

STS STUDENT TRAVEL SCHOOLS

is an international language school organisation with headquarters in Sweden. For over 50 years we have arranged language courses to England, Ireland, Scotland, Malta, Germany, France, Spain, Austria, Greece, the USA, Canada, Australia, China and Japan. The distinctive feature of our organisation is that the students stay with a host family abroad and receive regular language tuition every week day.

A course leader, together with an activity leader, accompany all the groups and are responsible for ensuring that everything is carried out in the students' best interests. The leaders have complete responsibility for the students during their trip abroad. The students meet their leaders every day during both school and leisure time. They receive at least 3 hours tuition every weekday and go on excursions or take part in other leisure activities outside school hours.

The students should be treated as one of the family by their hosts. Remember that many of them are abroad for the first time and they will feel insecure and shy in the beginning. Please try and take the initiative yourself to talk to them and please do not misinterpret their probable silence as an expression of an unwillingness to make contact. We strongly believe that you will have a stimulating and enjoyable time together with our students and we wish you a happy STS summer!

www.sts-education.com

HOST FAMILY GUIDELINES

— ALL YOU NEED TO KNOW ABOUT BEING AN STS HOST FAMILY —





STS HOST FAMILY INFORMATION AND CONDITIONS

1. BEING A HOST FAMILY

Our students are very much looking forward to their stay with you. The main purpose of their visit is to improve their English and to learn about your country's culture and customs. The most important part of this experience is involving the students in your family life.

Many of our students will be travelling abroad for the first time, and would appreciate a personal letter from you welcoming them to your home. Please include some information about your family, as the students and their parents are anxious to know a little about you before they arrive in your course town.

2. ARRIVAL AND DEPARTURE

The arrival in the course town is a very exciting moment for the students. This is the first time they meet you, their host family, and it is the first impression they will get of the course town. **It is very important that you meet the students on arrival to make them feel welcome.** You should also take them to the departure point. If this is not possible, you will need to arrange for a taxi at your own expense to pick the student up for you.

3. LAUNDRY

As a host family you are responsible for providing the students with clean towels and sheets every week. As the students have to limit their luggage, they will have to wash some clothes during their stay. We therefore ask you to please include their items in your weekly wash.

4. TIMES TO BE KEPT

Our students must be indoors at night by:
Juniors: 21.00, Classic or International: 23.00 pm
We ask our host families to see that these times are observed unless it is a special occasion supervised by STS leaders. If the student comes home too late, please contact the STS leader.

5. ACCOMMODATION

Host families with large space can take four students at the most, including students from other organisations.

If a student has requested to be the only student of his/her nationality in your home, this will be indicated on their booking slip and must be honoured. Furthermore we would appreciate if you, under these circumstances, don't accept bookings of students with similar languages at the same time as the student who has requested only nationality. These could for example be the Swedish/Danish/Norwegian students or Polish/Czech students. Students will often need to charge mobile phones, mp3 players and computers during their stay.

6. MEALS

The students have been informed of the cultural differences in meals and meal times. As in all matters of the students stay they should be treated as an active member of your family and should eat the same meals at the same table as the host family. You will be required to provide a packed lunch. A packed lunch should contain at least the following: Sandwiches, a

piece of fruit, crisps/biscuit and a drink. The students expect to have a balanced diet (breakfast, lunch and dinner). Sometimes the students may have activities which makes it impossible for them to be in time for dinner, please discuss this with the students to avoid any misunderstandings.

7. KEYS

We are happy to say that most of our host families, who have had students before, have allowed them to have a key. This makes the stay easier for everybody concerned and is a sign of trust. However, if this is not possible **our students do need access to the house at all times** in case of an emergency, bad weather or they may have simply forgotten something important.

8. SCHOOL

Ideally, on the first day, you should take your student to school yourself (according to STS instructions). If this is not possible you should provide them with written instructions on how to get to and from school.

9. ILLNESS

Should your student be ill and appear to need the attention of a doctor, please do not hesitate to contact your family doctor and at the same time inform the STS course leader. Only genuine illness should be accepted as a reason for absence from school.

10. DAMAGES

The STS organisation functions only as mediator between the student/s and the host family. For this reason STS regret that we cannot be held responsible

for any damage caused by the students, and that **these matters must be dealt with directly between the host family and the students or their parents before returning to the home country.**

11. CANCELLATIONS

The STS organisation cannot be held responsible for any change in the dates of arrival or departure of your student for any reason, or if the student does not arrive at all. Cancellations or non-arrivals within one week of the student's anticipated arrival will nevertheless be compensated by three days payment.

12. PROBLEMS

To help us maintain our first class organisation we ask you to make sure that any problem which you may have is brought to the immediate attention of our local STS representative or the course leader. We do not permit unruly, rude or unseemly behaviour and in severe cases students may be sent home. **Alcohol and drugs are strictly prohibited.**

13. TELEPHONE

Telephone calls should not be made unless the host family is present and/or has given the student permission. Any charges incurred must be settled immediately between the student and the host family. Alternatively international reverse charge calls can be made free of charge via the operator.