



Institut
Linguistique

Educational project



1 ADMISSION OF MINORS AWAY FROM THE PARENTAL HOME

– Under articles L227-4 and seq. of the French Social and Family Action Code Alpha.b SARL is specialised in the teaching of French as a foreign language. Most of the clients of alpha.b are students who are above the age of 18. Students are distributed into small groups of no more than 10 depending on their language ability.

In addition to teaching French as a foreign language, alpha.b offers other services to its clients: receiving the public, offering accommodation and organising cultural and tourist activities.

alpha.b accepts minor students aged 16 and above, on the express condition that their parents or legal guardians sign the parental permission form for minor students, which is supplied to all clients and agencies.

2 - MONITORING OF STUDENT ATTENDANCE AT LESSONS

- A satisfaction questionnaire is handed over at the start of the course and minor students are required to return it within the first three days to make sure that their stay is progressing satisfactorily.

Another questionnaire is to be completed at the end of the stay to assess the lessons, accommodation, services and activities.

All students sign an attendance form every day at the start of lessons. If a student is absent, the teachers immediately inform the office, which contacts the host family and the student. Parents and the agency are immediately informed by telephone or email.

If the absence is planned, parents are required to inform the school in writing or by telephone. The course manager is responsible for the integration of students in their class and the progress of lessons. Parents will be informed at once of any reported problem.

3 - PREMISES, HOURS, SUPERVISION- The school premises comply with the standards applicable to category 5 public-access buildings. An emergency procedure is known to all staff and training has been provided to permanent members.

The opening hours of the Institute are: 8.30 am to 5.30 pm from Monday to Friday.

The hours of student lessons are generally:

- Monday to Friday 9 am -12.20 pm for the Continuous Course

- + Tuesday, Wednesday, Thursday 1.15 pm-4 pm for the Intensive Course

- In summer, some lessons are held in the afternoon on alternate weeks.

alpha.b may not in any case be assimilated with a “language camp” or “holiday camp” for minor children.

Our institute is not a closed study centre and minors are not restricted in any way as regards their absence at any time, during or away from lessons. Parents who select our programme must make sure that their child is sufficiently mature, independent and responsible enough to leave the institution and use public transport on their own without adult supervision on their way to school or their lodgings

4 -REGULATIONS- (refer to article 13 of the standard terms and conditions to see all the regulations)

Article 13-2 of the regulations relates to minors and alcohol abuse

Under French law, the consumption and purchase of alcohol is permitted after the age of 18.

Any abuse of alcohol or drugs during your stay (at alpha.b, in your lodgings, on streets or during your leisure activity) will be punishable by immediate expulsion and a return to your country at your own cost with no refund.

5 - INSURANCE – (refer to article 5 of the standard terms and conditions)

Under the law, parents of minors are required to take out very complete insurance for the stay of their child, particularly covering third-party liability, transport costs, loss, theft or damage to property, injury, illness, medical evacuation and repatriation.

6 -INTERRUPTION OF STAY - (refer to article 4 of

the standard terms and conditions)

If your child is ill during their stay, they may need to be repatriated. If the stay is interrupted before time for any reason, that shall not give rise to a refund of any part of the costs of the course. While cancelling accommodation with a host family, a week of accommodation is not refundable. While cancelling accommodation in a student residence, hotels or apartment hotels, cancellation costs may apply to 100 % of the accommodation costs.

Our insurance covers: Any accident occurring when in our charge; basic personal cover is provided, particularly repatriation and medical expenses

Our insurance does not cover: Any accident occurring away from our charge, and also travel incidents, illness, hospitalisation, repatriation

Schengen obligations: "Non-Schengen nationals are required to have medical cover in at least €30,000 and insurance for assistance and repatriation to their country of origin for securing a visa.

Any student coming to France for less than three months has the obligation of personally securing insurance for their healthcare costs."

Please contact your own insurance company for details.

7 - HEALTHCARE- In the parental permission form for minor students, parents are required to complete a medical questionnaire and supply a 24/7 telephone number for emergencies.

Authorisation for medical treatment and hospitalisation in the event of illness or accident must be given.

We have a first-aid kit for minor injuries at the school and also during activities.

If needed, our administrative staff will arrange a medical appointment for the student.

8 - ACCOMMODATION- Accommodation with a host family is strongly recommended to facilitate the linguistic immersion and supervision of students.

A return time between 8 pm and 11 pm shall be

selected by parents in our parental permission form for minor students.

It is not the responsibility of the host family to educate or supervise your child. The host family cannot guarantee that your child will observe the return times allowed. However, if the child fails to observe the times, the family are required to inform the school, which in turn keeps the parents informed.

9 – COLLECTION/TRANSFER-

The host family will pick your child up from the station or Nice airport at the appointed hour. For departure and for other accommodation modes, the transfer is to be organised by you or booked for an extra charge from our staff.

10 – EXTRA-CURRICULAR ACTIVITIES - Your child may sign up for and take part in optional paid-for extra-curricular activities and trips organised or offered by the school.

For water activities (diving, swimming, water sports), parents must complete the parental permission form for their child.

The adult-to-child ratio is one adult for 15 minors. Accompanying adults will have a list of participants with the telephone numbers of minors, safety instructions and the activities in which the students may or may not engage.

11 - CLOSED GROUPS- L The person in charge of the group must give alpha.b a list of students with their surname, forename, nationality and date of birth as early as possible.

Group leaders are informed of the adult-to-child ratio during transport: 1 adult for 15 minors.

Les parents doivent impérativement prévenir 48h à l'avance l'école de toute absence programmée de leur enfant, soit par e-mail soit par téléphone. en cas de maladie ou d'accident.