

**LONG STAY INFORMATION PACK (inc Application Form) FOR GERMAN  
STUDENTS and PARENTS**

For 1 term or 2 terms or 1 year ( 3 terms) or 2 years (6 terms) stays at either:

**York Bootham School: 49-57 Bootham, York YO30 7BU 0044 1904 623261**

[www.boothamschool.com](http://www.boothamschool.com)



**York College: Sim Balk Lane, York YO23 2BB 0044 1904 770200**

[www.yorkcollege.ac.uk](http://www.yorkcollege.ac.uk)



**LONG STAY INFORMATION PACK (inc Application Form) FOR GERMAN STUDENTS / PARENTS**

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## History of the Long Stay Programme in York for German students

In 2009, Jim Tomlinson (pictured) was the Deputy then Acting Head of Whitby College.



Jim had worked on various ERASMUS projects and appreciated the cultural and educational value of having non domestic students attend English Schools. Through a 'York Collaborative' Jim worked with the Head teacher at Huntington School, in York, to actively recruit students from Germany to study for long stays at Whitby College and Huntington School knowing the students level of English and work ethos would be excellent. Predictably, the German students provided European sophistication and helped broaden the English students' 'island mentality!' After a few years, the attraction of York proved to be much more dynamic than Whitby and Huntington School became the central hub for German students completing 1 term, 2 terms and 1 year (3 terms) and 2 year (6 terms) long stays.

Most of the German long stay students had completed the 'Embrace England' 14 day short stay language holidays which were based at York St John University. These programmes provided the perfect stepping stone for students to sample York, sample host families and to improve their English whilst being submersed in English culture.

Critically, the 'Embrace England' short stay programmes provided revenue which was then used to subsidise long stays for students from our 30 German partner schools ( see pages 12-14 ) If a student stayed for two years at Huntington School they received £11000 subsidy and this was the only state school providing these subsidised opportunities in the UK. The 'York Collaborative' project then developed a third stepping stone, whereby German students who completed two years at Huntington School could then move on to complete a degree at York St John University in Business or Sport Science with reduced fees.

Over the last 11 years 150 German students have studied at Huntington School, where the emphasis has been on academic achievement in a 'Happy and Safe' environment. The pastoral support system guaranteed host families were carefully selected, trained and DBS checked. German parents knew the students were cared for 24 hours a day, seven days a week.

However, with the outcome of Brexit, state schools with Sixth Forms, such as Huntington School, are no longer permitted to have long stay German students. With great sadness, both the long stay and 'Embrace England' 14 day short stay programmes ceased.

Unperturbed, the 'York Collaborative' were determined to create new subsidised opportunities for German partner school students to study in York with an Independent School and Further Education College, as they are still permitted to have long stay students. As yet, these subsidies are not funded by the 'Embrace England' short courses but by the generosity of **Bootham School** and **York College**. Pending the success and student feedback of the long stays at York College and Bootham School, it is envisaged to restart the 'Embrace England' 14 day short stay programmes in 2023. This will lead to an increase in host subsidies for our partner schools.

Each institution provides a very different experience that matches a full spectrum of needs, wants and affordability and both are supported by the 'Embrace England' host family pastoral system . We hope this 'New Partnership' reflects a commitment to not only keep educational bridges open but well trampled by our partner school students!

**Introduction: York** [www.visitork.org](http://www.visitork.org)

Imagine a city with Roman roots and a Viking past, where ancient walls surround contemporary shops and vibrant eateries and there's a festival for every month of the year. Welcome to York- the original city of adventure!

York is a wonderful and safe city of approx. 200,000 people.

All the city facilities are within walking distance and the centre is always 'buzzing' with a modern day feel and mixes the old with the new. York has two Universities and has a vibrant student culture. People who visit York are impressed by its tradition, beauty and heritage. It is the UK's second most visited city after London.

York is superbly located with an excellent transport infrastructure that means London and Edinburgh are only two hours away by train. It is the perfect base to discover the rest of the UK.

York's twin city is in Muenster Germany and close relations have occurred between the cities including educational exchanges, cultural visits etc since 1957, but York has always had very close ties since the Angles and Saxons came from North Germany in the 5<sup>th</sup> Century!





**Introduction: Bootham School**     [www.boothamschool.com](http://www.boothamschool.com)

Bootham School is a **\*private** fee paying school that offers a first-class British education for boys and girls aged 11-18 in the heart of the beautiful historic city of York. Students will study a traditional A level curriculum. The main site is made up of ten listed Georgian buildings surrounded by nine acres of green fields and gardens

Expert and dedicated staff deliver an enriching and challenging academic timetable, combined with an outstanding activities programme. Students can choose from more than 100 activities, such as astronomy, cooking, fencing, IT, horse riding and charity work.

Students can stay with host families organised by 'Embrace England' or enjoy a vibrant boarding community which is made up of students from more than 40 countries worldwide, including the UK, Hong Kong, USA and Europe. The school has excellent facilities including a fully stocked library, swimming pool, sports hall, tennis courts, climbing wall, gym and observatory.

Free Manchester Airport Pick up is organised by Bootham School upon arrival.

**Introduction to: York College**     [www.yorkcollege.ac.uk](http://www.yorkcollege.ac.uk)

York College is a **\*state** Further Education College for 16-19 year old students situated 2 miles from the city centre although it also teaches adults in the evening. It is a newly erected and fully modernised building with an emphasis on modern technology and purpose built facilities supporting both academic and vocational curriculums. It offers a huge range of academic and vocational qualifications.

It is recognised as one of the leading Colleges in the country and has been judged as 'Outstanding' by the Ofsted national inspection body. Over 100 International students study annually and are looked after by a bespoke 'International Department' All the students stay with host families that are organised by 'Embrace England.'

Students are encouraged to take up a range of extracurricular options to participate in new and exciting activities, develop personal skills, make new friends and gain valuable experience.

Free Manchester Airport Pick up is organised by York College upon arrival.

**\*PLEASE NOTE: Only PRIVATE and STATE FE/HE Institutions are now permitted to have long stay non domestic students after Brexit Negotiations ceased on 31 Dec 2020.**

**Conditions of application and dates: 1 year**

(3 terms - autumn /spring /summer)

Applications for a one year stay can only be made by 15-19 year old students who must also apply for a student visa(16-19yrs old ) or a child visa( 15yrs old ) AFTER they have been offered a place at York College or Bootham School.

In your offer letter you will be given a 'Confirmation of Acceptance for Studies (CAS) from York College or Bootham School which you will need to complete the student visa application. You must sit exams as this is an important criteria requirement for a student visa being granted.

Student Visas: <https://www.gov.uk/student-visa>

Child visas: [www.gov.uk/child-study-visa](http://www.gov.uk/child-study-visa)

If you study up to 6 months – a student visa is not required. For any period of time over 6 months a student visa is required and there is a charge of £348 that is made payable during application.

The earliest you can apply for a visa is 6 months before you start the course. Students will get a decision on the visa application within 6 weeks. You can apply for a student visa to study in the UK if you're 16 or over and you:

- have been offered a place on [a course by a licensed student sponsor](#) (*Bootham School and York College are licensed providers*)
- have enough [money to support yourself and pay for your course](#) - the amount will vary depending on your circumstances
- can [speak, read, write and understand English](#)
- have consent from your parents if you're 16 or 17 - you'll need evidence of this when you apply for the student visa.

A National Health surcharge (£470) is applicable for all students completing a 1 year (3 terms) or 6 month stay. The surcharge allows the student access to the National Health Service for any medical treatment but excludes dental and eye care. You are still required to pay the NHS surcharge (£470) even if you have private medical insurance.

For students studying at York College for 1 year (3 terms) , they will need to be at a B2 level (Common European Language Framework) for York College to ensure students can cope with the work/speed of the classes. (see appendix 3)

There are different language tests that can be done to categorise your level of English but IELTS is recognised worldwide and there are lots of test centres in Germany – [IELTS - Germany](#). IELTS is the test that York College require for 1 yr stays. Book on line for the 'General Academic Test' (suitable for UK Visa Immigration) and complete before you apply for a student visa. You can also get IELTS practice papers on line before you take the test.

Bootham School have their own assessment criteria to ascertain student's level of English – they do not use IELTS and details of this test are on the application form (Appendix 3). There is no charge for this online test and is organised directly through Bootham School. The test must be completed for 1 year (3 terms) and 6 month stays. It is not a requirement for 1 term stays.

**Option1: York College:**

Sunday Sept 5<sup>th</sup> Arrive at Manchester Airport

1 July- Term finishes

2/3<sup>rd</sup> July Return to Germany

**Option 1: Bootham School**

Sunday Sept 5<sup>th</sup> Arrive at Manchester Airport

7<sup>th</sup> July – 31 July – Return to Germany

### **Conditions of Application and dates – 6 months**

Applications for 6 months stays can be made at both Bootham School and York College. Students must be aged between 16-19 at York College or be between 15-19 at Bootham School.

The 6 month stay cannot extend beyond 6 months as that would mean the student would have to apply for a student visa and complete exams.

Students must have returned to Germany, at the latest, on the last day of the 6 months:

#### **Option 1: York College and Bootham School:**

Sunday Sept 5<sup>th</sup> Arrive at Manchester Airport

Friday March 4<sup>th</sup> (last day of study at York College and Bootham School)

Saturday 5<sup>th</sup> March Return to Germany

This means there are no student visa requirements and no additional NHS payments. However, up to 6 month students must have private medical insurance.

There are no English entry tests(ILETS or Bootham Schools English online assessment) for students for York College or Bootham School for 1 term stays.

### **Conditions of application and dates: 1 term**

Applications for 1 term stays can be made at both Bootham School for 15-19 year old students.

York College Students must be aged between 16-19 years old.

The duration of 1 term stays is less than 6 months. This means there are no student visa requirements and no additional NHS payments. However, 1 term students must have private medical insurance.

There are no English entry tests(ILETS or Bootham Schools English online assessment) for students for York College or Bootham School for 1 term stays.

#### **York College: Option 1** (There are no later year entries)

Sunday Sept 5<sup>th</sup> Arrive at Manchester Airport

Friday 16<sup>th</sup> Dec (last day of study at York College)

Saturday 17<sup>th</sup> Dec – Return to Germany

#### **Bootham School: Option 1**

Sunday Sept 5<sup>th</sup> Arrive at Manchester Airport

Sat 11 Dec (last day at Bootham School)

Sunday 12 or 13<sup>th</sup> Dec – Return to Germany

#### **Bootham School: Option 3**

Sunday 2<sup>4th</sup> April: Arrive at Manchester Airport

Wed 6<sup>th</sup> July (last day at Bootham School)

Thurs 7<sup>th</sup> July - Return to Germany

#### **Bootham School: Option 2**

Sunday 2<sup>nd</sup> Jan: Arrive at Manchester Airport

Sat 1 April (last day at Bootham School)

Sunday 2 April Return to Germany

### Long Stay Options at Bootham School – German Partner School Costs

- *is your school a Partner School? Please see our German Partner Schools on pages 12-14*

Duration	Initial Registration Fee	Course	Tuition- Day only Fees per term (10% reduction for partner schools)	Tuition + Boarding (10% Reduction for partner schools)	Host Fees (per calendar Month (pcm) as an option to boarding)	Visa fee (for one year stays - 16-19 yr olds)	*National Health Service Surcharge	Total Cost (Boarding Option)	Total Cost (Host Family)
1 yr: 15-19yrs	Free	A lvl	Term 1:£5558 Term 2: £5558 Term 3: £5558 <b>Total: £16674</b>	Term 1:£9414 Term 2:£9414 Term 3:£9414 <b>Total: £28242</b>	£ 850 pcm x 10 months  <b>Total: £8500</b>	£348	£470	£29060	£25992
6 mths: 15-19yrs	Free	A lvl	Term 1£5558 Term 2: £4168 <b>Total: £9726</b>	Term 1:£9414 Term 2:£7060 <b>Total: £16474</b>	£ 850 pcm x 6 months <b>Total:£5100</b>	NA	NA	£16474	£14826
1 term: 15-19	Free	A lvl	Term 1 / 2 or 3: £5558 <b>Total: £5588</b>	Term 1:£9414 <b>Total:£9414</b>	£ 850 pcm x 4 months <b>Total: £2550</b>	NA	NA	£9884	£8958

### Long Stay Options at Bootham School – Non Partner School Costs

Duration	Initial Registration Fee	Course	Tuition- Day only Fees per term (10% reduction for partner schools)	Tuition + Boarding (10% Reduction for partner schools)	Host Fees (per calendar Month (pcm) as an option to boarding)	Visa fee (for one year stays - 16-19 yr olds)	*National Health Service Surcharge	Total Cost (Boarding Option)	Total Cost (Host Family Option)
1 yr: 15-19yrs	£75	A lvl	Term 1:£6175 Term 2: £6175 Term 3: £6175 <b>Total: £18525</b>	Term 1:£10460 Term 2:£10460 Term 3:£10460 <b>Total: £31380</b>	£ 850 pcm x 10 months  <b>Total: £8500</b>	£348	£470	£32198	£27918
6 mths: 15-19yrs	£75	A lvl	Term 1£6175 Term 2: £4631 <b>Total: £10806</b>	Term 1:£10460 Term 2:£10460 <b>Total: £20920</b>	£ 850 pcm x 7 months <b>Total:£5950</b>	NA	NA	£20920	£16831
1 term: 15-19	£75	A lvl	Term 1 / 2 or 3: £6175 <b>Total: £6175</b>	Term 1:£10460 <b>Total:£10460</b>	£ 850 pcm x 4 months <b>Total: £3400</b>	NA	NA	£10460	£9650

Tuition Fee Payments are made directly to York College

Host Fees are made directly to Embrace England

Long Stay options at York College – German Partner School Costs

- is your school a Partner School? Please see our German Partner Schools on page 12-1

Duration	Initial Registration Fee	Course	Tuition Fees (£1-000 reduction- Normal cost is £8000)	Host Fees per calendar month (pcm)	Visa fee (for one year stays - 16-19 yr olds)	*National Health Service Surcharge	Total Cost
1 yr: 16-19yrs	NA	A lvl / Voc	Term1: £2333.33 Term 2:£2333.33 Term 3:£233.33 <b>Total : £7000</b>	£ 850 pcm x 10 months <b>Total: £8500</b>	£348	£470	£ 16318
6 mths: 16-19yrs	NA	A lvl / Voc	Term 1:£2333,33 Term 2: £1750 <b>Total: £4083,33</b>	£ 850 pcm x 6 months <b>Total:£5100</b>	NA	NA	£9183.33
1 term: 16- 19	NA	A lvl / Voc	<b>Term 1: £2333.33</b>	£ 850 pcm x 4 months <b>Total: £3400</b>	NA	NA	£5733.33

Long Stay Options at York College – Non Partner School Costs

Duration	Initial Registration Fee	Curriculum	Tuition Fees	Host Fees per calendar month (pcm)	Visa fee (for one year stays - 16-19 yr olds)	*National Health Service Surcharge	Total Cost
1 yr: 16-19yrs	NA	A lvl / Voc	Term1: £2666.33 Term 2:£2666.33 Term 3:£2666.33 <b>Total : £8000</b>	£ 850 pcm x 10 months <b>Total: £8500</b>	£348	£470	£ 17318
6 mths: 16-19yrs	NA	A lvl / Voc	Term 1:£2666.33 Term 2: £2000 <b>Total: £4666.33</b>	£ 850 pcm x 6 months <b>Total:£5100</b>	NA	NA	£9766.33
1 term: 16-19	NA	A lvl / Voc	£233.33 <b>Total:£2666.33</b>	£ 850 pcm x 4 months <b>Total: £3400</b>	NA	NA	£6066.33

**York College Calendar 2021-22**

Date	York College: Activity/Event
Sun 27 <sup>th</sup> June	Online Induction with Mandy/ Jim Tomlinson on Skype: (see Pages 23-24 for Agenda) <ul style="list-style-type: none"> <li>• Download Skype (free) onto your desktop/ laptop</li> <li>• Search 'Tomlinson James'. Jim's profile picture is the same picture as on page 3 of this pack.</li> <li>• Send a 'wave' to 'Tomlinson, James'</li> <li>• Jim will 'accept' and send a message to you confirming the time.</li> <li>• Jim will call you 10 mins before the meeting is due to start</li> </ul>
Mon 28 <sup>th</sup> June Sun 4 <sup>th</sup> July	German Parent/student to organise a virtual on line tour of house and to complete host /student workshop. See appendix
Mon 6 <sup>th</sup> Sept	Students arrive at Manchester Airport – Free Pick up organised by York College. Meet at 'Arrivals' and look for a sign: 'York College'. <i>Contact Handy numbers will be provided of the staff member picking up at the airport.</i>
Tues 7 <sup>th</sup> Sept	Induction 10:00 – All day (parents invited - optional)
Wed 8 <sup>th</sup> Sept	Autumn 1 <sup>st</sup> Half Term starts
Fri 23 <sup>rd</sup> Oct	Autumn 1 <sup>st</sup> Half Term finishes
Mon 1 <sup>st</sup> Nov	Autumn 2 <sup>nd</sup> Half Term starts
Fri 17 <sup>th</sup> Dec	Autumn 2 <sup>nd</sup> Half Term finishes
Sat 18 <sup>th</sup> Dec Sun 19 <sup>th</sup> Dec	Students who have completed 1 term stay to return to Germany or they can stay with host for Christmas and the New Year as host payment is for all of December
Mon 3 <sup>rd</sup> Jan	Spring 1 <sup>st</sup> Half Term Starts
Fri 18 <sup>th</sup> Feb	Spring 1 <sup>st</sup> Half Term finishes
Mon 28 <sup>th</sup> Feb	Spring 2 <sup>nd</sup> Half Term starts
Fri 8 April	Spring 2 <sup>nd</sup> Half Term finishes
Sat 9 April Sun 10 April	Students who have completed 2 term stay to return to Germany.
Mon 25 <sup>th</sup> April	Summer 1 <sup>st</sup> Half Term starts
Fri 27 <sup>th</sup> May	Summer 1 <sup>st</sup> Half Term finishes
Mon 6 <sup>th</sup> June	Summer 2 <sup>nd</sup> Half Term starts
Fri 1 July	Summer 2 <sup>nd</sup> Half finishes
2/3July	Return to Germany

**Bootham School Calendar 2021-22**

Date	Bootham School : Activity/Event
Sun 27 <sup>th</sup> June 6pm (German Time0)	Online Induction with Mandy/ Jim Tomlinson on Skype: (see Page for Agenda) <ul style="list-style-type: none"> <li>• Download Skype (free) onto your desktop/ laptop</li> <li>• Search 'Tomlinson James'. Jim's profile picture is the same picture as on page 3 of this pack.</li> <li>• Send a 'wave' to 'Tomlinson, James'</li> <li>• Jim will 'accept' and send a message to you confirming the time.</li> <li>• Jim will call you 10 mins before the meeting is due to start</li> </ul>
Mon 28 <sup>th</sup> June Sun 4 <sup>th</sup> July	German Parent/student to organise a virtual on line tour of house and to complete host /student workshop. See appendix 2.
Sun 5 <sup>th</sup> Sept	Students arrive at Manchester Airport – Free Pick up organised by Bootham School. Meet at 'Arrivals' and look for a sign: 'Bootham School'. <i>Contact Handy numbers will be provided of the staff member picking up at the airport.</i>
Mon 6 <sup>th</sup> Sept	Induction 9:00
Tues 7 <sup>th</sup> Sept	Autumn 1 <sup>st</sup> Half Term starts
Tues 19 Oct	Autumn 1 <sup>st</sup> Half Term finishes
Mon 1 <sup>st</sup> Oct	Autumn 2 <sup>nd</sup> Half Term starts
Sat 11 <sup>th</sup> Dec	Autumn 2 <sup>nd</sup> Half Term finishes
Sun 12 Dec- Thurs 31 Dec	Students who have completed 1 term stay to return to Germany or they can stay with host for Christmas and the New Year as host payment is for all of December
Sun 2 <sup>nd</sup> Jan	Students completing 3 month Free Pick Bootham School. Meet at 'Arrivals' and look for signs: 'Bootham School. Contact Handy numbers will be provided of the staff member picking up at the airport
Mon 3 <sup>rd</sup> Jan	Spring 1 <sup>st</sup> Half Term Starts
Fri 18 <sup>th</sup> Feb	Spring 1 <sup>st</sup> Half Term finishes
Mon 28 <sup>th</sup> Feb	Spring 2 <sup>nd</sup> Half Term starts
Fri 1 April	Spring 2 <sup>nd</sup> Half Term finishes
Sun 24 <sup>th</sup> April	Students completing 3 month stays arrive at Manchester Airport – Free Pick Bootham School. Meet at 'Arrivals' and look for signs: Bootham School. Contact Handy numbers will be provided of the staff member picking up at the airport
Mon 25 <sup>th</sup> April	Summer 1 <sup>st</sup> Half Term starts
Wed 25 <sup>th</sup> May	Summer 1 <sup>st</sup> Half Term finishes
Mon 6 <sup>th</sup> June	Summer 2 <sup>nd</sup> Half Term starts
Wed 6 July	Summer 2 <sup>nd</sup> Half finishes
7/8 July	Students to return to Germany

## Partner Schools: Hamburg

Gymnasium Rissen  
School Contact: Frau Bouchard  
Voßhagen 15  
22559 Hamburg  
Germany

<https://gymnasium-rissen.de>

Gymnasium Eppendorf  
School Contact: Frau Wehowski  
Hegestraße 35  
20249 Hamburg  
Germany

<https://www.gymnasium-eppendorf.de>

Marion Donhoff Gymnasium  
School Contact: Frau Schleweis  
Willhöden 74,  
22587 Hamburg,  
Germany

<https://www.marion-doenhoff-gymnasium.de/>

Luisen-Gymnasium  
School Contact: Frau Simon  
Bergedorf  
Reinbeker Weg 76  
21029 Hamburg  
Germany

<https://www.halloluise.de>

Gymnasium Othmarschen  
School Contact: Frau Siemund  
Walderseestraße 99,  
22605 Hamburg,  
Germany

<https://www.gym-othmarschen.de/>

Heinrich-Heine-Gymnasium  
School Contact: Frau Ploke  
Harksheider Strasse 70  
22399 Hamburg  
Germany

<https://heinegym.de>

Gymnasium Dörpsweg  
School Contact: Frau Badstein  
Dörpsweg 10  
22527 Hamburg  
Germany

<http://www.doerpsweg.de>

Gymnasium Ohmoor  
School Contact: Herr Rute Frau  
Gatermann  
Sachsenweg 76  
22455 Hamburg

[gymnasium-ohmoor.hamburg.de](http://gymnasium-ohmoor.hamburg.de)

## Partner Schools: Schleswig Holstein

Carl-Jacob-Burckhardt-Gymnasium  
School Contact  
Ziegelstraße 38  
23556 Lübeck  
Schleswig-Holstein  
Germany

<http://cajabu.de/>

Gymnasium Glinde  
School Contact: Frau Drecksler  
Oher Weg 24  
21509 Glinde  
Schleswig-Holstein  
Germany

<https://gymglinde.info/>

Oberschule zum Dom  
School Contact: Herr Müller  
Domkirchhof 1 - 3  
23552 Lübeck  
Germany

<https://www.ozd-luebeck.de/>

## **Partner Schools: Hessen**

Überwald-Gymnasium  
School Contact:Herr Berghaus  
Forsthausstraße 20  
69483 Wald-Michelbach  
ElmarBerghaus  
[www.ueberwald-gymnasium.de](http://www.ueberwald-gymnasium.de)

Freiherr-vom-Stein-Schule  
School Contact:Frau Taubenheim  
Schweizer Straße 87  
60594 Frankfurt am Main  
<https://freiherr-vom-stein.de>

-  
Schuldorf Bergstraße  
School Contact:Frau Oldenburg  
Kooperative Gesamtschule  
Sandstraße  
64342 Seeheim-Jugenheim  
<http://www.schuldorf.de>

Schillerschule  
School Contact:Frau Harwart  
Morgensternstraße 3  
60596 Frankfurt am Main  
<http://www.schillerschule.de>

Eichendorffschule  
School Contact: Frau Stommel  
Lorsbacher Straße 28  
65779 Kelkheim  
Hessen  
<http://www.eichjendorffschule.net>

Gymnasium Riedberg  
School Contact:Herr Kalina  
Friedrich-Dessauer-Str. 2  
60438 Frankfurt am Main  
Germany  
<https://www.gymnasium-riedberg.de/en/?rCH=2&start=54>

Lichtenbergschule Gymnasium  
School Contact: Frau Kriekeberg  
Ludwigshöhstraße 105  
64285 Darmstadt  
<https://luo-darmstadt.de/index.php/die-luo/europaschule>

Max-Planck-Gymnasium  
School Contact: Frau Turke  
Curtigasse 8  
64823 Groß-Umstadt  
<https://mpg-umstadt.de>

Leibnizschule:  
School Contact: Frau Grasmück  
Brandsbornstraße 11  
63069 Offenbach  
<http://www.leibnizschule-offenbach.de>

## **Partner Schools: Nordrhein-Weatfalen**

Gymnasium Heepen  
School Contact: Frau Weigt  
Alter Postweg 37  
33719 Bielefeld  
Germany  
<https://www.gymnasiumheepen.de>

Joseph Conrad Gymnasium  
School Contact: Frau Barallon  
Sonnenstraße 18,  
48143 Münster,  
Germany  
<http://www.schlaun-gymnasium.de/aktuelles.html>

Gymnasium St. Mauritz  
School Contact: Bartikowski  
Bischöfliches Gymnasium  
Wersebeckmannweg 81  
48155 Münster  
[www.gymnasium-st-mauritz.de](http://www.gymnasium-st-mauritz.de)

Städt. Einstein-Gymnasium  
School Contact: Seggelmann  
Fürst-Bentheim-Straße 60  
33378 Rheda-Wiedenbrück  
<https://www.einsteinfreun.de>

Comenius-Gymnasium  
School Contact:Herr Brands  
Hansaallee 90  
40547 Düsseldorf  
<http://www.comenius-gymnasium.de>

## **Partner Schools: Bayern**

Karl-Ernst-Gymnasium  
School Contact:Herr Bund  
Richterstraße 1  
63916 Amorbach  
Germany  
<https://www.amorgym.de>

Helmholtz-Gymnasium  
School Contact:Frau Puissen  
Ravensberger Straße 131  
33607 Bielefeld  
<http://www.helmholtz-bi.de>

Joseph-Haydn-Gymnasium Senden  
School Contact:Herr Lueken  
Am Bürgerpark 16  
48308 Senden  
[www.jhgsenden.de](http://www.jhgsenden.de)

Städtisches Görres-Gymnasium  
School Contact:Frau Barchet  
Königsallee 57  
40212 Düsseldorf  
Germany  
<http://www.goerres.de>

Humboldt-Gymnasium Düsseldorf  
School Contact:Frau Overthun  
Pempelforter Str. 40  
40211 Düsseldorf  
<http://www.humboldt-duesseldorf.de>

Städtisches Gymnasium Gerresheim  
School Contact:Frau Dingel  
Am Poth 60  
40625 Düsseldorf  
<https://www.gymnasium-gerresheim.de>

Karl-Theodor-von-Dalberg-  
Gymnasium  
School Contact:Frau Urban  
Grünwaldstraße 18  
63739 Aschaffenburg  
Germany  
<https://www.dalberg-gymnasium.de>

**Frequently asked questions by German students about Bootham School/York College:**

***Q: What are the age requirements to complete the long stays at York College /Bootham School?***

- You must be 16 no later than August 31<sup>st</sup> for the following academic year to qualify for a 1 year stay (3 terms) or 2 terms at York College and Bootham School.
- You can be 15 no later than August 31<sup>st</sup> to study for a 1 term stay at York College and Bootham School
- Some students do decide to complete their Abitur in Germany before considering a one year exchange. This is no problem and they can access any of the programmes at York College or Bootham School and they can be as old as 19 when they arrive in the UK.

***Q: How good must my English be?***

English is a very easy language to speak compared to many other languages, but it is harder to write to the level which is necessary for A levels.

The German language has approximately five thousand words, but English has approximately fifteen thousand words, so extending your vocabulary is important and a key advantage of studying in York.

Speaking the English language is never a problem for German students, but writing essays requires more effort and aptitude.

German students need to have a German Report Grade of 1 /2 /3 in English in the last report that they send to us as part of the application.

For 1 year (3 term) stays at York College, the student must achieve a B2 level in the Common European Framework. This has to be proved by the student taking IELTS General Academic Test that is used for UK Visa and Immigration. You must complete this before applying as you have to confirm you have reached a B2 level on the application form (see appendix 3) This is a very easy process as many test centres in Germany are in the cities:

[IELTS - Germany](#)

For one year and 2 term stays at Bootham School, there is an internal on line test the student has to complete and is free. Please contact Mark Forster [mrfoster64@gmail.com](mailto:mrfoster64@gmail.com) he will then take you through the online test. Upon successful completion, you must confirm the level has been reached on the application form (see appendix 3)

***Do I need a reference from my school?***

Both York College and Bootham School require a reference from your school. The reference needs to make it very clear whether the student has the personality to adapt to new environments coupled with academic ability. Experience has taught us that a confident, mature personality needs to be evident before arrival in York.

**Please Note:** There is not a provided reference template for the reference. The school is free to write a free flowing reference that has a school letterhead and must be written by our partner school contact (see page 12-14) or a member of the school teaching staff. The reference needs to be saved in PDF format and sent with the application via email.

**Q: Can I change my courses if I think I have made a mistake in my application?**

You will be able to 'switch' your A Levels / Vocational Programme the first few weeks of study...if you feel you have made a mistake.

**Please note:** Bootham School/York College reserves the right to cancel any of its courses if the student numbers are too low to justify the course running. We ask students to be aware of this and to note they may have to change course options if a course is cancelled. This may be relatively late notice in the summer, as full enrolment is not known before then.

**Q. Who is the Host Pastoral Officer?**

Mandy Tomlinson ([mandy@embraceengland.co.uk](mailto:mandy@embraceengland.co.uk)) is the Host Pastoral Coordinator and will meet you during the first week of term after which she is available by appointment. Mandy will meet you at Bootham School or York College or visit you directly at your host.

**Please note:** All International Students have 'highs' and 'lows' in the School but Mandy is there to help you when you need support or advice for any issues which occur outside of York College or Bootham School.

**Q: Will I receive curriculum pastoral support?**

York College and Bootham School have strong curriculum pastoral systems in place and these will be explained at the Induction when you will meet staff.

**Q. How difficult is the work? Will I have much homework?**

The A levels and vocational programmes are challenging subjects and you will be expected to work hard. Each A level has 5 hours per week.

The A levels give more freedom of subject choice and means you do not have to study in areas in which you do not feel confident. Students have more time to study around the subjects, pending how many A levels you have chosen.

During non-classroom time for A levels, you are expected to work in the Learning Resource Centres during school hours and at home to complete homework.

Weekly homework is set and it must be handed in on time and completed to a good standard.

**Please note:** Although A levels do not have any educational weight with German Universities, the expectation is to work hard and for 1 year (3 term) students to prepare and to sit exams during the summer exam season.

**Q. If I am staying for 1 year (3 terms) can I then decide to stay for two years?**

Most of the German students stay for one year but we fully welcome you to consider staying for two years to complete your full A level qualifications. You do not have to commit to a second year until the end of the first year and it will depend upon satisfactory results.

We do understand most German students have made a conscious decision to defer studying the 'Abitur' and will more than likely return to Germany after one year. However, this is not always the case and some students do stay for 2 years and often continue into HE courses in the UK.

If a student does decide to stay for 2 years, please be aware we cannot guarantee the same host will be available for the second year. Indeed, you may even request a different host, which we can accommodate.

***Q: If I do two years at York College/Bootham School, can I apply for a Higher Education Course in a British University?***

Your Student Visa gives you 5 years validity so you can apply for HE. However, UK Universities are not free and tuition fees apply. Fees vary but the approx fee per academic year is £10,000. During the 11 years partnership at Huntington School, we have had 10 students stay and study in the UK. Pictured is what is possible when Julius came and studied for two years at Huntington School.



***'Julius is an inspiration! He first came as a 13 year old shy German boy with 'Embrace England' but now leaves us a confident German man with a place to study science at OXFORD UNIVERSITY!'***

*John Tomsett – Head Teacher of Huntington School*

Pictured with Julius are (L to R)

Mr. Chris Hardwell (Director of Sixth Form)

Mr. John Tomsett (Head Teacher: Huntington School)

Mr. Jim Tomlinson (Ambassador of Huntington School and Head of Embrace England)

***What are my study expectations?***

We expect students to take responsibility for completing homework and attending all lessons. If students have any issues with studying at home then inform the host family. Please note students are expected to work in the York Colleges Learning Centre/ Bootham School library if they are not in lessons or to relax in the Sixth Form Common room or participate in any extracurricular activities. This means students are not permitted to return home early (before the end of the school day unless agreed by the host family) as our policy is not to allow under 18's to be left alone in the host house for any great length of time. During the exam period, study leave may be granted by the school. Pending the family's situation and desired preference, it may be the student has to complete their study leave in school. We do encourage this as all resources are available and teachers are at hand for any support that may be needed. However, some families are happy for students to remain at home during study leave but this is a negotiated process and may be determined by whether all parties are happy for a student to remain at home alone for a long period of time.

***Q. What happens if I can't come to school due to illness?***

Attendance is a very important aspect of school life. If you are so ill that you cannot come to school, you will still be expected to catch up on any work that you have missed. York College and Bootham School will be sympathetic towards genuine illness, but occasional days off due to minor ailments are not acceptable. If your attendance falls below 92%, you may be placed on attendance report. Arriving late to school or lessons is also not acceptable and will result in an intervention. It is important to realise that there are visa implications for non attendance! A student visa may be withdrawn if students are below the required attendance level.

If attendance becomes a key issue as a result of illness or indeed the student has returned home to Germany to seek further medical attention or recover from illness then Bootham School/York College reserve the right to assess and decide whether the level of absence is such that continuing to study at Bootham School /York College is no longer possible.

Please note this is the least desirable outcome and we will work closely with York College and Bootham School as well as parents to try and prevent a withdrawal.

***Q. How easy is it to make friends with other students?***

At York College there are 100 International students- all desperate to make friends! There is an incredible range of extracurricular activities and you will make friends easily. Also, as York College is a 16 -19 FE College, it means the English students have all come from different schools around the city....so they are keen to make new friends!

Bootham School is geared around friendship groups and ensuring everybody is involved and cared for. It is a huge part of their ethos. Again, making friends will be easy, as they also enjoy a large cohort of International students.

To increase friendship groups, please try to mix by joining clubs, getting involved with sports teams etc. and introducing yourselves to the English students. With a little effort and perseverance you will make new lifelong friends.

***Q. Does York College/ Bootham School have 'extra-curricular activities/clubs?'***

Many!! Ranging from theatre, music, community activities, sports, support for younger students and charity work. Students will be actively encouraged to join in as this is the best way to meet new friends. However, we also recommend you also join local clubs and societies to extend your range, expertise and experience. Becoming involved in these activities is a huge help in making friends and becoming actively engaged.

***Q. Can I contact other German students to find out what the exchange is like?***

We strongly encourage it! The student perspective is all that really counts but please remember all of the students below have completed their long stays at Huntington School NOT York College or Bootham School.

However, they will be able to give you feedback on their host families, curriculum, the city of York and the overall care that has been provided.

**Email contacts of a small sample of students who have completed long stays at Huntington School.**

**2014-2015**

(Manuel) [mgersitz@outlook.de](mailto:mgersitz@outlook.de)

**2015-16**

(Lasse) [lasse@paderborn.com](mailto:lasse@paderborn.com)

(Jan) [jan@schuetzes.com](mailto:jan@schuetzes.com)

(Caroline) [caroline.wermke@gmx.de](mailto:caroline.wermke@gmx.de)

**2016-17**

(Leonie) [LEONIE-PENNEKAMP@WEB.DE](mailto:LEONIE-PENNEKAMP@WEB.DE)

(Moritz) [moritzschlummer.ms@gmail.com](mailto:moritzschlummer.ms@gmail.com)

(Olivia) [olivia.minkwitz@gmx.net](mailto:olivia.minkwitz@gmx.net)

**2017-18**

(Till) [til.drey3@gmail.com](mailto:til.drey3@gmail.com)

(Katharina) [Katha@schwobadak.de](mailto:Katha@schwobadak.de)

(Jan) [jan.langbecker@gmail.com](mailto:jan.langbecker@gmail.com)

(Lisi) [Elisabeth.28.servatius@gmail.com](mailto:Elisabeth.28.servatius@gmail.com)

(Paula) [pa.derietth@gmx.de](mailto:pa.derietth@gmx.de)

**2018-19**

(Antonia) [antonia.berke12@gmail.com](mailto:antonia.berke12@gmail.com)

(Anna) [an.weinzierle@gmx.de](mailto:an.weinzierle@gmx.de)

(Johan) [seeliger.jc@t-online.de](mailto:seeliger.jc@t-online.de)

(Gereon) [gereonseifert@hotmail.com](mailto:gereonseifert@hotmail.com)

**2019-2020**

(Eva) [hofmann@t-online.de](mailto:hofmann@t-online.de)

(Nora) [nora@grumpe.de](mailto:nora@grumpe.de)

(Mariam) [laube13@t-online.de](mailto:laube13@t-online.de)

(Philip) [philip.koschnitzki@web.de](mailto:philip.koschnitzki@web.de)

(Johan) [seeliger.jc@t-online.de](mailto:seeliger.jc@t-online.de)

**2020-2021**

(Nina) [nina@comtelligent.de](mailto:nina@comtelligent.de)

(Ben) [ben-luca.buschkaemper@web.de](mailto:ben-luca.buschkaemper@web.de)

(Greta) [gwittmaack@icloud.com](mailto:gwittmaack@icloud.com)

(Adrian) [Adrian.zidek@icloud.com](mailto:Adrian.zidek@icloud.com)

**Q. Can I work to support my study?**

Y Students can work as long as they are 16 or older and have a student visa but only up to 10 hrs per week. All you need to do is to apply and be interviewed for a National Insurance Number (NI) which you can do in York. It takes approximately 2-3 weeks to receive the NI number and then you can apply for a part-time job in the just the same manner as an English student. However, we are unsure as to the work status for students after Brexit.

You cannot work during the school day and it is important to understand undertaking too much work will affect your studies hence the 10 hour restriction.

Most English students will have a job at the weekends to give them some extra income. This is common practice with UK students studying in state education (York College) but less common in private schools (Bootham School) as they often have lessons/sports on a Saturday.

To get an NI number you will need to contact York Jobcentre Plus direct:

- Call the Jobcentre Plus National Insurance Allocation Service on 0345 600 0643 and explain you are studying at 'Bootham School/York College in York' for a year or two years and you wish to apply for a NI number.

You will be offered an interview in York and the purpose of the interview is to check your identity, your status as a student, and check that you have a legal right to work in the UK. You will be told what documents you need to bring with you to your appointment – these may include:

- Passport (If dual nationality, both passports, if possible)
- Confirmation of your address – Please ask your host for a utility bill that validates your address.
- Confirmation of study letter – this is supplied when you receive confirmation of acceptance at Bootham School/York College. If you have managed to get work but have not, as yet, got a NI number please provide name and contact details of employer and other evidence of employment, such as a letter from employer/contract/payslip.

**Q. Will I receive reports and monitoring to show my progress?**

Yes. Students will receive reports and monitoring grades which show how you are progressing on the course. Students can discuss the grades with their teachers. York College has an online curriculum portal system which gives parents and students continual access to student's progression on all courses...at any time. Details of the portal system are provided at the Induction.

Bootham School will provide termly written reports that are emailed directly to parents

**Q: How does studying at Bootham School/York College lead to going to St John University (SJU) to study a BA Degree?**

*As we are in collaboration with SJU, we can guarantee places for any students who complete a 2 year programme at Bootham School/York College and achieve the entry criteria. Entry to St John University cannot be provided for German students that only complete one year study only. Going to St John University is the third step in our provision. It is an option only and you may chose to apply to other UK HE Institutions.*

## Introduction Host Families



Host Families are varied and do have different guidelines and attitudes towards students staying for a year or two years. For example, food, rules, family life and expectations of Host Families may differ from those of the student's and indeed their parents.

Our challenge is to work with students and parents to ensure needs and expectations are matched and understood between all parties, thus ensuring students are: **'HAPPY AND SAFE!'** However, we cannot guarantee a successful student/host relationship as this would be an unrealistic goal for us to achieve.

The process is ultimately one built on human dynamics which does not fit into a fail proof formula. Experience has told us that a host/student relationship can fluctuate or be wonderful from day one!

It is important to remember that staying with a host is certainly the best and cheapest way to integrate within a community but it should not be viewed as a replication of German family life but guarantees the following standards:

1. The house is clean. Towels are provided and all bedding is changed regularly.
2. The food is generous and provides a balanced diet of carbohydrates, fats, protein and vitamins and minerals.
3. The host is friendly and welcoming. They will try and engage the students in as much conversation as possible during their stay. Initially hosts will try and give the students time to unpack, settle and get used to the new house, culture and routine. But they will soon try to have longer conversations once they get to know the students and everybody feels comfortable.

At our June 27<sup>th</sup> 2021 Online Skype Induction we give a detailed breakdown of our host families and how we select and train hosts to be able to respond to their student's needs. After which the parent and student can arrange their own virtual meeting with their host and receive a tour of the house and critically the student's bedroom. We also provide a 'Workshop Activity Sheet' (see appendix 2) for the student/parent to use to enable the following points to be discussed in detail:

- 1: Diet – Expectations / preferences

Hosts aim to provide a balanced diet. Our expectation is a limitation of processed food and fried food and lots of fresh vegetables, fruit and salad to accompany stable carbohydrates (rice, pasta potatoes) and protein (meats eggs etc.)

2: Integration within the family – How much involvement with the family does the student want? Are they shy? Are they extrovert? Is integration or independence a key requirement of the stay for both host and student?

3: Family Routine (during the working week and weekends) including work patterns, meal times, preparing food, keeping students rooms tidy, laundry, quiet study time, getting up in the morning!

4: Access to the host house for the student / friends – use of key

5: Security expectations of personal belongings, money etc. How is that to be managed?

6: Contact – Use of Handy phone/ broadband. Remember: Happy and SAFE!

7: Reviews – Encouraging regular discussions between host and student/German parent. How to facilitate and how to feel comfortable to have these conversations.

8: Adult supervision within the home. What is expected by student/parent/host?

9: Trips/visits - hosts and Mandy will need an email from parents to confirm they agree to the trip, as we will no longer act in 'loco parentis'.

The above is an important part of the initial setting of getting the host family student/relationship right. It gives opportunity for host and student to establish an initial understanding and for German parents to be able to give input on key aspects of the stay. These key components are then reviewed via the host questionnaire (appendix 1) and through regular reviews by host and student.

We make every effort to ensure we do everything possible to make it an enjoyable experience for all concerned. It is important for students to realise that they need to make the same effort in adapting to a new life.....this is a key part of the requirement for a student considering a long term stay in any country.

Therefore the following provides initial guidance on:

1. Support and service provided by our Host Pastoral Coordinator
2. Selection of Host Families
3. Support and service provided by Host Families
4. Personal Insurance
5. Methods of payment
6. Principles of stay

## Support and Service provided by our Host Family Pastoral Coordinator

### Introduction:

Mandy Tomlinson ([mandy@embraceengland.co.uk](mailto:mandy@embraceengland.co.uk)) worked at Huntington School for 25 years as a PE teacher. She fully understands the needs of students studying and the importance of 'Host Pastoral Support' necessary for a supported but independent stay. She is married to Jim Tomlinson and has 3 children, Dan, Jack and Katie. Mandy has provided all the host pastoral support at Huntington School for the last 10 years and this role will continue with the new partnerships with Bootham School and York College.

### Mandy's Responsibilities:

1. To select an appropriate 'Host Family' based on student preferences stated on the 'Bootham School/York College Application Form.' Please note: We make every effort to satisfy requests but we cannot always guarantee personal choices.

Hosts are selected by Mandy only after careful inspection of the house and training has been given on the type of pastoral care each host is expected to provide.

Mandy will contact students and parents with details of host family placement at the online Induction on the 27<sup>th</sup> June 2021. Mandy is available for contact by German parents if any additional issues arise, from then onwards.

At least one replacement host is guaranteed if, for whatever reason, the first host stay has not been successful.

2. Mandy will conduct a **'Skype Induction' on Sunday 27<sup>th</sup> June 2021 at 6pm (German time)**. We have found Skype is the best platform as there are no time boundaries as there is with zoom. It is also very simple to use:

- Download Skype (free) onto your desktop/ laptop
- Search 'Tomlinson James'. Jim's profile picture is the same picture as on page 3 of this pack.
- Send a 'wave' to 'Tomlinson, James'
- Mandy will 'accept' and send a message to you confirming the time.
- Mandy will call you 10 mins before the meeting is due to start. and establish via an online meeting with the host in June the desired relationship

### Skype Induction Agenda - Sunday 27<sup>th</sup> June 2021 at 6pm (German Time)

- Welcome – Jim and Mandy Tomlinson
- Host Pastoral Support  
Mandy Tomlinson - Host Family Pastoral role
- Host Families  
Selection  
Role
- Workshop Activity between Host and student/ parent (see appendix )
- Insurance / NHS / Medical care

- Host Family Payment Methods
- Bootham School and York College Calendar / Induction
- Confirmation of arrival dates/ flight times and numbers at Manchester Airport Pickups for York College and Bootham Students (Free)
- Curriculum /Monitoring
- York College Tuition Fee Payments and Bootham School Tuition Fee/Boarding Fee Payments
- AOB

Please note: For students wishing to return to Germany for a visit during any of the school holidays, a direct train from York to Manchester Airport is available. Please note Bootham School/York College will not sanction any returns to Germany during week day term time for holidays, birthday celebrations etc. This also applies to English students who are not allowed to take holidays or days off during week day term time for any recreational reasons. Obviously, this does not apply for any medical or personal issues which may require a return to Germany.

4. To be available for contact for students via, text, WhatsApp and Handy on a 24 hour x 7 days a week basis. We have discovered WhatsApp is the quickest and most effective way of communication as opposed to email, which students seem reluctant to use. However, it is still a medium of communication that is available if the student wishes.

5. To visit all students and hosts after the first half term, to check how students have settled. Visits from that point on to the host will be on a needs only basis.

6. Liaise with Hosts, who complete termly host family questionnaires which address key issues such as diet, integration etc. These 'closed' questions have a sliding scale of 1 - 5 and give a gauge of reference for parents. These questions cover important components of the stay such as health and diet. More 'open' comments are provided by both the host and Mandy which give general feedback at the bottom of the questionnaire. (See appendix 1) These comments are then used as a reference for the pastoral report that will be sent to German Parents on a termly basis via email.

7. Our intent is for students to be independent, as it is part of the challenge of adapting to life in a new environment but we do feel it is important they know Mandy is available if there are host issues they cannot resolve. Of course, if a student needs to see Mandy urgently, she is available to meet at Bootham School/York College at a mutually convenient time. This is by appointment only and please contact Mandy directly to organise the meeting at least one day before. Out of term time meetings are available, but again organised on a mutually convenient basis at a time to suit both Mandy and the student.

8. Mandy has the closest connection to all stakeholders involved in the long stay including students, school, hosts and other agencies or institutions that may become involved in the stay. Therefore we respectfully ask that any recommendations that Mandy makes regarding the health, safety or wellbeing of the student is adhered to by all parties.

Mandy Tomlinson contact details are:

[mandy@embraceenland.co.uk](mailto:mandy@embraceenland.co.uk)

Tel: 0044(0)1723 866188 (Land line) or 0044(0)7944622660 (Handy)

## Selection of Host Families

The underpinning requirement of any host family is that they are welcoming, supportive and the house is clean and tidy. These values apply to all our host families, whether they are a traditional two-parent, a single-parent family or a single host. Students can request different types of hosts depending on their preference on the 'Bootham School/York College Application Form.' For some students who wish for more independence and less family interaction a 'single host' can be a popular choice. Other students may wish to opt for a more traditional family environment. We can and do put students together with the same host but with separate rooms or as a single student with a host. It is feasible a student who is attending York College maybe sharing with a student attending Bootham School.

We do make every effort to satisfy choices made in the application form but we cannot guarantee this, as our overriding concern is the host has the key values we previously stated. Sometimes we may feel these are of greater value than a preferred option made by the student.

Most of the families have been hosting for several years and have hosted most nationalities. They are used to different types of students and different types of needs.

All hosts are carefully selected by Mandy and checked to ensure safety and suitability via:

- Application
- Registration Form and home visit and accompanying training.
- All hosts complete a Disclosure and Barring Service (DBS) check. This is a criminal record check that ensures none of our host families have a record which could in any way compromise the well being of the student.
- Liaison with York Social Services for students who are aged 15. Here we enter Private Foster Care arrangements again ensuring another layer of support for our younger students.
- Continual self-assessment via the 'Pastoral Coordinator' and accompanying questionnaires



## **Frequently asked questions by students and parents about Host Families**

### ***Why do Host Families host?***

Host families have different reasons for hosting. Many simply enjoy having International Students in the home as it brings breadth and range to their own families. However, for many host families, having International Students contributes to the monthly expenses of the household and therefore they may have other students staying in the house but none will share a room.

### ***What will my bedroom be like?***

Students' rooms will have a single bed, a solid desk, a chair, a wardrobe to store clothes, adequate lighting and heating and storage areas for luggage. This room is the student's private space to relax in. Therefore we encourage students to make it as comfortable and welcoming as possible by bringing photos from home, iPod etc. Remember British houses are generally smaller than German houses, which could mean a smaller room.

There could be extra students living with the Host Family during school holidays or as part of short stay programmes. However, this will never mean a student is asked to share a room. It is the student's room for the duration of their stay.

Students are encouraged to mix in the house and not to stay in their room. This may seem an obvious point to make, but hosts want the student to feel comfortable socialising and mixing. This means interacting and becoming comfortable in the house and not feeling they cannot come out of their room.

This then becomes a habit and is hard to break, especially if the student feels uncomfortable and very quickly a student can stay in their room and not interact. Of course, there will be times when students simply want to be by themselves in their room working or relaxing. The hosts will make every effort to encourage interaction and ensure a happy environment, so we ask students to do the same. It's all part of the experience.

### ***What will I do for meals?***

Three meals a day are provided as part of the host package.

Breakfast may consist of cereal, toast and juice or pastries.

A packed lunch is provided for school – Host Families will be grateful to hear about any likes and dislikes students have. Please note: Money is not provided by the host to have meals in the school. If a student wishes to eat at Bootham School/York College then that is their prerogative but it will be at their own cost.

The evening meal will consist of a cooked family meal. The food served will vary – sometimes traditional English food but more likely a combination of European/world food. Again, likes and dislikes are welcomed from the student to the host. After the meal, there will always be an option of fruit or a sweet.

Some host families would be happy for students to help preparing the evening meal, just as some families would prefer to prepare the meal alone. Hosts will explain if they would like help and students should be prepared to 'help' if asked. Most families would prefer that students didn't prepare their own meals or use the kitchen outside of meal times. This is for safety reasons and to help families keep

the kitchen a safe and tidy environment which is particularly important if there are several students staying in the house.

Some families will encourage and will want a daily sit down meal with family and the German student. This encourages interaction and helps with bonding. Whilst other families maybe more flexible in their eating habits. Again, it is important for hosts and students to talk about their expectations and to work around them. We strongly encourage student and parents to have these conversations before the stay commences, via the Induction.

Most Germans believe the English have beans and chips with everything! We promise this is not the case, but again if food is an issue, then discussion is very important between host and student. Food is a big part of anyone's' life and getting a happy balance is important to us and we really encourage conversations about food at the Induction, thus giving German parents the opportunity to have an input about diet.

Students are encouraged to ask if they want something in particular (a cup of tea, a biscuit) as the family will either get this or give direction for the student to help themselves.

### ***Do I have to do household chores?***

Students may or may not be asked to join in with household chores, such as setting the table, washing up and tidying their room. This is dependent on the Host Families preference. Some families are more independent and expect students to become an active member of the family. Again this is a discussion we encourage at the Induction.

Students must keep their rooms tidy. This is a key requirement of the stay.

### ***What household facilities are provided?***

Bathroom – Students will be required to share with all the family. Therefore students are expected to contribute to keeping it clean by mopping up water spills and to leave it tidy for the next person to use.

Washing Clothes – Weekly washing and ironing provided by the Host Family – they will tell students when to produce dirty clothes for washing.

Bed linen and towels– These will be provided and washed and changed weekly.

Internet – wireless broadband is typical in every home. Students are free to access and use when it is available. (Some families may turn the connection off when they retire to bed). Download movies or streaming is not permitted as it can block broadband access and corrupt hard drives. Skype is welcomed but informing the family of use is necessary as laptop access can be blocked for the duration of the call.

### ***What's family life going to be like?***

This varies in every family pending their structure, interests and attitude. Activities may include watching a film or TV with family members or other students. Evenings are normally the time to take a shower and relax and prepare for the next day. Remember some family members work during the day (or night) so consideration of their work patterns is important.

Weekends may bring occasional trips to shopping centres, cinema, bowling, swimming – these can't be guaranteed, after all, it's up to the individual family. However, students are always encouraged to make plans with friends and then they have the choice to join the family if they so wish.

It's clear throughout the 'Information Pack' that we encourage students and hosts to talk to each other and share their thoughts and opinions on how the stay is working. German parents may feel they want to talk to the hosts directly by email or phone if they have concerns or requests. This is a vital component of the stay and we encourage open lines of communication. Even though Mandy provides the overall support for the care and wellbeing of a student, she is not living with each student or host and many issues can and should be dealt with between the host and the students /parents concerned.

### ***What if I have a problem?***

In the first instance students should talk to the host family. This is an important part of the stay and hosts need to be aware of any issues/concerns they may have! We do not want students or hosts to 'suffer in silence!' but to speak freely to each other no matter 'how big or small' the issue is. Again experience has told us the German students can be fiercely determined to ignore issues or put up with them! Although such a trait is admirable...we don't encourage it! We want hosts and students to be able to speak freely and reach compromises.

If the issue persists then Mandy is available to act as a mediator for both host and student.

Ultimately host families have the right to ask for a student to leave their care and we ask students and German parents to be fully aware of this. This is a very rare circumstance, but is an option we must make available for a host family. The same right applies to each student. We guarantee to find one replacement host but it may not be immediately as our standards for host selection are high and we never simply relocate a student to another host if they do not match our standards. Please see **'What shall I do if I have a problem with my Host Family or the Host Family has a problem with me?!'** for more detail.

### ***What if I need 'serious' medical attention?***

The National Health Service provides treatments/operations in case of emergencies. However, we cannot guarantee the aftercare that may be needed for any planned major operation or any psychological issues. If we feel we cannot provide appropriate after-care, the student may have to return home to Germany to recover. All travel costs are to be paid for by the German parent.

If an emergency operation does occur and we cannot provide the necessary after-care, German parents are kindly asked to fly to England to provide the support needed until the student is fit enough to return to Germany to make a full recovery.

If a student does have to return home for medical attention and is intending to return to the host, then host family payment continues.

### ***What about other household members?***

Host Families may have children of their own or other students in residence during your stay. Respect is a very important factor shared by all family members – a student's bedroom is their own space and the same applies to every other member of the household. Students must ask before entering another person's bedroom. Normally the students will visit each other in their rooms and talk – but only after permission is granted.

There may be some rooms in the house that are not given access to, for example the host parent bedroom, offices etc. Students are asked to try to speak English at all times so everyone can be involved.

***How will I keep in touch with my family in Germany?***

We encourage students to use Handy phones, Skype, Face time or any form of communication through a social platform. Host Family may have a traditional land line but it can be very expensive to call abroad and is not available for contacting parents back in Germany. We encourage German students and hosts to discuss the best methods of communication. We also ask students to communicate with parents at appropriate times of the day.

***How will I keep in touch with my Host Family in England?***

When students are out of the house, it is important to have Handy phones switched on. Host families may need to contact students (if they are late or if plans change, etc.) We ask students to respect this request and to ensure they have charge and credit on their phones before leaving the house. There is nothing worse or more worrying than a Handy phone not working for both parties!

***Will I have my own key?***

We generally provide a key on an initial trial basis, with a view that the key will be provided on a full time basis, if all parties (host, student and student parent) agree to this provision. Our requirements are that students under the age of 18 are not to be left alone in the property for any length of time, without an appropriate adult being present.

So the maturity and reliability of the student is critical when determining what is a reasonable length of time during the day (students are never left alone at night) and the issuing of a key. We have to consider possible emergency situations such as the safety of the house becoming compromised if a key is lost or an accident occurring in the house with no adults present.

However, if any incidents or issues compromise any health and safety issues the host reserves the right to ask for the key to be returned at any time. If this occurs then the host will guarantee an adult will be at home at the agreed times of return.

***Can I go out in the evening? What time will I have to be home?***

Every family will have different ideas about curfews – what is acceptable to one family, isn't to another! So we suggest the following as guidance, which allows freedom but guarantees safety to the student and peace of mind to the host family.

- Weekday (school days): 10pm.
- Weekends: 12 midnight (*this can be extended with prior arrangement in the case of parties etc.*)

Staying out later than planned without letting the Host Family know can be very distressing for the host family and we ask for students to be respectful of any agreed return times made with the hosts. York is a safe city, but a city, nevertheless! Again, we really do want parents and hosts to discuss this in their conversations.

***Can I stay over at friends?***

Yes. This is perfectly acceptable, providing permission from the other family is given. Host families will also need to know where students are staying and the time they can expect them back. However, this

option does not extend to families or friends visiting from Germany, as it can compromise host insurance. We kindly ask visiting friends or families to book their own accommodation.

### ***How do I get to and from school?***

Host families are committed to transporting students to and from school on the first day if the trip involves a bus journey. York has a regular timetable to and from schools and the city centre and gaining familiarity with the bus routes promotes independence and mobility. Costs for bus tickets are additional and not included in host costs.

We encourage students to buy a (second-hand) bicycle, as York is flat and has excellent cycle routes with provision such as bike racks. It is also free! Previous students have bought or loaned a bicycle to allow them the added freedom of getting to and from school, the city and their friends' houses. Host families will help students find a bicycle and the necessary supporting equipment such as a helmet, high visibility jacket, lights and a lock. The cycle culture is different in the UK compared to Germany. Although there are cycle lanes, cyclists will find themselves integrating with traffic far more than they do in Germany. However, motorists do accommodate cyclists and after a small adjustment we find the German students adapt very quickly to the differences and enjoy the freedom a bike provides.

We make every effort to ensure hosts are within walking/biking distance of the school but we cannot always guarantee this, so please be aware there may be additional bus costs involved for the student.

### ***Can I drink Alcohol?***

In Britain, the legal age for consuming alcohol is 18, not 16 as in Germany. Therefore students are NOT permitted to purchase or drink any alcohol during their stay if they are below the legal age.

### ***Can I smoke?***

In Britain, the legal age to buy cigarettes/E-Vape is 18 and to smoke them is 16. Smoking is not permitted inside or outside any host family home.

### ***What about Pets?***

Many families have a pet which can range from a dog or cat to a goldfish or a parrot! If you have an allergy against any pets then please highlight this in the relevant section on the application form.

### ***What shall I do if I have a problem with my Host Family or the Host Family has a problem with me?!***

If problems arise and continue, then Mandy will investigate and try to find a solution. Misunderstandings sometimes occur because of language difficulties or cultural differences leading to both sides feeling frustrated.

If it is not possible to solve the problems, Mandy will look for another host family. Mandy will always attempt to keep students in the same area. However, this is not always possible and students and parents should be prepared for this eventuality. Ample notice will be given and Mandy will liaise with all parties to ensure a smooth and supportive transition to a new host. A move may incur paying bus fares if one has not been paid previously.

We cannot guarantee a host's circumstances will remain the same for the whole year and this may mean we have to move a student to another host. For example, work patterns may change for a host which mean they cannot supply overnight care, or circumstances may mean the host has to move

house or stop hosting because of health concerns or the students health. As we do not impose contracts for students or hosts (see point 6. Principles of stay) the possibility of a host change is something all parties need to be aware can happen. Of course, hosts are all firmly committed to providing care for the full year and any change of circumstances is entirely unforeseen.

As previously stated, we will guarantee finding one replacement host family. If an eventuality occurs where a second or third host family is needed then once again we will try and satisfy this requirement BUT prospective hosts may be concerned by a student who has not settled in two previous homes. It is also much more difficult to secure a suitable host mid-year when host changes are most likely to occur.

We only use hosts that have satisfied our host criteria. It is never difficult to find a host, but we are extremely selective, as providing an unsuitable host may only lead to more problems and frustrations for all parties. All hosts are DBS checked. For 15 year old students, we must organise a Foster care arrangement with York Social Services and a review.

In the event that a second or third host has not been found by us, then Bootham School/York College and Embrace England will reserve the right to withdraw the student from the long term programme and the student will return to Germany. Neither York College / Bootham School nor Embrace England endorse students finding their own independent accommodation as host pastoral care can no longer be provided to the level we require.



### **Host Families: Methods of payment**

Payment for hosts is paid on a monthly basis. We deliberately do not ask for all host payment to be paid up front as part of a contract which is a common feature of big commercial organisations.

We want to give assurance to German parents that, if for any reason, the student ceases the long term stay, parents are only charged for the time spent in the UK (plus one extra month that counts as a cancellation fee).

However, parents often prefer a 'one off' payment, as it means only one bank transfer charge is made and we will support this request, if made. We simply transfer monies back to the parent if any unforeseen circumstances arrive and host payments need to be returned to the German parent.

Monthly payments (irrespective of the duration of the month) of £650 are to be transferred to 'Embrace England Hosts' bank account for an audit check that will be completed by Mandy Tomlinson on the 28<sup>th</sup> of each month. Please state student name in the transfer reference.

Obviously, exchange rates change, so we kindly ask for German parents to ensure ALL payment transfers accommodate any rate fluctuations.

Prompt payment is essential as this ensures hosts can be paid on time. Your cooperation in meeting this monthly deadline is appreciated.

To save on overland bank transfer costs, we recommend German students open an English bank account and the money is transferred via a domestic bank transfer.

German parents simply transfer yearly monies into the UK bank account at the beginning of the stay and then students set up a direct debit transfer for the monthly host family payments to the 'Embrace England Host Account.'

There are no transfer costs for domestic bank transfers and as it is sterling to sterling so there are no exchange rates to calculate. Mandy Tomlinson will provide help and support in opening a UK bank account at the beginning of the long stay, if parents wish to pursue this option.

Please note: We do not send out reminders of payment to students or German parents as the transfer should be set up as a standing order. We feel this is unnecessary and creates a money centred ethos. This is neither our intention nor wish. Mandy Tomlinson will only contact German parents with reference to monthly payment if there is an omission of payment, a recalculation of monthly payment or an incorrect payment.

**Host Families: Payment Bank Details**

Bank: NatWest: Embrace England Hosts  
IBAN: GB18NWBK56007039821706  
Swift: NWBKGB2L

The first payment will be on the 28<sup>th</sup> of the month prior to the student's arrival. For example, for those students who are starting on Sun 5<sup>th</sup> Sept, Embrace England will have received payment for Sept plus one extra month which counts as a cancellation fee (see point 2 of payment details below for explanation) on the 28<sup>th</sup> August 2021.

The first monthly payment may be slightly more or slightly less than the normal monthly payment of £650 as it will depend on the student's arrival date. To calculate this monthly charge we simply divide the monthly payment by the number of days in the month and add or subtract to the first payment depending on the arrival day. This calculation is done for the arrival month and departure month after confirmation of arriving and leaving dates of the student.

Please note: For health and safety and security reasons coupled with ease of audit we do not deal in any cash payments. Cash payments can mean students are carrying large sums of cash. This is an unnecessary risk and could compromise the security and wellbeing of the student. Also, for auditing/accounting purposes all transactions must be available to view on line with dates etc.

If any damage in the house is a direct consequence of a student's actions then this leads to the charge being passed onto the German family. Deciding responsibility can be subjective. Therefore, Mandy Tomlinson is the designated arbitrator and both hosts and German parents/students are asked to respect and honour the decision made.

However, damage payments will only accrue to a maximum payment of £150. Any greater cost will be offset, if possible, against the 'Household insurance' that the host has. This maximum of £150 contribution is used to offset Insurance excess. If this payment is required then Mandy Tomlinson will supply details of the host's bank accounts for transfer.

**Example: Payment details for a 1 year (3 term stay)**

- 1<sup>st</sup> Payment due: 28<sup>th</sup> August: £850 (Sept pro rata) + £850 (one extra month in case of a cancellation of stay) = £1700 per student (pending Sept pro rata payment amount)
2. Payments for £850 thereafter paid on the 28<sup>th</sup> of the following months:  
Oct, Nov, Dec 2018 / Jan, Feb, March, \*April, \*\*May, June and July

\*No payment transfer is required for July as this is accounted for by the 'one extra month in case of a cancellation fee' payment made on 28<sup>th</sup> Aug.

\*\* Students will finish their exams by late May/ early June. Soon after, they will return to Germany or they can remain at York College or Bootham School and move into Year 13 classes and therefore continue studying until the end of July term date. Consequently, the exact date is determined by the last exam that they take. Therefore, a prorata charge ( $\text{£}850 / 30 \text{ days} = \text{£}28.33 \text{ per day}$ ) will be made for June and is to be transferred on the 28<sup>th</sup> May as all previous payments. After parents have established the departure date from the UK, please email [mandy@embraceengland.co.uk](mailto:mandy@embraceengland.co.uk) so she can calculate the June payment and inform you directly of the balance due for June. Each month is a

mandatory payment irrespective of whether the student is with the host or in Germany for the holidays or for medical reason and intends to return.

We have had students who wish to stay in the month of August. 'Embrace England' does not provide or take responsibility for accommodation for this month or thereafter. Any arrangements made between the host and German student are entirely separate to our commitment which stops at the end of July.

**PLEASE NOTE:** *Some German parents opt to pay for the whole year as this reduces international transfer charges*



### **Boarding at Bootham School:**



Sixth Form boarding is increasingly popular at Bootham School and the Sixth Form students share with other same gender Sixth Form Students.

Parents are happy that their child is becoming more independent before entering the world of higher education or employment whilst students value the extra time they can spend on studies or with friends.

The international nature of boarding at Bootham School brings significant cultural benefits that expand thinking and understanding. The school has three boarding houses, each of which provides homely and comfortable accommodation in elegant Georgian buildings. Each house has its own common room, kitchen facilities, a student laundry and Wi-Fi.

The School has an onsite health centre which meets the needs of the students who require medical attention, health education or simply a quiet place to rest when respite is required. GP surgery sessions are held in school on Tuesday and Friday mornings for students registered with the school doctor.

### **Boarding: Methods of payment:**

Boarding fees are paid directly to Bootham School and parents will be sent invoicing and payment invoices. Please use the student name as a reference.

Bank Name: Co-Operative Bank  
Account name: Bootham School  
Sort Code: 08-90-72  
A/C No: 70138504  
IBAN No: GB18CPBK 089072 7013850

## Personal Insurance

The Insurance cultures of the UK and Germany are different. Generally speaking, English students do not have personal insurance policies as medical care is provided free of charge via the National Health Service and the same access was available for EU students studying in the UK.

This has now changed after Brexit pending the length of the long stay:

- 1) A German student will have free access to the NHS if they have paid the £470 NHS surcharge which is paid as part of the application for a student visa for stays over 6 months.
- 2) Students coming for a long stay of up to 6 months will not have free access to the NHS. For these students, private insurance is required. The hospital will require Insurance details so please ensure policy details are readily available.

Other key aspects or concerns are usually covered via other more general Insurance Policies such as 'Household Insurance' or 'Liability Insurance' which are provided by other bodies. Although not mandatory for the 1 year (3 terms) or 2 term stay to cover these other types of claim, we do recommend students take out Personal Insurance as it does cover all eventualities that may be unforeseeable. All students completing a 1 term stay must have private insurance.

**PLEASE NOTE:** Embrace England does not provide nor has Insurance that covers any long term stays and does not accept any responsibility for any eventualities that may lead to insurance or possible litigation.



York College



Bootham School

## Principles of stay:

We do not impose any “contracts” or “terms and conditions” as experience has told us the best way of securing a happy stay for is all parties to have mutual respect and flexibility. This has been the key philosophy of our long stays and will remain so. All we ask is for everybody to respect the following core principles of stay:

- Students need to fully understand the information provided in the Long Stay Information Pack about Bootham School/York College and Host Families Pack and respect the rules and guidelines within it.
- Prompt Payment is made by the German parent via bank transfer to our referenced bank account on the 28<sup>th</sup> of each month. All months of stay are paid in full or on a prorated basis.
- Boarding costs and tuition fees will be administered by York College and Bootham School and are non refundable.
- Students can only remain at Bootham School/York College if they stay with one of the Host Families provided by Mandy Tomlinson, as all of the Host Families are vetted and provide suitable and appropriate accommodation and are DB S checked.
- A student is permitted to return to Germany during any of the school holidays if they wish. However, the Host Family has committed to the duration of the stay and payments still need to be made during this absence. This is a standard requirement of any Host Family operating in England. We do politely request, a student gives at least 4 weeks’ notice to the host and Mandy Tomlinson, if they intend to return to Germany. This does allow the host to plan accordingly for any periods of absence.
- If any medical or psychological condition occurs, which necessitates a return to Germany then this request will be made by ourselves and accepted by all parties. It is the responsibility of parents to organise and pay for any return to Germany.
- If a student withdraws from Bootham School/York College and returns to Germany before the end of the academic year, the extra month’s payment made at the beginning of the long stay will be retained as a cancellation fee, since the Host Family will not be able to find another student as a replacement during that academic year.
- We want students to always feel **‘HAPPY AND SAFE!’** This is our ‘mantra’ and we make every effort to ensure this is at the core of everything we say or do.

Dear Host

Both academic and pastoral termly feedback is given to your student's parents, so they are fully involved in the experience. Obviously, the host plays a very important role in that process and your feedback will be emailed directly to each student family with progress grades from Bootham School/York College.

The following questions are used as a guide during Mandy Tomlinson's 'Host Family' visit. This will take place after the student has been with you for the first half term.

**1 – Excellent   2 – Good   3 -Satisfactory   4 -Poor   5 -Unacceptable**

Students Name:

Host Name:

Q1: Settled and happy in the host environment?

1 – 2 – 3 – 4 – 5

Q2: Eating a balanced and nutritious diet?

1 – 2 – 3 – 4 – 5

Q3: Integrating themselves effectively with the host and other family members?

1 – 2 – 3 – 4 – 5

Q4: Treating their room and family common areas with respect, cleaning up after themselves as needed?

1 – 2 – 3 – 4 – 5

Q5: Generally polite, respectful and courteous.

1 – 2 – 3 – 4 – 5

Q6: Reliable and punctual.

1 – 2 – 3 – 4 – 5

Q7: Invited to and participating in family activities

1 – 2 – 3 – 4 – 5

Host Comment:

Host Family Pastoral Coordinator Comment:

## **Appendix 2: German Parent/Student and Host Workshop Activity for the online Induction**

**Context:** This is such an important part of your virtual Induction! Establishing a 'Happy and Safe' living environment and matching expectations of hosts/parents/students is the basis of a contented stay for ALL parties concerned.

To help you with this we would appreciate if you to talk about the key aspects of the stay using the following as guidelines. However, please don't restrict yourself to these areas, there might be other issues that are important to you.

The purpose of the discussion is NOT to create 'Rules and Regulations' but to create understanding and balance through honest and open conversations.

1. Diet – Expectations / preferences  
Hosts aim to provide a balanced diet. Our expectation is a limitation of processed food and fried food and lots of fresh vegetables, fruit and salad to accompany stable carbohydrates (rice, pasta potatoes) and protein (meats eggs etc.)
2. Integration within the family – How much involvement with the family does the student want? Are they shy? Are they extrovert? Is integration or independence a key requirement? of the stay for both host and student?
3. Family Routine (during the working week and weekends) including work patterns, meal times, preparing food, keeping students rooms tidy, laundry, quiet study time, getting up in the morning!
4. Access to the host house for the student / friends – use of key
5. Security expectations of personal belongings, money etc. How is that to be managed?
6. Contact – Use of Handy phone/ broadband. Remember: Happy and SAFE!
7. Reviews – Encouraging regular discussions between host and student/German parent. How to facilitate and how to feel comfortable to have these conversations.
8. Adult supervision within the home. What is expected by student/parent/host.
9. Other

## **Appendix 2: Workshop für die “Online Induction”**

Dies ist ein wichtiger Teil Eurer virtual Induction! Ähnliche Erwartungen und eine Umgebung in denen sich alle Beteiligten glücklich- und wohlfühlen ist eine wichtige Basis für alle Gasteltern, Eltern und Gastschüler.

Wir haben eine Liste mit wichtigen Themen zusammengestellt um Euch dabei behilflich zu sein und bitten Euch, diese zu Besprechen. Es ist nur ein grober Leitfaden für eine Konversation und sicherlich gibt es noch andere Dinge, die Euch interessieren. Jetzt ist die beste Möglichkeit darüber zu sprechen!

Die Unterhaltung ist nicht dazu da, um Regeln und feste Vereinbarungen zu treffen, sondern um durch offene und ehrliche Unterhaltung eine Vertrauensbasis aufzubauen.

- 1.) Ernährung: Erwartungen und Vorlieben  
Alle Gasteltern versuchen eine ausgewogene Ernährung zur Verfügung zu stellen. Wir erwarten einen limitierten Anteil von Fertig- und Tiefkühlessen und dafür eine reiche Auswahl an frischem Gemüse, Früchten und Salaten mit einer ausgewogenen Verteilung von Kohlenhydraten (in Reis, Nudeln und Kartoffeln) und Proteinen (in Fleisch, Eiern, etc.).
- 2.) Eingliederung in die Gastfamilie: Wie viel möchte der Gastschüler involviert sein? Ist er/sie eher schüchtern oder extrovertiert? Ist Eingliederung oder Unabhängigkeit wichtig für Gastschüler und/oder die Gastfamilie?
- 3.) Familienroutine (in der Woche und am Wochenende): Was sind die Arbeitszeiten, Essenszeiten, Kochzeiten? Wie ist es mit Zimmer aufräumen, Wäschewaschen, ruhigen Lernzeiten und Aufstehen am Morgen?
- 4.) Zugang zum Haus durch einen Schlüssel
- 5.) Wie und wo wird Geld und Besitztümer gelagert / Sicherheitserwartungen. Wie wird das geregelt?
- 6.) In Kontakt bleiben, Benutzung eines Handys!!! (Das Motto heißt „Happy and Safe“)
- 7.) Rückmeldungen – Regelmäßiger Austausch von der Gastfamilie mit dem Schüler oder den Eltern. Wie diese Unterhaltungen am besten ablaufen und wie sie möglich gemacht werden.
- 8.) Aufsicht durch einen Erwachsenen im Haus. Was sind die Erwartungen von der Gastfamilie, den Eltern und dem Schüler?
- 9.) Anderes

## **Appendix 3 Application Form for York College and Bootham School**

**Office Use Only**

Applicant Ref:

Student Ref:

## German Student Long Stay Application Form 2021/22 for: York College and Bootham School

Please complete all sections electronically and save as a separate PDF document after deleting the rest of the contents of the 'Long Stay Information Pack'

Email the completed application form with the students name in the title.

[jim@embraceengland.co.uk](mailto:jim@embraceengland.co.uk)

### 1: Which institution are you applying for? (delete as appropriate)

York College

Bootham School

### 2. Student Personal Details

Surname:

Other names:

Nationality:

Home Language:

Students Email:

Students handy:

Date of birth:

*(Please provide a scanned copy of students birth certificate with the application)*

Male / Female (delete as appropriate)

*Please note that you must be between 16-19 old to study at York College for 1 year (3 terms) / 6 months and 1 term. (16 no later than the arrival date to the UK Monday  
For Bootham School you can be 15-19 a 3 month stay but for York College you need to be 16.*

Do you need a student visa to study in the UK? YES NO (delete as appropriate)

*Student visas are only for 1 yr (3 terms) and 2 term courses at York College and Bootham School.  
Students must be aged between 16-19 to apply for a student visa.*

Passport / ID Number:

### 3. Parent / Guardian Contact Details

Parent(s) / Guardian 1 Surname:	Parent(s)/ Guardian 2 Forename:
Parent(s) / Guardian 2 Surname:	Parent(s) / Guardian 2 Forename:
Relationship to student:	Relationship to student:
Home telephone:	Home telephone:
Handy:	Handy:
Home address in Germany:	Home address in Germany:
Email:	Email:
Is the Home address of Parent/Guardian 1 and 2 the students address: <i>(delete as appropriate)</i> YES NO	Student address if different from Home address:
Name of current German School and Address:	Is your school a Partner School? YES or NO <i>(see page 12-14 )</i>
<p>We require you to provide details of <b>one referee</b> who can write about you and your suitability for the course. This needs to be your partner school contact or a teacher that knows you well from your school.</p> <p>Name of referee: Position at School: Email: <i>Please attach PDF reference with your completed application.</i></p>	
<p><b>4: Medical, Emotional and Learning support</b></p>	
<p>Please provide details of any medical condition, behavioural, emotional. social and/or social issues that York College or Bootham School should be aware of:</p>	

## 5. Course Applied for

For General Information about International courses at York College:

<https://www.yorkcollege.ac.uk/course-types/international.html>

For General Information about International courses at Bootham School:

[https://www.boothamschool.com/app/uploads/2020/11/College-Curriculum-Booklet-2021-Entry\\_compressed-2.pdf](https://www.boothamschool.com/app/uploads/2020/11/College-Curriculum-Booklet-2021-Entry_compressed-2.pdf)

Courses	Subject Choice(s)
<p>A-Level Programme</p> <p>This is a two-year course that starts in September of year one and ends in July of year two.</p> <p>Please indicate your chosen subjects in the space provided.</p> <p>For York College choose 3 A levels in order of preference.</p> <p>For Bootham chose 4 A levels in order of preference.</p> <p>Details of the A level subjects available cat York College can be found online at: <a href="https://www.yorkcollege.ac.uk/subject-areas.html">:https://www.yorkcollege.ac.uk/subject-areas.html</a></p> <p>Details of the subjects available at Bootham School can be found at: <a href="https://www.boothamschool.com/app/uploads/2020/11/College-Curriculum-Booklet-2021-Entry_compressed-2.pdf">https://www.boothamschool.com/app/uploads/2020/11/College-Curriculum-Booklet-2021-Entry_compressed-2.pdf</a></p>	<p>1:</p> <p>2:</p> <p>3:</p> <p>4:</p>
<p>Vocational Course – only at York College</p> <p>It may be possible to study a vocational course at the College which is at Level 3 or higher. Indicate which course you would like to study on and we will contact you with the next step as you may need to produce evidence of your practical standard.</p> <p>Courses below Level 3 are not open to students requiring student Visas.</p> <p>Details of the vocational subjects at York College are on line at : <a href="https://www.yorkcollege.ac.uk/course-types/international/390-our-courses/2617-international-vocational.html">https://www.yorkcollege.ac.uk/course-types/international/390-our-courses/2617-international-vocational.html</a></p>	<p>1:</p>

## 6: Duration of course ( delete as appropriate)

**York College** courses all start in Sept 2021.

- 1 year stay(3 terms) Arrive Sunday Sept 5<sup>th</sup> - 27<sup>th</sup>- 31 July Return to Germany (16-19 yr)
- 6 month stay: Arrive Monday 6<sup>th</sup> Sept – Sat 5<sup>th</sup> March Return to Germany (16-19 yr)
- 1 term stay: Arrive Monday 6<sup>th</sup> Sept - 17<sup>th</sup> -31<sup>st</sup> Dec Return to Germany (16-19 yr)

**Bootham School** has Sept and mid -year starts: (delete as appropriate)

- 1 year stay (3 terms) Arrive Sunday Sept 5<sup>th</sup> - Return to Germany (16-19 yr)
- 6 month stay: Arrive Sunday Sept 5<sup>th</sup> – Sat 5<sup>th</sup> March Return to Germany (16-19 yr)
- 1 term stay: Arrive Sunday Sept 5<sup>th</sup> – 13<sup>th</sup> – 31<sup>st</sup> Dec Return to Germany (15-19yr)
- 1 term stay: Arrive Sunday 2 January – 2<sup>nd</sup> April Return to Germany (15-19yr)
- 1 term stay: Arrive Sunday 24<sup>th</sup> April- 7<sup>th</sup> July Return to Germany (15-19yr)

## 7. Supporting Qualifications

1: Insert your English language subject report level from your last school report. Please scan and send the school report as a PDF - with the completed application. This School report is needed for all duration of courses.

2: Insert any relevant qualifications that you feel are relevant to support your chosen subjects. E.g. Music qualification. Please also scan and send as a PDF - with the completed application

3: Insert ILETS Grade and date of achievement. A B2 must be achieved for York College for 1 year (3 terms) Please also scan and send as a PDF - with the completed application

4: Please email Mr.Mark Forster [mrforster64@gmail.com](mailto:mrforster64@gmail.com) to complete your online assessment for Bootham School. This is only required for 1 year visa applications. Upon successful completion of the Bootham School English assessment, confirm 'Pass Achieved' by inserting the date of achieving the 'Pass' standard.

1: German School Report – English Language Level		Level 1-6		
2: Any Relevant Qualifications	Qualification Name	Subject	Grade	Date
3: ILETs(1 yr stay only)	General Academic	English Assessment B2 required		
4: Bootham Entry Online Test for 1 year stay only. Please email: Mr.Mark Forster <a href="mailto:mrforster64@gmail.com">mrforster64@gmail.com</a>	English Assessment  <i>Mr Forster will send the test after the student has emailed him.</i>	Pass Achieved YES		

## 8. Personal Statement

*Please explain why you want to study your chosen course at York College / Bootham School.  
Please complete by yourself without any help.*

### 9. Host Family

Embrace England will provide hosts for both Bootham School and York College

\*Host Family Preference: Please ✓ desired option. We cannot guarantee your preference but we make every effort to do so.

Specific Dietary Needs E.g. Vegetarian / Wheat and gluten intolerant etc.		Allergies E.g.: Cats etc. that may affect host selection	
Single host	Without children	With children	
Dual host	Without children	With children	

### 10. Boarding at Bootham School ( delete as appropriate)

1: 1 year  
 2: 6 moths  
 3: 1 term Term 1 (Autumn) or Term 2: Spring or Term 3: Summer

### 11. Criminal Convictions

Do you have any unspent criminal convictions? (delete as appropriate) YES NO

An unspent criminal conviction does not necessarily preclude you from entry to a course, but a second reference may be required. However, in the event of being admitted to a course, any failure to disclose any unspent criminal conviction may result in York College/Bootham School asking you to withdraw. If this happens there will be no refunds of any fees.

## 12. Responsibility of payment for host fees / tuition fees / boarding fees

All host payments are made to 'Embrace England' ( details of payment on page 32-33)

\*All York tuition fees (York College) and Bootham School tuition /boarding fees are paid directly to Bootham School.

\**Invoice details/methods of payment will be sent directly to the person responsible for payment by York College or Bootham School.*

Name of the person responsible for paying host fees/tuition fees/ boarding fees::

Email:

Address:

Handy:

## 13. Declaration – Completed by applicant

By emailing this form to [jim@embraceengland.co.uk](mailto:jim@embraceengland.co.uk) , I, \_\_\_\_\_, confirm that the information provided in this form is correct to the best of my knowledge.

Name:

Date:

## 14. Parent / Guardian Declaration – Completed if applicant is under 18

By emailing this form to [jim@embraceengland.co.uk](mailto:jim@embraceengland.co.uk) , I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_, confirm that this application has my full support and that I am prepared to support him/her. I also confirm that the applicant has my permission to live in the UK without my presence for the duration of the course.

Name:

Date:

#### Final Checklist:

- 1) Ensure you have saved, as PDFs, any additional documents that may be needed to support the application. (See section 7 of the Application Form)
  - A copy of the students birth certificate (PDF) – section 2
  - Testimony/Reference from school contact or teacher ( PDF) - section 3
  - A copy of your last school report. (PDF) – section 7
  - Relevant qualifications to support your application (PDF) – section 7
  - English language results – ILETS (PDF) – section 7
  - A scanned copy of your Passport (PDF) including picture and passport number
- 2) Please save your application as a separate PDF with your name in the title.
- 3) Email the completed Application Form (PDF) with any relevant supporting documents to:  
[jim@embraceengland.co.uk](mailto:jim@embraceengland.co.uk)

#### What happens after the Application Form has been sent?

- 1) We will review your application / documents and will aim to contact you within five working days via email.
- 2) If the application is successful:
  - Jim Tomlinson will send you a confirmation letter which you will need for your school and Visa Application (only for 1 year stay) When you have been successful with your visa application, please inform Jim Tomlinson so we can update our records.
- 3) If you have chosen a host family as your accommodation option, we will start the matching process.
- 4) Please contact ‘Tomlinson, James’ on Skype and send a ‘wave.’ We will accept you and reply confirming our ‘Online Induction on the 27<sup>th</sup> June 2021.( see page 23)

**THANK YOU FOR COMPLETING THE APPLICATION.  
FOR ANY FURTHER QUESTIONS.- PLEASE CONTACT:**

*Jim Tomlinson – Ambassador for York College and Huntington School*

[jim@embraceengland.co.uk](mailto:jim@embraceengland.co.uk)

*Handy:00447930227253*

*Skype: ‘Tomlinson, James’*

#### Data Protection

The information you provide on this form will be kept securely and will not be given to anyone outside the York College/Bootham School without your permission unless we are required by law to do this (for example by the British Government, UK Visas & Immigration)