

Dear Group Leaders,

Thank you for choosing International Projects! To ensure that you and your students have the best possible experience, we have outlined some key guidelines to help us work together effectively.

Communication & Student Management

- Please provide us with your **UK contact number**.
- If possible, we ask that you be at the school before your students' first lesson to assist with any attendance issues.
- Arrange a **daily meeting** with the Centre Manager at a mutually convenient time.
- Assist us with **safeguarding and supervising your group**. This includes **attending all planned excursions and activities**.
- Ensure you have up-to-date contact details for all parents and that your agent also has access to them in case you are unavailable.
- If you wish to make changes to the programme or take students out for dinner, please inform your school contact at least **24 hours in advance** and ensure compliance with our safeguarding policies. Don't be surprised if we ask a few questions—we just want to ensure student safety.
- Help us ensure that your students are aware of and follow our rules and regulations.

Responsibilities of Accompanying Group Leaders

Group leaders are responsible for supervising their students according to their age group, which includes:

- Conducting wake-up and night checks.
- Ensuring student attendance at lessons, activities, and trips.
- Attending assemblies and **TTT (Time to Talk) sessions**.
- Implementing disciplinary actions when students break rules (e.g., smoking, drinking, etc.).
- Reporting any damages or misbehaviour to the Centre Manager.

Activity & Trip Planning

We offer a full schedule of supervised activities, and we encourage all students to participate. If you plan to arrange an independent activity or trip, please:

- Provide at least **24 hours' notice**.
- Share full details with us.
- Ensure the trip adheres to the appropriate **supervision ratios** and our **safeguarding policy**. If you need assistance, we are happy to help.

With clear communication and teamwork, we are confident that you and your students will have an amazing time with us. We look forward to a fantastic experience together!

I confirm that I have read and understood all the documentation provided including the safeguarding policy.

I hereby state that I agree and accept the above as a standard of care that International Projects expects and will do my utmost to ensure that those standards are maintained:

Full Name:

Date:

School's or Company's Name:

Signature: