

## Important Information:

### For the Parents/Guardians of potential Teenagers students and for teachers in charge of groups

It is understandable that parents and guardians of the students attending this type of course, and especially for the first time, have concerns, doubts and questions about the programme that your children will be attending.

In this section, hopefully, we can answer all those questions and clear up all the doubts. Parents normally have different questions than the young students who will actually go on one of our programmes.

Students normally want to know how much free time they will get during the day and evenings, how much independence they will have, what will the other participants be like, where will they be from, will they have to speak Spanish ALL the time outside of class, what are the activities like etc.

## Personal Safety

One of your main concerns may be that our school is located in a part of Spain that you are not that familiar with yourself, even though your child has an interest in visiting and studying the language spoken here.

The most important benefits a student gets from this type of course, whether it is in a school group or as an individual, is that first and foremost they will improve their language ability, meet new friends, eat new foods, experiment with some new activities and be exposed to new and different cultures and ways of life.

Our schools staff and director are trained in education and are experts in handling the day to day problems in the first few days of their program. Students should come with an open mind and remember they are entering into a different culture and must try to accept the things as they are. The whole of Spain cannot change to adapt its customs and habits to that of each International Student, the students must adapt to their new environment, customs and eating habits.

We would like to reassure you about any doubts you may have about sending your child to study in Trinity School, El Puerto de Santa Maria. This is a safe, friendly and easy city of 85.000 inhabitants, and the main advantage over other programmes in larger cities, is that on our programme students do not need to use public transport to move around.

However it is always better to be aware of your surroundings and the fact that you are a tourist in a foreign city. We strongly advise our students to avoid certain areas of the city, always travel in groups of at least 3 or more, do not display your cash, credit cards, mobile phones, jewellery or electronic goods in the street or in street cafes. Never leave these items on table in the view of the general public. Also when going to the beach bring the minimum of items and never leave bags or belongings unattended. Leave any expensive items at home.

## Health and Safety

When a student is registered on a course we ask you to detail any allergies, health restrictions or dietary problems this student may have. Also we recommend all students have extra medical care insurance.

The school and the host families deal with the lighter everyday problems of head aches, stomach aches and bug bites.

Our school rules on drugs, alcohol and sex on our programmes are very simple: none are permitted either on the school premises or in the student accommodation. Also absenteeism is a serious offence. Students are obliged to attend their classes daily. Eating is not permitted in the classrooms during classes or any liquid other than mineral water.

These rules apply to all students enrolled in our teenage programme programs, no matter their age or nationality. If a student breaks one of these rules, parents/guardians are notified immediately and the student is given a very strong warning. If the rule is broken a second time, the student will be sent home immediately-at their own expense.

## Supervision of Students

While we have a certain level of supervision in the school and also the host families we rely on the education of each individual student to comply with the rules.

If a student of 16 years of age, or over in the case of school groups, has written permission from the parents/guardian, they may be permitted to return to their host families at the time indicated. Normal curfew is 23.00, week days and 24.00 on weekends. Parents may vary this curfew as they seem fit.

Curfew time may be extended by 1 – 2 hours for school groups under the supervision and responsibility of the group leader.

Students are expected to show up for the classes and activities organized by the school every day that they are offered.

These curfew times are extremely strict and repeated failure to return to the host family before curfew can result in the student's immediate removal from the programme. As with all other rules, failure to comply will result in the student being sent home right away at their expense.

Serious offences will result in immediate removal from the programme.

## Host Families

### **The accommodation:**

The school groups or individual teenage students that study in Trinity School are placed in one of our host families. These families have years of experience that know exactly how to communicate to foreign students and above all, know that during the time spent by the student in their house, the attention must be familiar and friendly, that they must make the student feel as one of the family. The student in turn feels fully participant and integrated and can see that the family makes an enormous effort to make them feel part of the family.

All our accommodation is situated in the same areas, near the school and a maximum of 15 minutes walking distance from the school, this is a basic and fundamental rule of Trinity School. It is very important for us that the accommodation is near, not only for the fact that all our students can go home walking and don't have to use the public

transport, but they can reach each others houses easily and without any orientation problem, basically , they don't get lost. This is vital when accommodating our students.



Here are some photos of the houses and rooms that we use to accommodate students. We have many other houses like these and at the moment we have an important number of families having accommodated groups of between 30 and 40 students in excellent conditions.

Our host families are in constant contact with Trinity School; having meetings before the arrival of groups or individual students, and once the student is here the families are in constant contact by phone with the school to solve any problems. The host families follow the instructions given to them by the teacher or monitor of the group or the parents. These instructions normally depend on the age of the students.

As for the meals, we pay special attention to the needs of all students whether they be vegetarians or have some type of allergies to certain products, information which has been previously give to us by the teacher, group leader or the parents.

This is an example of a programme that we give to all our families so they know the routine of the group every minute of the day from the day they arrive till the day they leave. Example for one week.

| SUNDAY   | MONDAY  | TUESDAY   | WEDNESDAY  | THURS  | FRIDAY   | SATURDAY   | SUNDAY   |
|--|---|---|--|--|--|--|--|
| 14.00<br>ARRIVE TO<br>THE BULL<br>RING   | BREAKFAST<br><br>CLASS AT<br>10.00           | BREAK<br>FAST<br><br>CLASS AT<br>10.00   | BREAKFAST<br><br>CLASS AT<br>10.00              | BREAK<br>FAST<br><br>CLASS<br>AT<br>10.00 | BREAKFAST<br><br>BULL RING<br>AT<br>10.00                           | BREAKFAST<br><br>BULL RING<br>AT<br>09.00                         | DEPARTURE<br>FROM THE<br>BULL RING   |
| LUNCH AT<br>HOME<br><br>AT 19.00<br>BULL RING | PICNIC<br>LUNCH<br><br>EXCURSION<br>TO JEREZ | PICNIC<br>LUNCH<br><br>FOOTBALL<br>MATCH | PICNIC<br>LUNCH<br><br>EXCURSION<br>TO<br>CADIZ | EAT<br>OUT   | PICNIC<br>LUNCH<br><br>EXCURSION<br>TO<br>SEVILLA<br>ISLA<br>MÁGICA | PICNIC<br>LUNCH<br><br>SURPRISE<br>EXCURSION<br>TRINITY<br>SCHOOL | PICNIC<br>LUNCH<br> |
| DINNER AT<br>HOME<br>                         | DINNER AT<br>HOME<br>                        | DINNER AT<br>HOME<br>                    | DINNER AT<br>HOME<br>                           | DINNER<br>AT<br>HOME<br>                  | DINNER AT<br>HOME<br>   | DINNER AT<br>HOME<br>   |  |

# Communicating with your child while they are away.

Trinity School has several computers with free internet access for student to use a limited number of times per week. Some host families have internet access and at all times it will be used just for students to communicate by email to their families. Students should not expect families to let them use the internet during hours to chat.

Host Families do not have phones available for outgoing calls but students can receive calls in the host families. Please remember the difference in time if you are calling from the United States or The Far East.

Students are permitted to bring or use cell phones, but they **MUST** be turned off during class or activities and consideration for roommates must be given for late night or early morning conversations home...please have consideration for others.

Parents may also call to the office during working hours to see how their children are progressing.

## Visa Requirements

Nationals of the USA, Canada, Japan and all member countries of the EU, Australia and New Zealand do not need a student or tourist visa to visit Spain. Students are considered a tourist while attending the Spanish study programme and they do not require a special student or academic visa while attending our short term programmes.

Upon arrival in Spain, students on international flights will be granted a tourist/visitor's visa by the host country's immigration official at the airport or simply receive a stamp of entry on their passport. This tourist visa is normally stamped right in the passport, and is usually valid for stays of up to 90 days. It is important that students have at all times a copy of the school's acceptance letter which gives all the information about your course and accommodation.

## Young Flyers

Young travellers (under 16 years of age) travelling without parents or escorts, need a notarized document certifying that both parents agree to the child travelling alone. This document needs to be carried by the child when they travel. This document should state who/what organization is responsible for picking the student up at the destination as well as giving permission for the young person to travel on their own.

We advise our clients to book flights **AS SOON AS THEY ARE CONFIRMED IN THE PROGRAM** and book a flight with as few connections or stopovers en route. Direct flights are often a little more expensive, but are worth it for the peace of mind that they provide.

We often recommend that our clients consider paying for the additional "Unaccompanied Minor" fee with the airline their son or daughter is flying with, if that child is under 14. This service ensures that a qualified airline staff member will take responsibility for your child during the flying experience. This includes ensuring the child is escorted from the gate to the plane, to their assigned seat on the plane, assisting the child on board the flight as well as escorting the child to the baggage area upon

arrival, through customs and deliver them to the school staff or designated party or driver at the arrival airport.

## Arrival and Departure Days

Arriving on the designated arrival date is mandatory. We know that sometimes flights are delayed or missed so if this happens, your child will still be met at the airport as long as the school is informed by phone or text message to our school emergency cell phone (International + 34 + 637 533 987) and NOT by email as we are not on the computer 24 hours a day and also because of the time difference between Europe and the United States.

If a student or a group must arrive or leave on dates other than those designated on our website, additional airport or train transfer fees may be applied and the special arrangements must be confirmed well in advance on an individual request basis.

## IMPORTANT NOTE

It is the responsibility of the parents to inform the School of the arrival and departure days and time, flight numbers and local arrival time. The school will not accept responsibility for any changes made by 3<sup>rd</sup> parties to travel arrangements and at all time it is the parents and/or the students' responsibility to communicate these changes and / or delays to the school so the students new airport pick up can be organized.

## Spending Money

There are no extra costs for students on full board.

Groups who choose half board should allow about 7 – 12 euros per day in food allowance.

Students will only need money to buy sweets, soft drinks and souvenirs. We suggest a maximum of 16 euros pocket money per week for any emergencies. Student may bring credit cards as if they are stolen can be easily cancelled but cash if stolen is gone forever. We recommend that students using credit card take out enough money for a few days as some banks charge a substantial sum for withdrawals at cash points.

Students may leave their pocket money in the school bank and withdraw it when needed.

We recommend that students bring enough pocket money as transfers to our bank account can take up to a week to arrive.

The school as a rule cannot lend money to students.

## Payment Options

### **BANK DETAILS**

#### **International Bank Transfers**

**Bank:-** Caja Rural del Sur  
**Address:-** El Puerto Urb 2, Avda del Ejercito 10  
11500 El Puerto de Santa Maria, Cádiz  
España, Spain

**Account :-**Trinity School S.L.  
**IBAN:** ES06 3187 0031 9810 8819 8823  
**BIC:** BCOEESMM187

**Trinity School must receive the full payment for the courses, therefore it is important for the sender to advise the bank that all charges are to be charged to the sender and not the receiver Trinity School. If some charges do occur for whatever reason parents will be billed for the difference.**

## Medical and Health Travel Insurance

All students will be covered by a full Medical, Accident and Liability Insurance.

We strongly recommend that European students bring a copy of the European E111 form which will cover all European citizens in event of an accident. This form can be obtained from your local Social Security office.

All other students are recommended to have private medical and accident insurance to cover any expenses that may occur in transport of patients from Spain to their country of origin.

## Our Cancellation, Refund Policies and Rules:

These terms are quite detailed, so please check our Terms and Conditions page at: [www.spanishsummercamp.com](http://www.spanishsummercamp.com)

## A Family Holiday

Studying in the same school where your child is studying is a great experience for everyone involved. Parents may chose between our host family accommodation or in a students apartment with other students. Parents may also choose to organise their own accommodation in rented apartments, houses or hotels.

Our adult language school, Trinity School, offers different programs for adults and older (17 and over) teenagers to accommodate all family members.

If you have any further questions or doubts about sending your child on one of our teen programs, please feel free to contact us at International + 34 + 956871926, Monday to Friday 09.30 – 13.30 Spanish time or by email at [info@trinitylanguageschool.com](mailto:info@trinitylanguageschool.com)