

# TERMS & CONDITIONS (FOR STUDENTS UNDER 18)

St Brelade's College has a legal duty of care to look after under 18s safely. Our below policies detail what you should expect regarding your child's stay in Jersey.

Please review our general terms & conditions then complete the parental consent form, in the previous tab. **This must be completed at least 4 weeks before arrival.**

## 1. COURSE & ACCOMMODATION FEES

### 1.1. What the tuition fees include

- Tuition and use of class materials
- 2 – 5 afternoon activities per week (Monday to Friday) depending on the course chosen
- 1 – 3 evening activities (depending on season & course chosen). Extra weekend activities included in summer during peak times.

### 1.2. What the homestay/residence fees include

- Single or shared room
- Use of all linen and towels etc (please bring beach towels)
- 3 meals per day
- Transport to and from the study centre each day (unless staying within 30 minutes' walk)
- Airport/harbour transfers
- A light laundry service is provided weekly.

### 1.3. What is NOT included in the fees

- Travel costs to Jersey & ETA application
- Personal insurance (see 7.2.)
- Pocket money
- Entrance fees for extra evening and weekend activities not included in the programme
- Transport for evening/weekend activities
- Residence students must pay a 20€/£20 refundable cash deposit upon arrival
- Specific dietary requirements, catering for special diets, intolerances and allergies may incur an additional charge of £27.50 per week if staying in homestay or residence

### 1.4. Payment of fees

**A £200 deposit** is required to confirm the course. Thereafter, all fees must be paid in full at least 4 weeks prior to arrival. St Brelade's College reserves the right to refuse to provide services to students if the course fees have not been paid.

### 1.5. Cancellation fee

**The following cancellation terms apply for all bookings taking place in 2026:**

- **22+ days notice:** £200 deposit

- **8 – 21 days notice:** 1 week (tuition & homestay/residence fees) + £200 deposit
- **1 – 7 days notice:** Full fee payable (tuition & homestay/residence fees)

Course fee refunds are made in £GBP to the same card or account used to make the original payment. St Brelade's College accepts no responsibility for any difference in the final amount received due to changes in the underlying exchange rate.

## **2. CLASSES**

### **2.1. Placement of students**

- Maximum class size: 16 students
- At the discretion of the school management, students one year outside of the recommended age range may occasionally be accepted on the junior courses.
- Where possible students are grouped in classes according to their age and English level. This may result in some classes at times being predominantly of the same nationality.
- Students aged 16 and over may be placed in an adult class.
- We do not recommend semi intensive, semi combination or adult intensive courses for teenagers unless they are really motivated to take afternoon classes.
- If a student wishes to change course after arrival, they will need permission from their parents. We cannot guarantee that it will be possible immediately and we do not provide any refund for the difference in course price.

### **2.2. Centre locations & transport**

During the summer there are two study centres. At other times of year all junior and adult students study at our main study centre, St Brelade's College.

#### **St Brelade's College**

- All junior courses outside summer.
- In the summer, teenagers on the semi intensive, semi combination, English surf adventure and adult intensive courses (16 & 17 years), along with adults, study at St Brelade's College.
- Located in St Aubin
- Different transport options are available to take students in homestay and residence to and from the study centre throughout the year (if not within walking distance):
  - 12 years take a private bus
  - 13 – 17 years on junior programmes outside summer receive free public bus travel to and from school
  - 14 – 17 years on semi intensive, semi combination, English surf adventure & intensive courses during the summer receive free public bus travel to and from school

#### **Highlands College**

- Junior holiday course
- From June to August
- Close to St Helier

- Different transport options are available to take students in homestay depending on their age (if not within walking distance):
  - 12 years take a private bus
  - 13-16 years need to take a public bus every morning to Liberation Station (bus travel to school included). From Liberation station there is a private bus to take them to Highlands College.

### **3. ACCOMMODATION**

#### **3.1. Arrival & departure**

Homestay/residence accommodation fees are payable by the week. Extra nights may be accepted by prior arrangement at an extra fee. We request students arrive Saturday or Sunday and depart Saturday (Saturday arrivals incur an additional fee). Sunday departures are only accepted by prior arrangement.

#### **3.2. What to expect from homestay**

Homestay providers include families, couples, individuals, single parents and retired people. Hosts are expected to include students as full members of their household. This includes eating most evening meals together and giving students use of most of the household common areas. However, hosts are not obliged to organise any supervised leisure activities outside of their normal routine. Hosts provide breakfast, dinner and a packed lunch, plus use of linen and towels and a light laundry once a week.

Students should not return to their homestay before 16:30 on weekdays. If there is an organised BBQ evening students are expected to attend and not return to their homestay before 20h00. Homestay providers are not expected to provide dinner on BBQ evenings.

Most homestay providers share a bathroom with their students. Students are expected to adapt to the way of life of their homestay which will vary depending on the individual routine of the host. Homestays may take up to four students in total if they have more than one room.

#### **3.3. Age requirements for homestay**

- Students aged 12 years will only be accepted on a course if they stay in a homestay with a friend or relative of a similar age or if they are staying privately with their parents/guardians. We do not accept students aged 12 years to stay alone in homestay.
- Where possible, we will try to place students (13-17 years) with students of different nationalities in homestay accommodation, however we cannot always guarantee this.
- Students will normally share a bedroom with one or two students of a similar age who are also attending the school, though there may be occasions when students are placed in a single room in homestay.

#### **3.4. Locations of homestays & daily transport**

At peak periods, homestays may be located all around the island. Students may ask to be in a particular location, but the school cannot guarantee that this will be possible.

For students staying in homestay, a private bus is provided for 12 year olds to collect them in the morning and to take them home at the end of the day. Free public bus travel is provided

for older students to get to and from school. The location of the bus stops is normally around 5 to 10 minutes walk from the homestay but in some cases students may have to walk for up to 20 minutes to the location of the bus stop. In most cases students should expect to spend around 30 minutes on the bus, although in some cases the scheduled journey time may be up to 1 hour. Any additional travel costs to optional evening or weekend activities must be paid for by the student.

### **3.5. Changing homestay**

If a student wishes to change or cancel their homestay after arrival, they must have a valid reason i.e. that the homestay has not met the standards set out in our guidelines. Students must speak to Student Services first to give a full account of the issue and if it is felt that it is a small problem or misunderstanding which can be resolved without moving the student then the school reserves the right to do so. However, in the case where it can be demonstrated that the accommodation is not acceptable then the school will move the student. In all other cases, if students wish to move or cancel students they will be required to give a notice period of one week, with payment for this period.

### **3.6. Student residence (14 – 17 years)**

St Brelade's College junior residences (Beachside 1 & 2) are located within walking distance to the main town, St Helier and summer teenage study centre. Students share rooms (maximum four students per room). All rooms have private bathrooms, single or bunk beds, desks and storage facilities. Teenagers at the summer residences are expected to adhere to the same guidelines as those in homestay. St Brelade's College staff are available at all times and are responsible for ensuring that students return to the residence on time in the evenings. However, as with students in homestay, residence staff cannot be responsible for monitoring students at all times.

At times we may accept students aged under 14 where part of a group. Outside peak times Beachside 2 is used for adult guests and students aged 16+. During such times St Brelade's College supervisors will also be staying in the same residence.

## **4. ACTIVITIES**

Scheduled activities arranged by the school are carried out by St Brelade's College staff and/or approved external activity providers. These include excursions, sports, water-based and other supervised recreational activities.

### **4.1. External activity providers**

The school ensures that external activity providers are appropriately licensed, insured and follow safety standards. External providers may have specific terms & conditions or require additional consent forms. By agreeing to participate in activities, parents/guardians are agreeing to such terms and allowing the school to provide consent to participate on their behalf. Such additional terms / consent forms may be provided upon request.

### **4.2. Swimming and water-based activities**

Activities may include swimming in swimming pools, the sea or participation in water sports (e.g., kayaking, paddleboarding, surfing). All organised water-based activities will be

supervised by a group leader and / or lifeguards. By giving permission to go swimming or participate in water based activities the school understands the students are competent at swimming.

#### **4.3. Health and safety**

Parents/guardians must inform the school of any medical conditions, physical disability, allergies or other relevant considerations prior to the course. The school reserves the right to restrict participation in certain activities if it is considered unsafe for the child.

#### **4.4. Risk acknowledgement**

Parents/guardians acknowledge that all physical activities carry inherent risks. While all reasonable precautions are taken, the school cannot guarantee the complete elimination of risk.

#### **4.5. Behaviour and compliance**

Children are expected to follow the instructions of all staff and activity providers. The school reserves the right to remove a child from an activity if their behaviour is deemed unsafe or disruptive.

### **5. SUPERVISION**

#### **5.1. Supervision of 12 year olds (pre-teen programme)**

- Students are supervised at all times during the school day (1 teacher per 10 – 15 students) and have their own activity programme.
- Students must walk without their hosts to and from their nearest bus stop to catch the St Brelade's College bus before and after school.
- After school and at weekends students stay with their homestay providers, except when they have evening activities supervised by St Brelade's College and transport is provided by the host.
- Pre-teens are not allowed to take a public bus or leave the vicinity of the homestay in the evening. Within the vicinity of the homestay, they may be allowed to go out at the discretion of their host, but must return by 21:00. Under certain conditions, they may be allowed to participate in certain organised evening activities at the discretion of the host i.e. with an older student and with transport provided by the host. In such cases, hosts are advised to seek permission from the student's parents/guardians first.
- Students may be given some 'free time' while staying with their homestay in line with the school policy on hosting this age group. This could include time alone in their bedroom while the host is on the premises or short periods of unsupervised time e.g. to go shopping.

#### **5.2. Supervision of 13 – 17 year olds (teenage programme & adult intensive course)**

- Students must make their own way to and from the study centre each day. This includes walking to the nearest bus stop and catching a public bus.
- Students are allowed out in the evenings in line with our school curfew policy below. Although the school provides some supervised evening activities we cannot enforce student attendance. Students may need to take public transport to go out in the

evenings. Students are allowed to go out in the evenings providing they return by the following times:

- 13 years: **21:30** (only if attending school activities)
- 14 & 15 years: **22:30**
- 16 & 17 years: **22:30** (Sunday – Thursday), **23:00** (Friday & Saturday)
- All the optional evening and weekend activities are supervised by St Brelade's College staff, and there are also staff in St Helier on activity evenings during the summer to provide assistance as necessary. We advise students to stay in pairs or groups at all times, and to call their host or the school 24 hour emergency number if they experience any problems.
- Students under 16 must attend the afternoon activities unless they are being collected by their parent / guardian. Students aged 16 and above may miss activities occasionally e.g. to go shopping for essential items, at the discretion of the Centre Manager. Students are not allowed to return to their homestay/residence during the day except under special circumstances with the permission of their host/residence manager.
- **Neither the school nor the accommodation provider are responsible for monitoring students at all times. Such times include weekends during the day or weekdays during lunchtimes. Parents/guardians should not expect the school or the accommodation provider to make their children stay at home every evening.**

### 5.3. Arrival at the airport/harbour

On arrival at the harbour or airport, the student will be met by their homestay or residence representative.

There may be occasions when the person due to collect the student is not present at the time of arrival. In such cases we advise the student to speak to a member of staff at the harbour or airport and call the school emergency line (details can be found on the accommodation information) to arrange an immediate collection.

## 6. STUDENT BEHAVIOUR

### 6.1. School rules

The school rules apply to all students taking junior courses:

- Students must follow the homestay rules.
- Students must return home on time in the evenings. They should always phone their host/residence manager if they are going to be late home.
- Students must not go to the beach after dark.
- Students must not drink alcohol, or buy it for themselves or anyone else.
- If students see another student who is drunk or has had an accident and needs help, they should call the St Brelade's College emergency number and in serious circumstances call an ambulance or the police on 112 or 999.

### 6.2. Abusive behaviour & bullying

The school does not tolerate mental or physical abuse of any sort. Any report of abusive behaviour will be investigated by Student Services and/or management. In instances where

the behaviour is deemed to be sufficiently severe the school reserves the right to send students home at their discretion.

### **6.3. Discipline**

The school reserves the right to administer discipline as it sees appropriate. For minor offences this may result in exclusion from activities. In more serious cases such as shoplifting or being found in possession of another person's property without their consent students may face criminal charges and/or be sent home. An interview with Student Services/management may be required for students who break homestay rules and parents/guardians will also be informed. In the most serious cases e.g. alcohol/drug abuse, parents/guardians will be informed and students may be sent home (at their parents'/guardians' expense). If students require out of hours assistance due to excessive alcohol consumption, the school reserves the right to charge expenses.

## **7. OTHER**

### **7.1. Emergencies & healthcare**

On the parental consent form, parents/guardians must report any physical or mental illness, allergy, disability or condition that may interfere with their ability to successfully carry out their programme, that may impact the health or well being of any other student/staff member, that may require monitoring, treatment or emergency intervention during the student's stay. St Brelade's College reserves the right to refuse an applicant or terminate their enrolment if their participation represents a risk to their own health and safety and well-being or to the health and safety and well-being of other students or staff. In this event, no refund will be given and all costs of repatriation will be the responsibility of the parents/guardians.

Parents/guardians must also provide their contact details in case of emergency. In the event of an accident or emergency the school will take responsibility for ensuring that the student receives the correct treatment and will contact the parents/guardians as necessary. Parents/guardians are required to give prior consent to allow First Aid and emergency medical treatment to be given.

Students are advised that Jersey does not offer free emergency medical treatment for many countries and they may be required to pay for any medical treatment.

For more information on which countries Jersey does have reciprocal healthcare agreements with, go to [www.gov.je](http://www.gov.je) For non-urgent medical problems, an appointment with a doctor may be required, and students will be expected to pay the doctors fees (around £80).

St Brelade's College has some wheelchair accessible areas and facilities, however some aspects of the programme e.g. transportation may require extra organisation. We recommend students requiring wheelchair access contact us to discuss their needs before booking.

### **7.2. Insurance**

We strongly advise students to take out insurance at the time of booking the trip. This should ensure cover if the student needs to cancel the course before departure or during their stay due to factors such as illness, emergency medical expenses, travel costs and personal belongings

etc. Special insurance for language course students can be purchased from some insurance providers.

### **7.3. Complaints**

St Brelade's College will attempt to resolve any complaints quickly and fairly. In such an event, students should explain their cause for complaint as soon as is practicably possible to the management. Where it can be proven that the grounds for complaint are just, the school will attempt to rectify the problem immediately.

### **7.4. Liability**

St Brelade's College, its staff and representatives accept no liability for loss, damage or injury to property or persons, except where liability is expressly imposed by law. St Brelade's College will not be liable in the event that any service contracted to be supplied by us becomes impossible to supply for any reason outside our control.

### **7.5. Promotional materials**

By agreeing to the use of photography or videos taken by St Brelade's College staff, you are allowing the school to use these for the promotion of the school and its programmes through social media updates and promotional materials, such as brochures, leaflets and the website. In addition to parental consent, students are always consulted at the time of taking photos. If requested, St Brelade's College will stop using images at any time, in which case they will not be used in future promotions but may continue to appear in promotions already in circulation. These images have no commercial or contractual value.

### **7.6. Student safeguarding policy**

St Brelade's College has a duty of care to children and young people attending the school and aims to ensure that staff, group leaders, accommodation providers and other suppliers help to keep them safe. Information regarding this can be found in our [student safeguarding policy](#).

### **7.7. Data sharing**

Medical details may be shared with staff, accommodation providers and third party activity providers where appropriate.

### **7.8. General information**

For more general information about taking a language course in the UK, please visit the [English UK website](#).