



Information for Tour Supervisors

RELA is very pleased to welcome you to our school.

Your RELA contact person is _____.

RELA will do its best to make your tour a success. We ask that you follow these procedures to make your stay enjoyable.

Responsibilities of a Tour Leader

- Please meet with your students every day if possible and inform us of any serious problems.
- Please assist on all afternoon activities with the supervision and control of the students. For safety reasons it may be necessary to have instructions translated.
- Please assist with any language or cultural difficulties, which may arise.
- We would like you to assist with language on the first morning during the students' orientation.

The major responsibility of the tour leader is to look after the students and ensure they are well-behaved at all times. They must obey all rules set by the school. Please note that the school staff are responsible for all arrangements, activities, and the teaching programme. These are not the responsibility of the tour leader, and changes to the agreed programme can only be made for very special reasons.

With Homestays:

We have very nice and friendly people as our homestay hosts and we try to avoid situations which could upset them. We would like your help in this.

Please do not discuss with homestays any changes that you would like to make. All placement changes must first be discussed with our homestay manager. RELA has rules for changing homestays and these rules need to be followed to avoid upsetting the students, the homestays and the school. This rule applies even if you just want to exchange one student's homestay with another student in your group.

It is important to the school that we keep our good homestays. Therefore, please do not invite yourself to dinner at a homestay or ask to visit homestays who are not hosting your students. These actions are likely to upset our homestays, as they may consider them rude. If your student has a problem in his/her homestay, please discuss this with the Homestay Manager. Please do not approach the Homestay yourself with any big problem or complaint.

It is acceptable for you to arrange to visit a student in a homestay. It is polite to telephone the homestay first, as unexpected visits can be very inconvenient to the homestays.

Please do not arrange for students to spend a night at another student's homestay. This creates financial problems for RELA in paying the homestays and it can be upsetting for both the students and the homestays.

If your students need transport to other venues apart from activities arranged by the school, please discuss this with our homestay manager. While our homestays are very helpful, we do like to be sure that they can cope with requests for extra transport.

With RELA Staff

We would appreciate your help in insisting that students obey the rules of the school. For example, students under 16 are not allowed to go in to town at lunchtimes. Also, students may not eat or drink on buses or during class time.

Our aim is to make sure that everyone is happy and well informed about what is expected of them. Our long experience with tour groups has shown us that many upsets can be avoided if these requests are followed.



Crossing the Road in New Zealand

Tour leaders and teachers,

Please discuss this with your students. It is **VERY IMPORTANT**.

We are very concerned about the way some students cross the road. In New Zealand, cars will not stop for you. In your country pedestrians may have right of way. They don't in New Zealand, except on a pedestrian crossing. When you want to cross a road, you must **STOP** and **THINK** and **WAIT**. Do not cross until the road is clear both ways. It is very dangerous to stand in the middle of the road waiting. Be patient.

We want your time in New Zealand to be safe. Please be very, very careful.

Thank you for your cooperation.

Chris Leckie
Principal