

## IH Study Tour Welcome Letter

<b>Study Tour Group</b>	
<b>Number of students</b>	
<b>Course dates</b>	

Dear Study Tour Group Leader,

Welcome to International House Bondi!

We want to make sure that you and your students have a safe, organised, educational, and above all, fun experience during your stay in Sydney. To assist with this, we have provided some important information below about the classes and activities, as well as your responsibilities as Study Tour Leader. Please take some time to read it carefully and sign to indicate you understand and agree.

### Class Timetable:

Lesson 1	Break	Lesson 2	Break	Lesson 3	Break

### Activities Schedule:

Start time	Finish time	Meeting Room

### Study Tour Leader Responsibilities:

To ensure that both the morning English lessons and the afternoon activities run as smoothly as possible, please be sure to follow these guidelines:

1. Check that your students understand their timetables and school rules.
2. You must be at the school during lesson times (8:30-2:30) and supervise and control students during break times.
3. If any students are missing, please tell us immediately.
4. Please meet your group at **(time)** in room **(number)** so that activities can start on time.
5. Count your students before, during and after all activities - **you are fully responsible for the students in your Study Tour group during and after all activities.**
6. You are responsible for organising, encouraging and counselling the students in your group.
7. All students must return to IH Bondi with group leaders and teachers after all activities. If you wish to allow your students to go home directly from the activities, you must write an email with the names of the students and the dates when the student will be excused from coming back to the school after activities to Natalia Munoz [NMunoz@ihsydney.com.au](mailto:NMunoz@ihsydney.com.au) and [admin@ihsydney.com.au](mailto:admin@ihsydney.com.au) . The email must be sent to us before the student leave to the activities.
8. Opal cards will be handed out to each student and Study Tour leaders at the airport or during Orientation.
9. Study Tour students have a 7pm curfew. Unless otherwise agreed with the host families, students must be home by 7pm. This includes weekends.

10. Please collect and return the Opal cards to IH on the last day of the tour. Any lost or damaged cards will incur a replacement fee of \$25.00 per card. This is the responsibility of the Study Tour Leader and the Agent.
  
11. Please inform us of any allergies or other medical conditions of your students. The more information we have, the better!

We look forward to hosting you and hope you have an enjoyable stay!

To indicate that you have read and understood the above information, please sign below.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number: \_\_\_\_\_