Dear Students and Parents,

Soon you (or your child) will be arriving in London to start a course at ICE.

We have put together the information below to help you prepare for your trip and make sure your stay in London is a safe one.

As someone under 18, there are a few things you need to remember to help keep you safe:

* Sign in every day at reception.
* Fill in and carry a Young Students Safety card with you at all times. Ask your teacher for help.
* If you can't come in one day, you must let us know. Give us a call on 0207 278 5553 or send an email to reception@letslearnenglish.org
* Let us know how you are getting to and from school. Do you get picked-up? If so, by whom?
* It is illegal in the UK for under-18s to buy alcohol or drink in public, in bars, pubs and cafes.
* Under 18’s cannot buy cigarettes and under 16’d cannot smoke in public. Adults cannot legally buy alcohol or cigarettes for Under 18s.
* Under 16s cannot legally have sexual relations.
* No-one is allowed to possess, sell, give or share a controlled drug.
* Apart from during registration, do not share your phone number with an adult unless it is for a school trip. This includes with teachers or other staff members.
* Do not share social media profile details with adults.

**London is a big, capital city**

Like all big cities, London can be dangerous at certain times in certain places. It is important to stay as safe as possible and you can do this by following these simple rules:

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* You need to know: your address, the school’s name and address, your host family’s and group leader’s contact telephone numbers. Take our ICE Young Student Travel leaflet with you. It is designed to fit into your wallet.
* Travel in pairs (2 people) or small groups. Don’t travel on your own.
* Avoid walking around housing estates at night. Walk only in well-lit areas, ie., main streets with lots of people around
* Keep your mobile phone fully charged in case of emergencies.
* If you are going out somewhere, tell your friends, host family and group leader. Your host family will give you a time that you must return to their house. Make sure that you do return at or before this time, as it is a matter of respect for their rules. Also, if you are late without pre-arranging this, people will worry about you and may even call the police.
* Most nightclubs are for over 18s only for a good reason. Please obey these rules!

**Travelling in London**

* The first thing you need to get when you get to London is an **Oyster Card**. This will give you full access to the London Underground and Bus networks, depending on the amount you put on the card. You can pay as you go, or get a weekly or monthly pass in the card. You can get it when you arrive at most underground stations as well as many shops. If you do not have one, don’t worry- your contactless bank card will work in all stations and on buses (though be aware you may incur bank charges if your card is not from the UK).
* If possible, plan your journey before you leave your home.
* If you take a night bus, we recommend sitting near the driver so you feel as safe as possible.
* Only get into a taxicab that is clearly licensed. It must have a licence in the window. Only licensed ‘black cabs’ (not always black!) can pick up passengers on the street without pre-booking
* You can call a *mini-cab* from a business card or take one from a shop-front on the street*.* This *is a* private hire car that is a car with a driver available for hire only on a pre-booked basis. If one stops and asks you if you want a lift, you must say, “No, thank you!”
* Text CAB to 60835 and you will get details of the nearest licensed minicab offices.

**Be Safe on Social Media**

We all love to use Facebook, Instagram & other social networking sites with our friends. However, to be safe, please remember the following:

1. If you are under the age of 18, do not connect with adults on Social media. That includes teachers and other staff from ICE.
2. Do not share pictures of yourself online with people you don’t know.
3. Do not start a conversation with people online that you don’t know. Remember, just because someone says they are the same age as you, they could be much older. If you are unsure, ask a parent or our Welfare Officer for advice.
4. Do not share passwords with anyone online.
5. Once you have put a photo of yourself online, it is there **forever**! Take a minute to think about this!! Would you want it to be looked at if you go for a job in the future? Could the photo embarrass you when you are older?
6. If you are thinking about posting pictures of yourself online, first consider whether you would do the same thing in front of a stranger in the real world! This is actually what you are doing online.
7. Never visit web sites or access images or video meant for people over the age of 18.
8. If you are being bullied online, you should tell a parent, a teacher or our Welfare officer.
9. ICE may post pictures of students online (particularly Facebook). Please let us know if you would like us not to do this.

**School Events**

Most social programme events are for people aged 18 and over. If there is an event that you can attend, a member of staff will let you know. If you want to attend, you must let the office staff know before you come.

**Problem? Here’s what to do…**

**Accommodation**: Speak to Katy, our Office Manager. Her number is: +44 7475 267 114.

**Worried or unhappy or about yourself or another student?** Speak to Kerry, our Designated Safeguarding Officer. You can find him on the top floor in the staffroom in 98 White Lion Street. If he is not available, please report your concern to Katy, the Deputy Designated Safeguarding Officer. You can find her in Reception in 97 White Lion Street

If your behaviour causes concern to the school or to your host, Islington Centre for English reserves the right to inform your parents or your group leader if necessary.

**Drinking/smoking/drugs**

You cannot legally buy or drink alcohol or cigarettes/ tobacco if you are under 18 years of age

Any student found to be taking illegal, recreational drugs while in the care of ICE, will be reported to the police.

**Childline**

If you have a problem and you do not want to tell anyone you know [www.childline.org.uk](http://www.childline.org.uk) 0800 11 11

**Problem on public transport?**

British Transport Police 0800 40 50 40

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