-day excursion
- Bi-weekly monitoring and progress reports
- Monitor as a companion on flights
- Certificate of completion at the end of the programme
- 24-hour emergency telephone number while abroad and at home
- A bilingual support team in both countries
- Welcome orientation and kit
- Transfer to and from airport in destination country
- Fundraising platform
- Online Student Account
- Administrative fees\*\*

*\*Should any student request more than 4.5 hours per week of Spanish lessons, they must contact the Head Office.*

*\*\*These include the house inspections in Spain carried out by Ken's staff, the personal interviews of the students and their families, the profiling of the students and matching in both UK and Spain, the 24h assistance during the programme, maintenance and management of online platforms, all organization requirements.*

## Price

A minimum of 7 students is required to form a "GROUP." \*

- 7 to 10 students: 2.400 € / student
- 10 to 30 students: 2.250 € / student
- 30+ students: 2.200 € / student

\* Should a school have less than 7 students, Ken's will try to form a group by combining students with a different school in the area. **IF THIS IS NOT POSSIBLE**, Ken's will offer the interested students the possibility of an **INDIVIDUAL** programme. This means that they will enjoy the same programme for the price of 2.600 € / student with the only exceptions being:

- No Ken's chaperone on flights
- Should the family choose to book the "unaccompanied minor airline fee" to ensure that their son or daughter is accompanied by airline personel, Ken's staff will meet the student at the airport in Spain.

**NEW**

## Want to fundraise for your trip?

With the new easy-pay platform, students will be able to personalize their page. They can then share their link for people to donate. All money is deducted from the total due. Students can keep track of their success! (see sample page below. It will be in English for British students).

The screenshot shows a fundraising page on the Ken's website. At the top, there is a navigation bar with the Ken's logo and links for 'About Us', 'Blog', 'Contact', 'Insurance', and 'Intranet'. The main heading is 'Help Send John Collin to Spain'. Below this, there is a profile picture of John Collin and a short bio. To the right, there is a 'Raised 200€' section with a progress bar. Below the bio, there are social media sharing icons (YouTube, Facebook, Twitter, Email) and a 'copy this link' button. A prominent red 'SUBMIT PAYMENT' button is visible. On the left side, there is a section titled 'Learn more about my Ken's Exchange Program' with a photo of two young men. Below this, there are three expandable menu items: 'WHAT IS INCLUDED', 'ABOUT THE EXCHANGE PROGRAM', and 'ABOUT KEN'S EDUCATION GROUP'. At the bottom, there is a red button that says 'DOWNLOAD THE PROGRAM IN PDF'.



# How to Register?

Our registration process is **completely electronic**. However, you may speak to a Ken's representative at any time via chat, email, phone or skype.

We have created and designed an intranet or webspace for our students. It is a **personalized space** where the student can fulfill all registration obligations in a **timely, simple and organized** fashion.

With this tool, the student can: register, download documents such as insurance information, family profiles, school profiles, school subjects and more while also uploading required documents for Ken's such as medical information, police clearances, photocopy of passport, report cards, welcome cards etc. In other words, this platform will contain **EVERYTHING** our students need for their programme, depending on their final destination and programme choice.



[www.kens.es](http://www.kens.es)

In order to register, the student needs to open an account with us via our website [www.intranetkens.es](http://www.intranetkens.es)

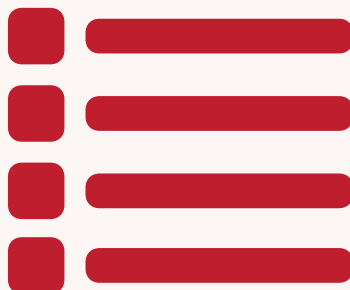
Once registered the student clicks on "site home" to access the programme list. They must enrol in their schools programme.

usuario

contraseña

enter

After filling out a short registration form, the student will be able to access the area whenever they wish using their **USERNAME** and **PASSWORD**.



The intranet will be divided in various phases that the student will complete in steps with a timeline. In order to pass to the next stage, the student must first complete the entire phase prior. Throughout the entire process, the student will have the support and supervision of a Ken's staff member who will validate each of the phases. Additionally, the student will have access to a personalized chat with a Ken's representative in order to help clarify their doubts.

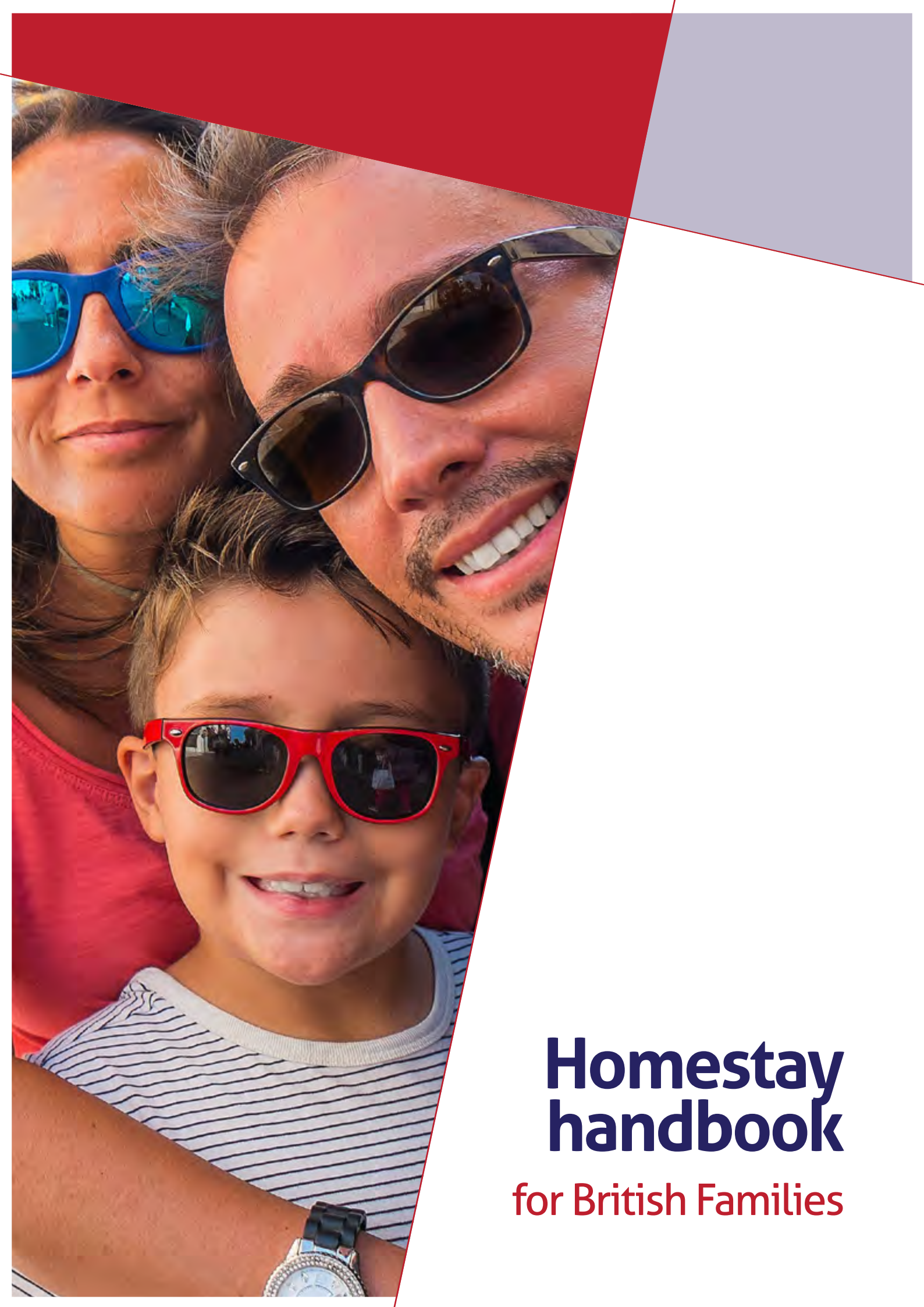
Once completed, the student will have finalized everything required for their programme and will be ready to travel, study and enjoy learning about a new culture!











# Homestay handbook

for British Families



# Homestay Handbook for British Families

*The following handbook serves as a list of obligations on behalf of the British family towards the exchange student that they will be receiving. In some cases, we provide suggestions based on our experience. Please read every section carefully and should you have any questions, please feel free to contact us at [teresa@kens.es](mailto:teresa@kens.es)*

## Accommodation

- Students are entitled to privacy; they should have a secure bedroom door. However, a lock is not necessary.
- The following items should be provided in their rooms:
  - a.- standard sized bed
  - b.- wardrobe
  - c.- chest of drawers/shelving in the wardrobe
  - d.- desk/table and chair for study
  - e.- desk lamp
  - f.- bed linen and towels – changed weekly
- We advise you to check your Household Insurance Policy to make sure that you are covered for accidental damage, as we are not liable for damage to your property.

## The Bathroom

- Students must be allowed to bathe or shower at least once a day. However, please explain your house rules to them as some students may think that, for example, showering at midnight is acceptable.
- Cultural differences can be an obstacle. Please explain clearly the need to dispose of sanitary towels/tampons in a proper manner and that toilet paper should be flushed down the toilet. Patience is key but do not hesitate to explain things to your student.

## Laundry

- Some students are reluctant or embarrassed to give their underwear to be washed so to overcome this, perhaps offering them an old pillowcase or something similar to put them in will help ease the situation.

- Bedding and towels must be changed weekly.
- Please explain how to use the washing machine or where to leave their clothing that is to be washed (in the case that you would prefer to wash the clothing) to the student.
- Students should be allowed to have their clothing washed at least twice a week.

## Landline

- Families of students need to be able to contact their children. We are sure you can appreciate that the time differences around the world can cause problems. We ask you to be tolerant of this, as students' families do not always take this into account before calling. Nevertheless, have a word with your students if they are repeatedly getting phone calls at unacceptable times.
- Students **may not use** the phone for outgoing calls unless they have credit card facilities or an international telephone card, or can make reverse charge calls to their families.
- **All students can make free calls with wifi using skype, whatsapp, facetime, facebook, etc. Please note, according to the "roam like at home" regulation, all calls made in an EU country will not incur additional roaming charges.**

## Mobile Phones

According to the "roam like at home" regulation, all calls made in an EU country will not incur additional roaming charges.

## Mail

A host may not hold or destroy mail addressed to a student after their departure. It should be forwarded or returned to the Post Office marked 'gone away'. The host may choose to return mail to the Post Office, even if the student has left a forwarding address.

## Meals/Food

There are no hard and fast rules on what should be offered at breakfast, the following are merely guidelines – juice/cereal/tea/coffee/toast/rolls/jam/honey/yoghurt/fruit. You will find some students eat more than others do. Please do offer extra toast etc., as some students are too shy to ask. If you go out as a family on weekends, please invite the student to join you. The student is to become part of the family and should be treated as such, as the Britons will receive the same treatment in Spain.

## Lunches & Dinner

A good packed lunch should be provided if the student wishes to go out with a friend on weekends or if they have an excursion on the weekend that does not include lunch. Please try to give them a varied diet and keep in mind the likes of the student.

Some students either for religious reasons or ethical reasons do not eat meat (the most common being pork). You will be advised of the student's dietary needs, likes and dislikes. It's important to take them into account as it can help relax the students and make them feel more at home.

Please make sure that your students know meal times and that they should let you know if they are going to be late or if they will not be present.

Please ensure that all students have breakfast, lunch and supper as a minimum. Snacks are always a good idea if you think the student might need more.

Good ice breakers can include cooking. Ask the student to help you with some meals or ask if they would like to make something Spanish one day.

## Allergies

Any information we receive regarding this will be passed to the host family at the time of booking and **MUST** be taken into consideration and the proper arrangements made. Any questions or concerns can be addressed to the coordinator or the families themselves.

## Eating Disorders

Please watch for any unusual eating habits. This is a frightening trend that unfortunately can be missed. We ask you to contact us as soon as possible if you notice anything disturbing.

## Accidents/Illness

- Should a student be ill, the family is asked to contact the emergency contact provided as soon as possible. This is either someone in the district, the local coordinator or the head office. Each programme has a designated emergency procedure.
- If the illness is sudden, especially during the night, **call 999** (telephone emergency medical care). Then contact the insurance company.
- Please contact the Head Office at your earliest convenience after the necessary arrangements have been made, and the emergency procedures have been followed.
- If the student gets ill at the school, the family will be contacted and the student sent home, providing the family are able to take them. Following this, please ensure that the coordinator at Ken's is also contacted.



- NO MEDICATION such as Tylenol, Advil or Aspirin should be given to the student unless prescribed by a doctor or unless permission is given in writing by the student's parents or the headoffice. This may not seem important but medical dosages in both countries are quite different.
- Should a student have a medical condition that we feel you should be made aware of we will advise you at the time of assigning the student to you. If you discover anything that you think we should know about, please do not hesitate to contact the coordinator or the head office.
- All students in the exchange programme will have insurance while abroad. Please follow the necessary steps in case of an emergency or severe illness.
- If your student is unwell, please follow the guidelines as laid down in the section Accidents and Illness. If a child is ill and needs to be kept home from school a responsible adult must be present at all times.
- Lice: Types of lice and their strength can vary from country to country. It is important that should you notice that the student has lice, to inform the Ken's staff immediately. Action should be taken to remove the lice from the student's hair.

## Safety

- A parent or other responsible adult must be at home when the student returns or soon after. If you would like to give the student a key in the case that they arrive a few minutes before you that is fine. It is important that you and the student are in contact and are aware of each other's schedules.
- A responsible adult must always be present at night when the students are sleeping. It must be an adult that the agency are aware of whose police check has been approved.
- Students will have access to a 24-hour emergency phone number both in UK and in Spain. It is important that you are aware of this.
- Students under the age of 14 years are not allowed out unaccompanied, unless they have the permission of the local coordinator and/or their parents. You will be made aware of this, either in writing or by telephone. On all occasions you must know your student's whereabouts regardless of their age.

### SMOKING

It is not permitted in the home. We suggest that smoking be kept away from the student always outside of the home. The same rules apply to the students themselves in both countries. There is zero-tolerance for smoking in the homes for the duration of the exchange student's stay.

### ALCOHOL

Alcohol is not to be consumed by anyone under the age of 18. If found in the student's room, it must be confiscated and reported to the coordinator immediately. Families are asked to contact us immediately should they suspect any abuse of alcohol. This is a **zero-tolerance policy**.

## DRUGS

If illegal drugs are kept or used by students in the host's house, the host is not committing an offence even if he/she is aware of this. However, the host must speak with the coordinator as soon as he/she becomes aware of or suspects such abuse. This is a **zero-tolerance policy**.

## MONEY AND VALUABLES

When your students first arrive please let them know that they must not keep large amounts of money in their rooms or on their person. Should a student require something, have them or their family contact the coordinator. Make sure you are aware of where the student keeps their passport.

## INSURANCE

Ken's is not liable for damage caused by the student. It is therefore important that hosts make certain that the correct type of coverage is taken out as part of their insurance policy. Normally it is sufficient for the host to inform the insurers that the home is being used as a 'guest house' and that the cover should be extended accordingly. This means that in the event of damage to the house or its contents, the host can claim from the insurers. In the case of such claims, if the damage is considered serious, we may offer to pay the excess on the host's insurance policy.

### Property use

Hosts can attempt to recover costs for damage caused, but not wear and tear. The charge should not be the full replacement cost, but the current (second hand) cost of the item, so that the host does not benefit as a result.

### Theft

Hosts are not responsible for the safety of students' property while in the home. However, they should be encouraged to take out a standard householder's policy, which can cover the students' belongings if the insurance company is so instructed, usually at no extra cost. Students ought to have their own 'all risks' cover for cameras, jewellery, computers and other valuables. It is a measure of protection for both student and host if there is a lockable drawer or cupboard in the student's room.

## NO-GO AREAS

Please make sure your students are aware of problems that may arise in the area. We try to give them guidance on the suitability or otherwise of certain areas, but your knowledge of the locality is far greater than ours could ever be. Should a student be a victim of a crime, the police and coordinator must be informed immediately. The sooner the crime is reported the better the chance of catching the perpetrators.

- Under no circumstances are students allowed to stay away from their host families without the permission of the family and coordinator. If a student says that they have permission, please contact the coordinator immediately to confirm. Should a student not return home, please contact us immediately. If your student is going away, please make sure that you have their mobile telephone number, the address where they will be staying and with whom. Any student under the age of 18 must have written permission from their parents before going away for an extended period of time (more than a few hours).

- If you have any concerns or worries please do not hesitate to contact us; we would prefer to be advised of any potential problems before they get out of hand.

## Transport

- Transport to and from the student's school and/or any extra curriculars **will be provided by the exchange family** (if the student would like to return on their own, please give them a time to return and ensure that they know how to return by public transportation). Please make yourself aware of the time your students need to be at the "pick-up points" (if or when applicable), and make sure they know which school they are attending.
- Students should leave their families in good time to catch the school bus or in the case of walkers to be at their school no later than the required time.
- Students are encouraged to stay at school to participate in extracurricular activities.

### STUDENT ARRIVALS

We will contact families at least one week prior to the student's for our pre-arrival orientation. The times we give you are only a guideline as many factors can delay the student's arrival, such as flight delays or heavy traffic. If we are aware of a delay and we feel it is appropriate we will try to contact you. We apologize in advance if you are kept waiting, but please do not assume that we know everything. There is nothing worse than a foreign student arriving in a country to find the host family is not available to welcome them on arrival. **It is mandatory for the host to pick students up at the meeting point or airport.**

- It is vital that if you cannot be at home for any unforeseen circumstances that you contact us immediately so that adequate arrangements can be made for the student to be cared for until your return.

### STUDENT DEPARTURES

Please take note of the time we give you for departure, as the students may have a totally different idea of when they depart. Families must ensure that at least one family member accompanies the student to the drop off point to see them off.

## Making Friends

- Students are here to learn English via the curriculum and also to experience British culture. Regardless of the situation, they all need to improve their English language skills, so please try to encourage them in conversation. Don't be frightened to correct their pronunciation or grammar. They do appreciate the help.
- If students do not participate in extracurricular activities, this may be because they are shy. Please encourage them to be active or to accompany your child when they do activities. If they prefer to be at home studying, it is not a bad thing though if you are worried, please contact the coordinator.



- **Please make the effort to talk to the student and encourage them to participate in family life. Sometimes, especially in the beginning, they need encouragement.**

## **Discipline**

Disciplinary measures should be undertaken tactfully and confrontation should be avoided at all costs. We, the coordinating agency, are charged with disciplinary matters. Whenever possible let us be the “bad guys”!

### **INAPPROPRIATE BEHAVIOR**

Should you believe your student is behaving in an inappropriate manner (sometimes this may be outside the home) please do not hesitate to contact the coordinator. It is vital that we keep the channels of communication between us open and honest.

# MINORS

## Children under the age of 18 years

### THE FOLLOWING INFORMATION IS EXTREMELY IMPORTANT AND WE ASK THAT YOU READ IT VERY CAREFULLY

For many of the young students this will be their first time away from their country and their family. There are bound to be some occasions when they feel unsettled. Their stay in your home is as important as their classes and activities.

#### FAMILY LIFE

- Being part of your family is greatly appreciated. Please involve them in family life as much as possible, especially on weekends when there are no excursions.
- It may be helpful to have some board games and cards to help break the ice. Most young children are “into” computers and computer games. If you have any other children at home, please encourage them to involve the students in their activities. Their exchange partner will of course be the best source of comfort.
- When your student has settled in please show them the pick-up point for the school bus and take them there on their first morning. If the British exchange partner will be there the first day, it is not necessary for an adult to accompany the student.

#### CURFEW

- We appreciate that this may be difficult to implement with some students, but we would be grateful if you could try to keep to the following guidelines:
  - All students between the ages of 12 and 18 years should be in their host family’s home by 10.30pm at the latest. This is relatively early for some nationalities. Obviously we ask that you bear in mind the lower age scale and that their curfew is amended according to their age and maturity. If a student requests an exception for whatever reason, please contact the local coordinator or the head office.
  - If a student is aged 17 or under and does not return home, it is IMPERATIVE that you contact them. If they do not answer contact the coordinator or our EMERGENCY number, so that we can find out their whereabouts and follow the necessary steps.

#### STATUTORY REQUIREMENTS

- Families should be aware that a Vulnerable Sector Check must be carried out for all adult members of the family (aged 18+) living in the home.







**Rules,  
regulations  
and standards  
of conduct for  
students going  
abroad**

# Rules, regulations and standards of conduct for students going abroad

## Before going abroad

On the website participants can find information about our programmes, as well as the latest updates and specific information about the participant's trip. Also on the website are various methods of contacting us, including a contact form which you submit on the website itself, phone numbers, and email addresses. We recommend that participants visit the website regularly to stay up-to-date with the latest news.

## Passport, ID and Visa

All participants must have a passport valid until 3 months after the predetermined return date from the foreign country. We recommend making two copies of the passport as well; one for the student to keep with them and one to leave at their homestay.

## Baggage - Limitations

Most flights will include a total of two bags: one to check, weighing a maximum of 20 kilograms and one small bag as a carry-on, which can be a small roller bag or large backpack. and one personal item, such as a laptop bag or purse. The total weight of the carry on must not exceed 10 kilograms. If the weight exceeds the maximum allowance, the participant may have to pay a substantial fee (the exact amount depends on the airline).

**We will inform all participants of any and all weight or size limitations, and send out a reminder as the date of departure nears.**

## Baggage - What to Bring

Since this is a long stay, you will probably come close to filling your large bag, but we recommend leaving some space if possible. It is advisable to bring the "travel size" versions of some things (shampoo, conditioner, etc.) for when you first arrive, but to purchase the full-sized products in the destination country, since these items are normally heavier than others.

The key to packing for travel is layers. Bring clothes that can easily be layered or worn separately, so that you will always be prepared. Bring comfortable footwear and athletic shoes (athletic clothing can be bought in the destination country). At least one moderately warm coat or jacket is recommendable, as the nights can drop below freezing.

If students have special baggage (eg. musical instruments) they must inform the coordinator and any cost that may be associated with this are to be paid by the student or their family.

Speak to your host family about the weather.

## Medicine

If the participant takes any medication (prescription or otherwise) on a regular basis, we recommend that they take enough with them for the duration of their stay. This is for a variety of reasons. First, dosages are often different, sometimes significantly. Second, we prefer that the individual participants manage their own medicines rather than leaving it to the host family, in case of allergies or different labelling practices. If a participant does bring medicine, they must put it in their checked luggage with obvious labels.

### Glasses and contacts

If a participant wears glasses, they should bring an extra pair (if they have one). If a participant wears contact lenses, they should bring enough pairs to last the duration of their stay, as well as a pair of glasses (if they have one).

## Electrical Devices

Wall sockets are different. Adaptors can be bought either in the destination country or in the home country. If purchasing an adaptor in the UK, ensure it is for sockets of type F.

## Material

It is advisable to bring a small dictionary with you. School supplies can be bought in the destination country. Schools often lend the textbooks to students however in some cases students may have to pay a deposit first that will be returned when students return the books.

## Travel and Transport

### ADMINISTRATION AND ORGANIZATION

**As an authorized travel agency,** Ken's Education Group will organize all flights, as well as transfers between a pick-up point and the airport in the destination country.

Flights will be organized based on the needs of the exchange group and school. The cost of the flight will be paid either to the school directly or to Ken's.

**Finalized details will be sent to the participants as soon as they are available.**

### DAY OF FLIGHT

On the day of travel, the participant must arrive at the **pick-up location** half an hour before the scheduled departure time. It is important to be punctual, since the timetables are organized around the flights. If you have any doubts, please use one of the many modes of communication to get in contact.

The travel day is often quite long, due to bus rides, flights, and layovers in airports. We recommend that the participants bring some extra cash to buy something to eat. In the case of layovers, the participant might get hungry. In addition, we recommend that participants bring something to entertain themselves (a book, tablet, etc.).

The participant should contact their family upon arriving in the foreign country to keep them from



worrying. The participant should also remember the time difference between the two countries when making contact.

## OTHER

Once in the destination country, participants are not allowed to take individual trips without prior authorization. The participant will have an excursion planned by the agency, as well as the possibility of travelling with their host family (with prior authorization). **The student is not allowed to travel alone** without express permission from parents and Ken's.

If a family wishes to take their exchange student on a trip, they must have:

- prior authorization
- an additional Consent to Travel form (request from coordinator)

## GOING TO OTHER COUNTRIES (PRE-BREXIT)

If a Spanish family wishes to take their exchange student to a different country, they can do so with prior authorization and a Consent to Travel form signed by the student's parents. The student will need to keep their passport with them while travelling.

## Security

**Belongings:** Participants are responsible for all personal effects during the exchange.

**Documents:** During the stay in the foreign country, it is important to keep all official documents in a safe and secure place. Perhaps most important is the passport, but any other important documents should be kept together and safe. It is not necessary to carry your passport with you at all times, though you must carry a copy.

**Money:** The conditions of the stay, classes, activities, and excursions are specified in the contract. Personal spending money is not included. The amount will depend on the student. Try not to carry big bills since some locations will not accept them. In a similar vein, credit/debit cards are less commonly used in Spain; many smaller businesses only accept (or at least much prefer) cash. We recommend that the student does not spend large amounts of money at once, since this can give the impression of great wealth and potentially cause problems.

Since this is an extended trip, we suggest students bring a card (debit or credit) with which they can pay for things and withdraw money. We also suggest that when a student withdraws money, they withdraw larger amounts. Most banks will accept all British bank cards. In Spain, the tendency is to pay cash for most things, especially food. Clothing stores, bigger restaurants and big shopping malls tend to allow for payment by card. Always be sure to ask beforehand.

**NOTE:** Should a student or their parent want to send the student money while they are abroad, the easiest thing is to look at transferring money directly into the student's account on his card or to go to the nearest Western Union for advice. In Spain, the student would go to the Oficina de Correos in their city.

## Cultural Differences and Adjusting

Most students travelling abroad, be it the first time or not, arrive with high expectations and are very excited. Everything is new to them. But within a few days –or even hours– they will face their first culture shocks which can include and are not limited to: language barrier, customs, schedule of meals and curfews.

Students then tend to compare where they are to their own country, and soon they realize that though the people and the customs will not be changing to adapt to them, they are able to adapt and fit in nicely in their new environment. Once the student realizes this, the excitement builds again and they are able to enjoy their stay.

For long term stays, parents/guardians must be aware that it is very normal for students to get homesick sometimes. It is for this reason that all parents are strongly encouraged to be in weekly contact with their student. Contact should include face to face (via Skype, Facetime, Duo or whatever application they would like), as simply hearing the voice sometimes may not be enough. If a student gets to see their parent/guardian at least once a week, they are much less likely to feel homesick.

**Laws:** For the duration of the student's stay abroad, they are responsible for their actions and are subject to the laws of the country they are in. Be careful; not knowing that something was against the law is not an acceptable defense. If you are unsure of something, it is better to ask someone.

**General:** This cultural experience is an excellent opportunity to make new friends and also to learn from teachers abroad and vice versa. The likelihood is that teachers will want you to help present part of your British culture to their students so it is important to prepare information about your country: history, customs, arts and gastronomy, sports etc.

The following will detail some of the potential cultural differences Britons may encounter in Spain.

### **KISSES**

- If you are female, when you are introduced to a person (male or female) it is customary to give two kisses, one on each cheek.
- If you are male, a handshake is acceptable to other males, but kisses are expected for females.
- If you see someone in the street that you have met before and you stop to talk to them, kisses are often expected, but they will normally initiate.
- In school, kisses are not expected.
- Depending on the situation (a permanent/long-term goodbye, or the end of an evening) kisses are also conducted upon parting.
- Often, the "kiss" is more of a light brushing of the cheeks, or near-touching of the cheeks.
- When in doubt, let the Spaniard take the lead.

### **HELLO / GOODBYE**

- When a person enters a small space, it is customary to say hello to them. This means that, in elevators and cafes, people may greet you with an 'hola' or 'buenos dias'. It is polite to smile or reciprocate. The same applies for leaving such a place; if someone exits the elevator before you,

they will normally say 'adios' or 'hasta luego'. It is polite to do so. Similarly, in a café, strangers may say goodbye. The simplest thing is to say 'adios' as you leave. Generally, some people will reply.

- In these situations, no kissing is necessary or expected (unless you see someone you know, in which case they will probably initiate).

### **STARING / EYE CONTACT**

- People are not afraid to stare in Spain. It is not considered rude or unusual.
- If two strangers make eye contact in the street, it is not customary to smile. If you do smile, it is unlikely that they reciprocate.

### **PUNCTUALITY**

- Punctuality is a different concept here in Spain. If you have an appointment or have arranged to meet with someone, do not expect them to arrive "on the dot". More than 15 minutes is considered impolite.

### **TIPPING**

- Tipping is very different in Spain. Waiters and other service workers are not paid a special wage in expectation of tips. People often don't leave anything, and if they do, it is often merely the change (if they've paid cash), or a few coins.

For example: if you've ordered the menu del día and it costs 9.50 euros, it would be entirely acceptable to pay with a 10 and leave the 50 cents.

- It is not normal to leave a tip for drinks or coffee.
- If you go to a particularly nice restaurant (especially in a big city), a tip will rarely be asked for, but appreciated. There isn't really a standard percent.

### **OPENING HOURS / TIMES**

- In general, the 24:00 clock is used. The exception is when speaking, when people will say "A las cinco de la tarde" = "At five in the afternoon". They do not say "A las 17" or anything like that.
- Shops and offices generally open at 9:00 or 10:00 in the morning, close at 14:00, open again at 17:00, and close for the day at 19:30 or 20:00.
- On Saturdays, many shops close at 2pm and do not open again in the afternoon.
- Most shops are closed on Sundays.
- Cafes are often open all day.
- Restaurants often close between lunch and dinner.

### **EATING TIMES**

- The Spanish generally have a light breakfast (el desayuno) of juice, coffee, or milk, with a cookie or cereal.
- Often there is a light mid-morning meal (el almuerzo).
- Lunch (la comida) is the largest meal of the day. It generally starts between 2 and 3 pm. Most



people eat lunch at home; this is why most shops close during these times.

- Sometimes there is a mid-afternoon snack (la merienda).
- Dinner depends a bit on the family, but it normally starts between 8:30 and 9:00 pm. If a family or group of friends goes out to eat, they often don't go until 9:30 or 10 pm. This is often very light.

## RELIGION

- Catholicism is by far the most common religion in Spain. That said, many people who consider themselves Catholic are not regular practitioners, meaning that they do not regularly attend mass. Most people are baptized and go through communion, and often participate in religious festivals or holidays, regardless of whether or not they attend church regularly.

## Telephones

Before departure for the foreign country, students, parents and host families are all given a set of numbers for emergency situations and daily contact if necessary. We ask that everyone please be responsible when using these phone numbers as they are mostly for emergency situations. The head office will be available for normal concerns from 9h-18h Spanish time .

**Emergency phone numbers:** In Spain, the emergency phone number is 112 for police, ambulances, firefighters, etc. These services do not require money to call.

**Calls:** Students will be advised by their coordinator about the best ways to contact their family back home. For Britons in Spain, keepcalling.ca is a great way to contact their family home if they would like to call them regularly. If not, WhatsApp allows for free calls when students are on Wi-Fi and Skype, Facetime, Duo etc. do as well. For regular calls, the person who makes the phone call is the person that is charged. When calling a Spanish phone number, please remember to place the +34 before the phone number. If the + does not work, enter 01134 instead.

**According to the "roam like at home" regulation, all calls made in an EU country will not incur additional roaming charges.**

## Medical Insurance

All students are required to have medical insurance while abroad. If a student elects to be insured through Ken's, they will be provided with the exact details of their coverage before their departure but should note that the insurance does not cover high risk activities and sports. Please read the full coverage before leaving. Parents/guardians agree to adhere to and read the coverage before the student leaves. Britons have their own insurance in UK and Spaniards are covered in Europe as well. In Spain, Britons have access to emergency services for free should they require it.

## EMERGENCY PROCEDURES

### MEDICAL

If the life is in immediate risk, call 999 first.

1. If there is a medical emergency involving a Spanish student or a student with the insurance contracted by Ken's, first call the insurance company. They will contact the necessary

**authorities. The insurance information will have been provided to you prior to departure. Families receiving students will also receive their insurance information.**

2. Immediately following the call to insurance, contact the local coordinator (details will be provided), or Teresa Julian (+34 651 899 093) in Spain. If one is unreachable, immediately contact another. Remember you can use whatsapp to call free of charge.
3. Follow the instructions provided by both the insurance company and your coordinators.

**UNDER NO CIRCUMSTANCES is a family to contact their exchange student's family in an emergency, until given permission by Ken's' staff.**

### **CRIMES / ILLEGAL ACTIVITIES**

1. **If a crime has been committed involving a Spanish student or a student with the insurance contracted by Ken's, first call the insurance company. They will contact the necessary authorities. The insurance information will have been provided to you prior to departure. Families receiving students will also receive their insurance information.**
2. Immediately following the call to insurance, contact the local coordinator (details to be provided), or Teresa Julian (+34 651 899 093) in Spain. If one is unreachable, immediately contact another. Remember you can use whatsapp to call free of charge.
3. Follow the instructions provided by both the insurance company and your coordinators.

**UNDER NO CIRCUMSTANCES is a family to contact their exchange student's family in an emergency, until given permission by Ken's' staff.**

**All British students will be registered at the British Embassy in Spain prior to arrival, with Teresa as their emergency contact. Likewise, the Spanish students will be registered at the Spanish Embassy in the UK.**

The following is the contact information for the

consulate and embassy in Spain:

#### **CONSULATE IN BARCELONA:**

Avd. Diagonal 477 - 13<sup>a</sup>

08036 Barcelona, España

Tel.: (34) 933 66 62 00

<https://www.gov.uk/world/spain>

#### **EMBASSY IN MADRID**

Torre Espacio

Paseo de la Castellana 259D

28046 Madrid, España

Tel: (34) 91 714 6400

<https://www.gov.uk/world/spain>

The following is the contact information for the Spanish consulate and embassy in UK:

#### **CONSULATE IN UK**

20 Draycott Pl, Chelsea,

London SW3 2RZ, UK

Tel: +44 20 7589 8989

<http://www.exteriores.gob.es/consulados/londres/en/Pages/inicio.aspx>

## EMBASSY IN UK

39 Chesham Pl, Belgravia,  
London SW1X 8SB, UK  
Tel: +44 20 7235 5555

<http://www.exteriores.gob.es/Embajadas/londres/es/Paginas/inicio.aspx>

## Rules

The exchange programme has rules which the participant, upon signing the contract, agrees to follow.

### Terms and conditions

For the full terms and conditions, go to the website [www.kens.es](http://www.kens.es). Ken's is not liable for any damages or incidents during the exchange, nor are its contractors or coordinators.

## Conduct

### MINORS

- The purchase or consumption of alcohol, drugs, tobacco, and any other controlled substances is **strictly forbidden**. Nonadherence to this rule may lead to immediate expulsion from the programme and a return to UK.
- No life-altering decisions may be made during the exchange. Such decisions include: piercings (without prior, written parental consent), tattoos, and sexual relations. These are grounds for immediate expulsion from the programme and a return to UK.
- Students must not drive or operate any motor vehicle in a foreign country, except in the case of certain ATVs and/or motorbikes (as a passenger) and only in the case that they have prior, written consent from their parent(s)/legal guardian(s) and from the coordinator.
- The participant must accept the decisions made by Ken's during the course of the programme.

### OVER-18S

- Participants who are over 18 must obey the laws of the country they are in, as well as the general rules outlined above.

### SCHOOLS

- It is compulsory to attend your daily classes and study time at the high school. The rules must be obeyed. Expulsion from your high school means an immediate end to the programme and a return to the UK. In this case, there will be NO refund.
- Upon finishing the programme, participants will receive a certificate of achievement and an evaluation.
- Ken's will be in regular contact with the students and the high schools. If any problem should arise, the participant should communicate it to Ken's.
- Since the participant will be living with their exchange partner, the partner will show them how to get to their school from the home.



## IN THE HOME

- The participant will have living space (**either a shared or individual room**) and a timetable for meals and laundry. All other costs (clothes, books, toiletries) are the responsibility of the participant.
- The schedule in Spain is fairly different from UK. They generally stay up much later at night, and in some cases don't get up as early. Meal times are different as well. What we consider "lunch" is for them the largest meal of the day, and it takes place anywhere from 2-3:30 pm. The participant must accept the schedule established by the family for meals and curfew. If the participant believes for any reason that they will not be able to arrive on time, they must inform the family as soon as possible.
- Foods in UK are different from those in Spain, both in the ingredients, manner of preparation, and amount. The family or your exchange partner will explain the types and times of meals. If a student is not going to be at home for a meal, they must inform the family.
- We recommend that the participant ask about the laundry schedule fairly early on, to establish it from the beginning. This may involve the participant washing their own clothes (in which case the family would need to show the participant how to use the washing machine) or the participant leaving their clothes in a specific location for the family to wash.
- When the participant arrives at the house, they should not ask for the Wi-Fi name/password immediately. This would be construed as rude. The participant should wait until after the family has given them a tour of the house and introduced themselves.

## FAMILY

- The participant should keep in mind that the family with which they are staying will have many different customs and preferences than they are used to. Regardless, the student will be treated in a friendly manner always. We recommend that the participant try not to make assumptions about the family before arriving.
- Be respectful. Do not use vulgar or profane language. Do not consume drugs or alcohol, in the house or otherwise.
- Regarding religion, mutual respect and acceptance is expected from both sides. If the family has a different religion from the participant and they invite the participant to church with them, it may be an interesting cultural experience. Even so, the participant is never required to attend a religious function if they do not want to.
- While not compulsory, taking a small gift for the family may help break the ice upon arrival. This gift does not have to be large or expensive. The thought is what counts.
- The participant will be treated like a family member, and as such we recommend they take part in the housework, offering to help. Of course, the cleanliness of the participant's room is their responsibility. Besides this, the participant could offer to help with things like taking out the garbage, washing the dishes, taking care of pets, etc.
- The family wants the participant to feel at home and will try to make the stay as comfortable as possible. Expressing gratitude is advisable.
- Do not invite people to the house without the family's permission.

- Tell the family about your daily plans. They should always know your general whereabouts and whom you are with.

## Summary or rules, regulations, and standards conduct

The following standards of conduct are both for students (to apply) and families (to read and ensure that they are applied). Please adhere to these standards of conduct. Noncompliance and infraction of rules and regulations may result in disciplinary action or revocation of privileges at the discretion of the coordinators. Should any be violated, each situation will be dealt with in an individual manner between the agency and the student and their family. Should a student repeatedly ignore or violate these standards of conduct, the agency reserves the right to apply the zero-tolerance policy.

In your host family (though some also apply elsewhere\*):

1. **Respect and obey the rules of the house you are living in**, realizing that they may differ from your own home.
2. Treat every member of your host family with respect, understanding, patience, and gratitude.
3. Respect the property of your host family, and maintain a neat room/living space.
4. \*Not smoke inside any buildings, including the house you are residing in.
5. Not leave the premises of your host family's home unless accompanied by a member of your host family AND/OR without permission from your host parent(s)/guardian(s).

In your host school (though some also apply elsewhere\*):

6. **Respect and obey the rules of the high school you are attending**, realizing that many may differ considerably from those of your home country.
7. Attend all scheduled classes and activities, except in case of illness or emergency.
8. Not leave the premises of the high school during school hours unless authorized.
9. Maintain your studies and complete all assigned coursework.
10. \*Not use profane language in public settings such as classrooms, with host family or teachers.
11. \*Respect the religious freedom of anyone and everyone you have contact with.

General standards of conduct:

12. The student will not participate in any high-risk sports or activities without prior authorization.
13. The student will not take any medications or medicines without prior permission from their parents and the organization.
14. The student will not offer, provide, or exchange any medications or medicines to anyone in the foreign country, including members of their host family.
15. The student and family will accept and respect all decisions made by coordinators of the programme.
16. The student understands that their property (luggage, clothing, etc.) is their responsibility.



17. The student and/or family will contact exclusively one or both of the programme coordinators with any issues, problems, or other situations requiring assistance (regarding the host family or otherwise). The programme coordinators **MUST** be contacted **PRIOR** to contacting my family/guardian(s) in my home country. They will follow the coordinators suggested line of communication.
18. In the case that (the student) brings a laptop, tablet, or other electronic device from their home country, they will not engage in any illegal, profane, or otherwise inappropriate activities with said device.
19. Not loan or borrow money, except in the case of emergency. In such a case, the student is to advise their coordinator first. Such money will then be repaid as soon as possible by the student or as negotiated between the coordinator and the person of interest.
20. Students will not take any life-altering decisions while abroad without the express consent of their parents. This includes but is not limited to: sexual relations with other individuals, piercings, tattoos etc. Students will act appropriately at all times and respect those around them.

The following rules and regulations pertain to our **ZERO-TOLERANCE POLICY** meaning that the coordinators of the programme have full rights to send the student home at the expense of their parents/guardians should they break any of these. In this case, there will be **NO** refund.

I (the student) will...

1. **Respect and obey the laws of the country** I am in, understanding that some may differ from those of my home country.
2. Not buy, sell, possess, or use alcohol or illegal or controlled drugs, except in the case of prescription medications with prior authorization.
3. Not vandalize any building or place, inside or outside, public or private.
4. Not drive or operate any motor vehicle in a foreign country, **EXCEPT** in the case of certain ATVs and/or motorbikes (must be a passenger) and **ONLY IN THE CASE** that I have **PRIOR, WRITTEN** consent from my parent(s)/legal guardian(s) **AND** from the coordinator.
5. Not handle or carry weapons of any kind, including but not limited to firearms and knives.
6. Not participate in any high-risk sports or activities without prior authorization.
7. Not cross any international or provincial borders without prior, written permission from my natural parent(s)/legal guardian(s), my host family, and the programme coordinator.

**Upon signing the contract, the client understands that the above rules and regulations are subject to change at any time without prior notice, at the discretion of the coordinators. In such a situation, the families and students will be informed immediately and an annex will be added.**



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