



The Purcell School
for young musicians

ARRANGEMENTS FOR OVERSEAS STUDENTS ENROLLING FROM SEPTEMBER 2020

It is a requirement of The Purcell School that all overseas students, whilst on the enrolment register, must have an appointed Guardian residing in the UK appointed by their parent(s).

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STAFF

The Purcell School would like to welcome all students from overseas and trust that students enjoy a happy and rewarding experience at the school. The following members of staff are available, in particular, to give students' assistance:

Mrs Caroline Fletcher is the **Overseas Student Co-ordinator**. Her role is to:

- Be key contact for all overseas student enquiries relating to:
 - Co-ordinating the start/end, half-term and exeat arrangements for all overseas students
 - Managing Tier 4 (Child) visa arrangements, including creating a CAS (Certificate Attendance of Studies) and being the key link with the UKVI
 - Be in charge of induction for all overseas students when starting at the Purcell School
 - Maintaining and overseeing all Guardian information.

Mrs Fletcher can be contacted by email at c.fletcher@purcell-school.org or by telephone 01923 331101.

The EAL (English as a Foreign Language) Department

Miss Kinga Kozak is the **EAL teacher**

The EAL Department aims to:

- Provide EAL classes for students based on their individual needs in one-to-one or small group lessons
- Prepare students for appropriate EAL examinations including the IGCSE in English as a Second Language and the IELTS examination
- Ensure that students at all levels work to improve their reading, writing, listening and speaking skills, and that they develop their knowledge of grammar and vocabulary
- Offer support for students coming to learn in a new country and culture.

Miss Kozak can be contacted by email at k.kozak@purcell-school.org

Mrs Shirley Clark is the **PA to Principal**. Her role is to:

- Manage the office of the Principal including organising meetings for parents/guardians who wish to meet with the Principal

Mrs Clark can be contacted by email at s.clark@purcell-school.org

Houseparents have overall charge of pastoral care and are responsible for:

- The safety, good discipline and pastoral well-being of all students in the House
- Maintaining safe and secure accommodation, administration, supervision, pastoral liaison, medical and economic wellbeing, residential support, activities and other tasks that support the students' purpose and pursuit of a musical and academic education whilst at the School.

GUARDIAN INFORMATION

During their time at the Purcell School, all overseas students must have a Guardian. The Guardian must be appointed by parents before the student arrives in the UK and is a condition of the place offered to your child.

Parents must undertake to inform the appointed Guardian of the role of a guardian and the responsibilities required of them. A copy of the Guardian's passport must be submitted with the Guardian form.

WHY HAVE A GUARDIAN?

To have the security of knowing that someone is available to represent the parent(s) and have a level of 'family' interest and personal support for the child whilst being educated far away from home.

Guardians may be a relative or a family friend who is:

- Over 24 years of age and resident in the UK and should not be in full-time education (unless otherwise authorised by the school before the student arrives)
- Be within two hours travel of the school
- Be fluent in English and, ideally, the student's native language
- Guardians must provide the child with a place to live in case of illness, suspension/expulsion from school and if there is any closure of the school due to an emergency, eg. fire, epidemic, terrorism or freak weather conditions
- Guardians must inform the School if out of country/unavailable and provide alternative arrangements that have been arranged with the parents.
- Be available to contact at any time, and to keep contact information up-to-date.

WHAT CAN PARENTS EXPECT FROM A GUARDIAN?

- Attending school meetings such as parent's evenings or concerts on behalf of parent(s)
- As boarding houses close in exeats and half-terms, Parents/Guardians have the responsibility to provide and arrange accommodation during this time, as well as organising all travel arrangements. A calendar for the academic year can be found on the Purcell School website: <http://purcell-school.org/term-dates>
For security reasons the Houses are locked between 6pm Friday and 6pm Sunday (or 6pm Thursday, 6pm Monday where exeats run from Thursday to Sunday or Friday to Monday)
- To escort the child to and from the airport/station at the beginning and end of each term, exeats and holiday. This is the sole responsibility of the parent/Guardian

PLEASE NOTE THAT ALL STUDENTS FROM YEAR 6 TO (AND INCLUDING) YEAR 10 MUST BE ACCOMPANIED BY A GUARDIAN TO AND FROM AIRPORTS

- Parents/Guardians must notify Houseparents of any delays involving the students' return.
- To make decisions, when required, regarding emergency medical treatments and to attend school outings
- To liaise with the school over pastoral matters and keep in regular contact with parents
- To organise routine dental and optician appointments during holidays and weekends. All overseas students will be registered on arrival with the doctor at the local surgery. A letter will be sent to all Guardians at the beginning of the school year with these details. **PLEASE NOTE THAT ONLY IN EMERGENCY SITUATIONS WILL THE STUDENTS HAVE DENTAL OR OPTICIAN APPOINTMENTS DURING SCHOOL HOURS.**

HOW DO YOU FIND A GUARDIAN IF YOU DON'T HAVE A RELATIVE OR FAMILY FRIEND?

School is unable to take on the responsibility of choosing a suitable guardian however there are many Guardianship companies available that provide students with a secure and caring environment during their stay in the UK. The AEGIS is the Association for the Education and Guardianship of International Students. Please go to this website for a list of approved Guardians: <http://www.aegisuk.net>

GUARDIAN FORM

Parents are asked to fill in a GUARDIAN FORM giving all details concerning the Guardian they have appointed for their child and this must be emailed or posted to the Overseas Student Co-Coordinator by **1st August**. Details will be kept in the student's file and on the school database. Parents must undertake to inform appointed Guardian of the role of a guardian and the responsibilities required of them.

The Purcell School has the right to suspend a child from school studies if the parent(s) has no appointed guardian in place or if appropriate safe travel arrangements have not been arranged by the Parent/Guardian.

TRAVEL REQUIREMENTS

As soon as parent(s)/guardians have booked their child's ticket to return to school, please let the school know by email to the Houseparent and Overseas Student Co-ordinator. If the ticket is booked during the holidays, please send an email to the Houseparent to inform them of travel arrangements. When booking students flights please be aware of the following requirements:

- Students may not arrive at school on the day of return before 6pm, so the Guardian may need to look after students if their flight is very early.
- Students under the age of 15 years old travelling alone should book as an unaccompanied minor with the airline they are flying with. The Overseas Student Co-ordinator will need to see the relevant form/email before travel. The student must be met by their Guardian at the airport to bring them to and from school.
- Border Force Officers at the airport in the UK can stop the students at immigration requesting to see a letter from the school to confirm that the child is a student there. The Overseas Student Co-ordinator will send a letter to parents before the beginning of the Autumn Term. Please make sure the student keeps it with them when travelling.
- Please make sure that the student always has their passport and BRP (Biometric Residence Permit) with them when travelling.
- Please keep Houseparents informed about any delays experienced as soon as possible via phone or text message to the House Duty phone. As soon as it is possible to switch on mobile phones, students should do so for their own safety and so that house staff can communicate any important messages/alerts.
- Depending on circumstances, it may be necessary to stay overnight with the Guardian if this is the safe and sensible option in a student's particular circumstance. Houseparents will decide the best course of action and if necessary liaise with the guardian/host family.
- In the event of major disruption caused by unusual circumstances, such as severe weather, terrorist action, strike action, any national or international emergency, or indeed a school emergency, etc, the safe and sensible option is to place students with their Guardian before they return to school.
- Please advise Overseas Coordinator of any changes to passport information.

Students may not make changes to any arrangements. Notification must come from the parent(s) or student's Guardian. In the event of changes Parents/Guardians must give their written permission by email to c.fletcher@purcell-school.org the Monday preceding the exeat. Parent(s)/Guardians must advise the School of where the student will be staying. **Not complying with this requirement could risk the student losing their place at the School.**

VISAS - BIOMETRIC RESIDENCE PERMITS

The Tier 4 Child Student visa category is for non-EEA nationals aged between 4 and 17 years old who wish to study in the UK. If a child has a UK or European Union passport they will not require a visa to study in the UK.

What is a Biometric Residence Permit?

A Biometric Residence Permit (BRP) card is the visa and is proof of the child's right to be in the UK as a student. They are only issued to those studying in the UK for more than 6 months. If the child loses the BRP when they are overseas they will need to apply for another card before they can return to the UK so it is vital to keep it safe when travelling.

Once you have been offered a place at the School the next steps are:

1. You will accept your place at The Purcell School and pay the £1000 deposit.
2. We identify those students who will need to be sponsored due to their nationality, or having a home address outside EEA during the Admissions process.
3. The Overseas Student Co-ordinator will send a Confirmation of Acceptance for Studies (CAS) reference number the week of 3rd June. This will be needed for the visa application. Please ensure that you have read this information before making your application: <https://www.gov.uk/child-study-visa>.
4. To be granted a BRP your child needs to have 40 points in total which is part of the Immigration Rules. 30 points will be from having the CAS number from the School who holds a 'Highly Trusted Sponsorship Licence'. The other 10 points will be for having enough money to cover your child's course fees and monthly living costs for up to one year, which is also known as 'maintenance' or 'funds'. Please be aware that you will need to have proof of funds by showing bank details when applying for the visa.
5. You must apply online <https://visas-immigration.service.gov.uk/apply-visa-type/tier4>. Please see *Appendix 1* for checklist and *Appendix 2* for a sample letter.
6. The child will need to have their fingerprints and photograph taken at a visa application centre as part of the application.
7. If the child is 16 or 17 years old they may be asked to have an interview, either in person or on the telephone, to check that they are a genuine student.
8. Once the application is successful, the child will be given a vignette valid for 30 days which allows entry into the UK.
9. The Purcell School has an ACL code which means that the BRP can be delivered to the school instead of the student having to go to the post office. The code is **3SC842**. This code must be entered into the Alternative Location field on the BRP Collection page of your application. **PLEASE MAKE SURE YOU ENTER THIS CODE WHEN APPLYING FOR THE VISA SO IT CAN BE DELIVERED TO THE SCHOOL**
10. Students who are 16 years old and over may need to register with the police within 7 days of arriving in the UK. The student will need to have:
 - £34 in cash
 - 2 of the same recent passport size colour photographs
 - passport with the entry visa vignette
 - the BRP
 - the Home Office letter that approves the application for leave

Nationalities that need to register are: Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Iran, Iraq, Israel, Jordan, Kazakhstan,

The Purcell School
Aldenham Road, Bushey, Hertfordshire, WD23 2TS
01923 331100 info@purcell-school www.purcell-school.org

Kuwait, Kyrgyzstan, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan, Yemen.

The Overseas Student Co-ordinator will take the students to the police station for registration on the first Thursday morning of term. For more information: www.gov.uk/register-with-the-police.

11. Where students are relying on studying at school as a PBS dependant (Tier 1 or 2) or by Settlement/Indefinite leave to remain, we request to see and take copies of the passport and visas of both student and parent.

CONDITIONS OF VISA

A Tier 4 (Child) student's independent travel to the UK is the responsibility of the Parent(s)/Guardian.

All visas will be checked and copied for school records on the day of enrolment.

Parents are responsible for booking and purchasing travel tickets appropriate for the start and end of School term dates. Permission for absence out of term time must be given by the Deputy Principal, Mrs Christine Rayfield, c.rayfield@purcell-school.org. *More than 10 unauthorised absences will be reported to the United Kingdom Visa and Immigration (UKVI).*

If students book flights that leave before school ends and/or return after it resumes, they are in violation of their visa agreements and their places at the school could be withdrawn.

Each student has their own safe to enable them to keep their travel documents safe.

Please note that all Parents of non British students who intend to live in the UK must also send a copy of their current passport (colour and scanned) and UK visa by return and keep the school informed of any changes of contact details.

The Purcell School term and conditions includes the right for the School to terminate the contract with the parents where the student has no legal right to be in the UK.

If you have any queries about the visa process, please contact the Overseas Student Co-ordinator, Mrs Caroline Fletcher – c.fletcher@purcell-school.org

ENGLISH CLASSES

Special English classes are arranged for students based on their individual needs. Students at all levels work to improve their reading, writing, listening and speaking skills, and to develop their knowledge of grammar and vocabulary. Lessons are in small groups or one-to-one, depending on individual needs.

Juniors and Lower School (Years 5, 6, 7, 8)

Students are given extra help with English to enable them to integrate academically.

Middle School (Years 9, 10, 11)

Students should already have reached intermediate level and have passed the Cambridge Preliminary English Test (PET) or the equivalent. Students are prepared for the International GCSE in English as a Second Language. This is an upper intermediate test of reading, writing, listening and speaking.

Sixth Form

Students are prepared for an examination appropriate to their level, aims and needs. Any students entering the Sixth Form should have reached intermediate level and have passed the Cambridge Preliminary English Test (PET) or the equivalent.

Intermediate Level

Students entering the Sixth Form at intermediate level will aim to achieve a Band 6 or above in the Cambridge IELTS examination by the end of the Sixth Form. They may take the International GCSE in English as a Second Language at the end of the Lower Sixth if this is appropriate. Both exams consist of four papers: reading, writing, listening and speaking. Lessons involve practising these four skills, along with grammar and vocabulary development.

Upper Intermediate/Advanced Level

Students with a high level of English may be prepared for the Cambridge Certificate of Advanced English or the Cambridge Certificate of Proficiency in English. These are extremely challenging exams and involving complex grammar and advanced vocabulary. Reading, writing, listening and speaking skills are developed to meet the high academic requirements.

GUARDIAN CONTACT FORM

Name of Student _____
(PLEASE PRINT)

Guardian _____

Address _____

Email _____

Home Tel No _____

Mobile _____

DOB _____

Parent Name _____
(please print clearly)

Parent Signature _____

Date _____

PLEASE PROVIDE A COLOUR COPY OF THE GUARDIAN'S PASSPORT DETAILS

To be returned to:

Mrs Caroline Fletcher
The Purcell School, Aldenham Road, Bushey, Herts WD23 2TS

Telephone : 01923 331100
Email : c.fletcher@purcell-school.org

PLEASE RETURN NO LATER THAN 1ST AUGUST 2020

USEFUL NUMBERS

Gardner House

Gardner House Office: 01923 331155 (Internal Ext. 255)
24 Hour Duty Mobile: 07340 998670 (ALWAYS the first point of contact)
Houseparent – **Ms Rachel Tagoe**
Houseparent email: r.tagoe@purcell-school.org

Day Matron – Mrs Katharine Da Costa

Graham Smallbone House

Graham House Office: 01923 331140
Mobile: 07740 174981
Houseparent – **Ms Rachel Tagoe**
Houseparent email: r.tagoe@purcell-school.org

Sunley House

Sunley House Office 01923 331142
Mobile: 07340 998436 staff on duty will answer
Houseparent – **Dr Margaret Brookes**
Houseparent email: m.brookes@purcell-school.org

Day Matron – Mrs Susie Hunter

Avison House

Avison House Office: 01923 331122
Mobile: 07531 361404
Houseparent – **Mrs Jane Malan**
Houseparent email: j.malan@purcell-school.org and/or avisonhouse@purcell-school.org

Assistant Houseparent/Matron – Mrs Annette Cook

Medical Centre

School nurse – Mrs Hilary Austin 01923 331120
Physiotherapist – Mrs Sarah Upjohn 01923 331121 (1 day per week)
Counsellor – Nikki Bennett

Head of Boarding

Jane Malan j.malan@purcell-school.org

APPENDIX 1

CHECKLIST FOR TIER 4 ENTRY CLEARANCE APPLICATIONS

1. A student must not apply more than three months before the course start date on the CAS if the course has not already started.
2. A student must check that funds have been held in an acceptable way and, if using funds in a bank or building society account, for 28 days before applying.
3. A student must obtain and submit all relevant evidence, originals and translated if necessary, including:
 - Valid passport
 - Photographs that meet the Home Office's requirements
 - ATAS clearance certificate if required
 - Certificate showing the student is clear of TB if this is required
 - Letter from Parent or Guardian confirming their relationship to the student and their consent to the student's study and living arrangements in the UK, and travel arrangements if the student is under 18 years old on date of application
 - Evidence of qualifications listed on the CAS
 - Paper receipts for tuition fees and/or accommodation costs paid if these figures are not on the CAS
 - Evidence of funds: bank statements, building society passbook, letter from bank or regulated financial institution, letter confirming loan, letter from official financial sponsor
 - Letter from Parent or Guardian and evidence of their relationship to the student if the student is relying on their funds.
 - Copy of birth certificate

APPENDIX 2

SAMPLE CONSENT LETTER

(Insert parent name and full address)

(Insert contact details, eg. telephone number and/or email address)

(Date)

FAO UK Home Office – Permission to use funds

To whom it may concern

I hereby confirm that I, *(insert parent name)* am the *(mother/father/legal guardian/parent)* of *(insert student name)*. Please find included an official *(birth certificate, certificate of adoption showing names of both parent(s) or legal guardian(s); or a Court document naming your legal guardian)* as proof of our relationship.

I can confirm that I give consent for *(insert student name)* to use our funds to finance *(his/her)* *(insert course, eg. GCSEs or A Levels)* at The Purcell School and will support *(insert student name)* throughout their studies in the UK.

Please find included my official financial evidence to show that *(insert student name)* will meet the Home Office requirements for a Tier 4 visa.

We hereby give permission for our *(son/daughter)* to travel and live in the UK at The Purcell School.

Yours faithfully

Parent name and signature

NOTE

Please remember that this is only an example and you are free to re-word this letter if you wish.