



SEDBERGH INTERNATIONAL SUMMER SCHOOL

Admissions Policy	
Extent of Policy	Sedburgh International Summer School
Policy Owner	Gemma Newton
Frequency of Audit	Annual
Publication	Staff Training Website

General

Sedburgh International Summer School (“the Summer School”) is a co-educational, independent residential summer school for international pupils between the ages of 8 and 17.

There are a huge number of summer schools in the UK and we understand that parents may seek additional information when making their choice. We are happy to answer email or website enquiries or speak on the phone to answer any questions. We also welcome parents who wish to visit the summer school location during the year if they wish to see the environment, school and boarding house settings before deciding, or parents of current summer school pupils who wish to visit while the course is running. We also provide a summer school brochure and update the website on a regular basis.

The Summer School is committed to equal treatment for all, regardless of sex, race, ethnicity, religion, disability, sexual orientation or social background.

Juniors and Seniors

The Summer School splits the pupils into Juniors (aged 8-12) and Seniors (aged 13-17). Juniors and Seniors have separate bedrooms, bedtimes and English lessons, but can go on activities and spend free time and meals together. On excursions, all pupils stay with their English groups and Seniors only will have free time for shopping – Juniors will go to shops in small groups with staff members.

On some occasions, we may admit a Junior-aged student to the Senior course. This is done on a case-by-case basis and in special circumstances (e.g. a Junior will turn 13 during or soon after the summer course). We may still ask the student to stay in a Junior bedroom if there is not enough space in a Senior bedroom.

On occasions where there is a very small number of any one age group in a given week, we may mix

these students into the other age group. Support would still be provided to ensure they have everything they need. Example: there is only 1 Junior student in a week. We would ensure they are in the correct level of Senior English lessons, and a staff member would check in with them regularly, to ensure the lessons are suitable and enjoyable.

English Plus Course

The main focus of the Summer School is its General English summer course of 15 hours of English sessions per week. We do not ask for any prior English knowledge to join the course, however it is recommended that students understand some English as this will help them enjoy activities. Prior to arrival, students will be tested to place them in the correct English class. Results are graded by the Director of Studies (DOS) and Assistant DOS only and are used only to help group pupils – they do not inform the end-of-course report. The end-of-course report is written regarding the students' overall effort and progress made during the course. The English Curriculum and Expected Learning Outcomes documents will be available nearer to the beginning of the course so parents and students can see what they will be learning, and students can access this during the course.

The Summer School's team of English teachers are qualified to degree level and possess a range of qualifications enabling them to teach English as an Additional Language. This includes at the minimum, a CELTA (Certificate in English Language Teaching to Adults, a recognised benchmark in the industry) or an equivalent, and in many cases includes a Delta (Diploma in English Language Teaching to Adults). Many of them have specialised in teaching Young Learners and have experience with students with Special Educational Needs.

Students can select the afternoon programme they are joining, for example Multi-Activities or Outdoor Adventure, and every effort will be made to accommodate this choice.

Special Needs

The Summer School does not unlawfully discriminate in any way regarding entry.

Before arriving on the course, it is essential that the Summer School are made aware of any pupil's disability or need, as from a Safeguarding perspective we must be prepared to accommodate them – if we cannot, we are doing the child a disservice by accepting them. Doctors' notes may be required for more serious conditions, such as severe allergies which result in the need for an EpiPen. The issued medical form must be completed on the student's Open Apply page before any student can attend the Summer School, and any follow-up questions that arise from the form must be answered in full. Failure to do so may result in refusal to accept a student.

Where the Summer School administrative staff notice that a registered student has declared something that will require support, whether in terms of their mobility, language ability or any other need, they will get in touch with the family to find out more and ensure they can provide adequate support. If the Summer School – which is a short-term course with mostly temporary staff – does not feel it can provide adequate support for a disability or need, we may recommend a more suitable summer school provider to the family. If we can provide adequate support, every effort will be made to do so, and any changes will be discussed in detail with the families involved.

Religious Beliefs

The Summer School welcomes students of all religions and those with no religion. Sedbergh School and Casterton, Sedbergh Preparatory School are both Church of England schools with some religious ceremonies. However, the Summer School does not hold religious ceremonies. Students

may be asked to visit religious buildings (chapels, cathedrals, churches) during excursions and are expected to be respectful when doing so, despite their own beliefs. They will not be asked to perform any religious acts. The purpose of these visits are to foster historical, cultural and architectural knowledge of the UK.

Parents should be aware that there is compulsory Saturday morning school during the summer course. This is because we have city excursions on Thursdays to avoid heavy traffic and weekend crowds, so Thursday's English lessons are moved to Saturdays.

Should any students need or wish to make arrangements for prayer, Ramadan or adjust their diets for religious regions, parents are asked to communicate this with the Summer School staff on registration, and this will be accommodated as far as possible.

The Summer School's Terms & Conditions

Copies of the Summer School's Terms & Conditions are shared with parents on registration and are available on the Summer School's website.

Complaints

Parents may wish to discuss elements of their child's course with the Course Director in order to make changes (e.g. changing their child's English group or bedroom, providing additional pocket money, etc.), which can be done via phone or email at any time. If the issue cannot be solved in this way, the Summer School's Complaints Procedure is available on our website and can be sent to parents on request.