

Important Information:

For the accompanying teachers in charge of groups

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

In this section, hopefully, we can answer all those questions and clear up all the doubts. Teachers and parents of the children participating 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. El Puerto de Santa Maria, Cadiz is situated between Gibraltar and Portugal on the Costa de la Luz.

The most important benefits a student gets from this type of course, 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 as a teacher may have about bringing your school group 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 students do not need to use public transport to move around. Everything is in walking distance. Our host families are within 5 to 15 minutes from the school and also the beach or the centre of the city.

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 Supervision of Students

When a student is registered on a course we ask you as their teacher/group leader 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.

Students are expected to show up for the classes and activities organized by the school every day that they are offered and on time, keep their room tidy in the host family, be respectful to their host family and in the school during class and to our staff during the activity and cultural programme. 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.

Curfew times for the students to returning to their host families at night are set by the accompanying teacher/group leader and under the supervision and responsibility of the teacher/group leader. We will communicate this time to each host family.

If a student breaks the rules set out by the school or their school/teacher, the student is given a warning by the accompanying teacher. If the rules are broken a second time or more times the accompanying teacher/group leader will have final decision on what to do with this student.

Eating is not permitted in the classrooms during classes or any liquid other than mineral water

Host Families

The accommodation:

The school groups that study in Trinity School are placed in one of our host families in shared room. Individual rooms are available but with a small surcharge per day. 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.

Our host families are in constant contact with Trinity School; having meetings before the arrival of groups, and once the students are 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 group leader of the group. 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.

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 ARRIVE TO THE BULL RING	BREAKFAST  CLASS AT 10.00	BREAK FAST  CLASS AT 10.00	BREAKFAST  CLASS AT 10.00	BREAK FAST  CLASS AT 10.00	BREAKFAST  BULL RING AT 10.00	BREAKFAST  BULL RING AT 09.00	DEPARTURE FROM THE BULL RING
LUNCH AT HOME  AT 19.00 BULL RING	PICNIC LUNCH  EXCURSION TO JEREZ	PICNIC LUNCH  FOOTBALL MATCH	PICNIC LUNCH  EXCURSION TO CADIZ	EAT OUT	PICNIC LUNCH  EXCURSION TO SEVILLA ISLA MÁGICA	PICNIC LUNCH  SURPRISE EXCURSION TRINITY SCHOOL	PICNIC LUNCH 
DINNER AT HOME 	DINNER AT HOME 	DINNER AT HOME 	DINNER AT HOME 	DINNER AT HOME 	DINNER AT HOME 	DINNER AT HOME 	

Communicating with their parents while they are away.

Trinity School has several computers with free internet access for students 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. The tourist visa is normally stamped right in the passport, and is usually valid for stays of up to 90 days. If you have any doubts, contact your nearest Spanish Embassy.

Arrival and Departure Days

We know that sometimes flights are delayed or missed so if this happens, the accompanying teacher/group leader must contact Trinity School and your group 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 or Asia.

We also understand that it is not always cheap to fly on weekends so we will accept groups arriving on any day of the week.

IMPORTANT NOTE

It is the responsibility of the accompanying teacher/group leader to inform Trinity School of the arrival and departure days and time, complete flight details and local arrival time well in advance. The school will not accept responsibility for any changes made by 3rd parties to travel arrangements and at all time it is the teacher/group leader's responsibility to communicate these changes and / or delays to the school so the group's new airport pick up can be organized.

Spending Money

Groups who choose half board should allow about 12 – 18 Euros per day in food allowance per student.

Students will only need extra money to buy sweets, soft drinks and souvenirs. Students may bring credit cards as if they are stolen they 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.

Payments

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.

Medical and Health Travel Insurance

All students will be covered by a full Accident and Liability Insurance. However 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 or illness. 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 hospital or dental bills, medicines or transport of patients from Spain to their country of origin.

Our Cancellation, Refund Policies and Rules:

We give a full refund to students who do not participate on the course if we receive the written cancellation for the accompanying teacher more than 7 working days before the arrival of the group. After this date there is no refund as all deposits will be paid for this student on all the activities and to the host family 7 days before arrival.

Extra information

Our adult language school, offers different programs for individual adults students all year, ages 17 years and older. Visit www.trinitylanguageschool.com

If you have any further questions or doubts about taking a group to Trinity School or you have special requirements, please feel free to contact us at International + 34 + 956871926, Monday to Friday 09.30 – 13.30 Spanish time or by email at info@spanishforschoolgroups.com